

Checklist for Training of Poll Workers

BEFORE TRAINING BEGINS:		
Training site and room reserved, unlocked, and available on day of training? (did you check prior to training, even if room had been reserved?)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At time of invitation, do you ask learners if they have any special needs accommodations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is training time sufficient to teach the required material and allow for lots of repetition and practice, practice, practice?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you posted signs to direct learners to the training room?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the training site and room accessible for persons with disabilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If accessibility entrance is at a different location in building, do you provide directions from THAT entrance to the training room?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there ID or special badge requirements in order to enter the building?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you need a microphone?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there adequate chairs, lighting?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is room set up so all can clearly see monitor, screen, trainer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you need a projection screen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Audio/visual tested and ready to be used? (back-up projector(s), spare bulbs, etc)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you consider having an objective 3 rd party (teacher, college instructor) observe the training and report feedback to trainer after session?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have enough training manuals, hand outs, checklists, and are they in order?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have sign-in sheets or attendance rosters?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have name tags for all attendees?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have extra pens/pencils available?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your training manual have an index, tabs or table of contents for poll workers to easily locate specific topics?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are power outlets accessible for audio/visual?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you organized and comfortable with the material to be presented?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

BEFORE TRAINING BEGINS:

Do you know how many trainees will be attending? YES NO

Are you dressed professionally? YES NO

Do the poll workers know how and when they PERSONALLY will vote? YES NO

Is there an alternative plan of training for those who couldn't attend? YES NO

DURING TRAINING:

Do you start on time? YES NO

Do you thank learners for working as poll workers? YES NO

Do you tell learners how you are going to address questions? YES NO

Do you provide and review the agenda, and stick to it? YES NO

Are objectives clear? YES NO

Are you enthusiastic and energetic? YES NO

Is the training ENJOYABLE and FUN? YES NO

Do you provide an opportunity for EVERYONE to practice using the supplies, equipment, in exactly the manner as on Election Day? YES NO

Do you gear the session towards learners' needs? YES NO

Do you have a plan for getting information to the learners if you did not know the answer to a question? YES NO

Do you provide sensitivity training for voters with special needs? YES NO

Do you check for learners' understanding before moving on to the next topic? YES NO

Do you use varied teaching techniques (i.e. lecture, hands on, audio visual, parables, review?) YES NO

Do you avoid the use of elections' jargon? YES NO

Do you keep the discussion on topic and avoid getting off on tangents? YES NO

Do you move around the room while training? YES NO

Do learners perceive you to be interested in the material? YES NO

Is the training SEPARATE for new poll workers versus seasoned, experienced workers? YES NO

Do you incorporate seasoned poll workers to assist with hands on, team teach, utilize their expertise? YES NO

Do you provide election day CHECKLISTS to insure that all procedures are completed and in order? YES NO

Do poll workers know what to do in case of emergency? (loss of power, fire, someone in polling place becomes ill, natural disaster, etc) YES NO

Do poll workers realize the need to do everything possible to accommodate all voters? YES NO

Do you TEST poll workers ability to perform their jobs? YES NO

DURING TRAINING:

Do you describe next steps for the learners in your closing? YES NO

Do you thank learners and were you available for individual questions? YES NO

AFTER TRAINING:

Do learners know who to contact if they have additional questions once they leave? YES NO

Have learners completed written evaluation of training? YES NO

Have you provided the opportunity for additional training, if needed? YES NO

Have you made note of common questions and plan to incorporate them into future training? YES NO

Have you made note of topics that seemed confusing to learners and plan to make alternate ways of presenting the information? YES NO

Do you make note of any poll workers that you have concerns about performing their duties and why? YES NO

Do you report your concerns about poll workers to the proper elections' personnel? YES NO

Do you have a plan to evaluate the poll workers' performance after the next election to ascertain how effective your training was? YES NO

Have you gotten feedback from the learners about the location of the training and whether THEY had any issues with the training location? YES NO

Do you leave training area the same way that you found it? (picked up any loose materials, tables and chairs back in their positions, lights out, door locked, audio visual disassembled?) YES NO

Do you establish HOW you are going to provide recognition after the election to poll workers for exemplary performance? YES NO

Do you have a plan for feedback to poll workers after the election regarding re-training or addressing performance that did not meet expectations? YES NO