



Texas Secretary of State
ELECTIONS DIVISION



Effective Trainings: Reaching Your Target Audience

43rd Annual
Election Law Seminar
for County Election Officials
August 11-13, 2025



Brainstorm

Prompt:

- How do you train your elections staff?
- How about your judges and clerks?

We have in-person training for judges and clerks twice a year for a full day session

For judges and clerks, our county directs people interested to take the course on the SOS website

We have modules for new hires in the office that they complete when they are hired

We train new staff in practical skills as they progress through working in the county elections office



Work together with people at your table and the table directly behind you

Ensure that everyone has a turn to share their thoughts, ideas, or perspective

You will have **5 minutes** to brainstorm



Table Share

Prompt:

- What are two things that go well with your current methods of training?
- What is one area of improvement?



Work together with people at your table and the table directly behind you.

Ensure that everyone has a turn to share their thoughts, ideas, or perspective.

You will have
7 minutes
to share with
your group



Training Frequency

- The Texas Election Code does not indicate how often election judges and clerks must undergo training
- The Secretary of State recommends that election judges and clerks complete the training **prior to each election** and poll workers receive training **prior to each election** so that they are familiar with their responsibilities and the laws applicable to the specific election

TRAINING REQUIREMENTS FOR ELECTION WORKERS

County

The county clerk/election administrator is required to provide one or more training sessions for election judges and clerks who have been appointed to serve in elections ordered by the governor or a county authority. Each election judge **MUST** complete the training program. The training program must use the standardized training program and materials developed and provided by the Secretary of State.³ The training program must include specific procedures

conduct its training independently or jointly with

must notify the voter registrar of each county in date, hour, and place of each training session.

provide for the training of election judges and clerks.

services if they choose, but the county election judges and

election judges and clerks must

related to the early voting ballot board and the center complete the part of the training program related to identification. The training program must be open

Each election judge, early voting clerk, or deputy election judge is entitled to compensation for attendance at the training program in an amount not less than the minimum wage. [Sec. 32.114]

Notice of Training

The county clerk/election administrator must:

1. Post notice of the time and place of each training session

The county election officer is not required to provide training. The county is allowed to contract to provide those services if they choose, but the county election officer does not have a legal duty to contract to provide for the training of election judges and clerks. [Sec. 31.093(b)]



Know Your Audience

AGE

- When teaching adults, you have to take the following factors into consideration:
 - More developed habits;
 - Tend to be more confident in what they know;
 - Learning from another adult can be difficult if the person learning believes themselves to be more knowledgeable than the teacher; and
 - If there is condescension or speaking down to another adult, they will stop listening.



Know Your Audience

ATTENTION SPANS

- Holding someone's attention through training is HARD. You have to engage people learning to keep their attention and retain content.
- Ways to hold attention include:
 - Inflection of your voice;
 - Addition of rhetorical questions;
 - Professionally appropriate humor; and
 - Variety of ways that show content.



Know Your Audience

AUDIENCE MAKEUP

- The make-up of your audience could contain a vast variety of experience levels from persons.
- Meet people where they are when teaching.
- Requires balancing basic information that new people need and also keeping focus of experienced learners that you re-train.



Know Your Audience

PRE-EXISTING KNOWLEDGE

- It is incredibly valuable to know what learners already know so you can tailor your content.
- To do that, there are multiple approaches:
 - Evaluating pre-existing knowledge;
 - Questions you ask at the beginning of a training; and
 - Documents you can give beforehand for a foundation prior to the training.

*Ask yourself:
How can you
address the
different levels of
knowledge in
your audience?*



Modalities of Learning

Visual



- Graphics or images related to the content
- Color coding
- Presenting content in a infographic

Auditory



- Recording explanations and playing them back
- Teaching or explaining what you are learning to a colleague
- Creating mnemonic tools to remember details

Reading/Writing



- Reading over and summarizing content
- Taking visual information from a chart or graph and describing them in writing

Kinesthetic



- Acting out a situation
- Thinking up real-life examples to illustrate a concept
- Imagining ways content plays out in real life

Non-verbal communication and paralinguistics

Multimodality



Visual Modality



Visual

- Graphics or images related to the content
- Color coding
- Presenting content in a infographic

Election Day List of Provisional Voters (Form 9-6)

Records the voters who voted provisionally on election day.

9-6
Prescribed by Secretary of State
Sections 63.011, Texas Election Code
3/2025

Type of Election (Tipo de Elección)	Poling Location (Lugar de Votación)
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

Election Day List of Provisional Voters

Completed by the Election Judge			Completed by Ballot Board Judge	
Name of Provisional Voter	Registered Precinct # (if registered)	Voter Unique Identification Number (VUID)	Accepted for Counting	Rejected for Counting
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Enter Number of Provisional Ballots in Ballot Box: (as shown on list)

I certify that the numbers represented above are true and correct as evidenced by my signature.

Printed Name of Presiding Judge	Signature of Presiding Judge
Printed Name of General Custodian	Signature of General Custodian
Printed Name of Voter Registrar	Signature of Voter Registrar
Printed Name of Ballot Board Presiding Judge	Signature of Ballot Board Presiding Judge

White Copy - Envelope #1 (Canvassing Authority)
Yellow Copy - Envelope #2 (General Custodian of Election Records)
Pink Copy - Envelope #3 (Presid)

Who Completes the Form

Election Officer
(Green)

Authority Conducting the Election or Any Election Officer
(Blue)

Early Voting Ballot Board Judge, General Custodian, and Voter Registrar
(Purple)



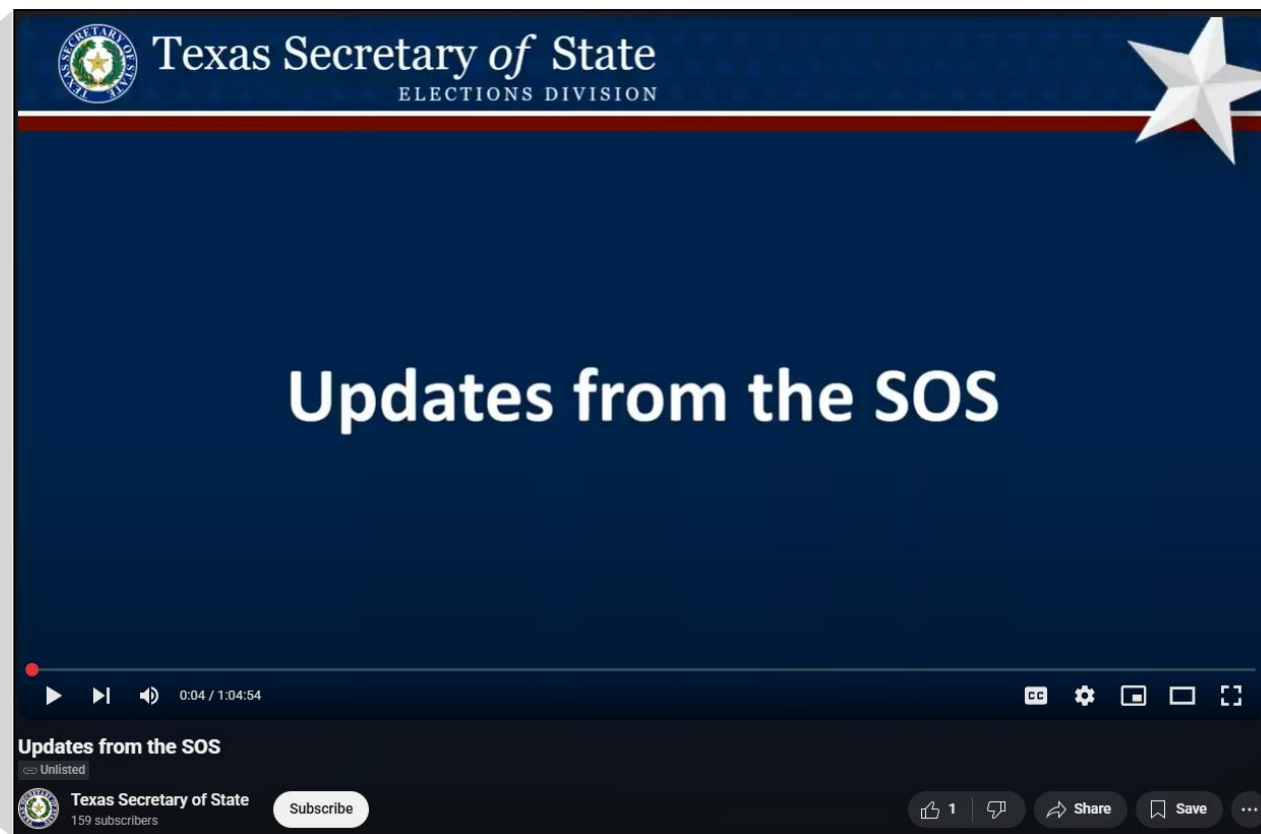
Auditory Modality



Auditory

- Recording explanations and playing them back
- Teaching or explaining what you are learning to a colleague
- Creating mnemonic tools to remember details

V
A
R
K





Reading/Writing Modality



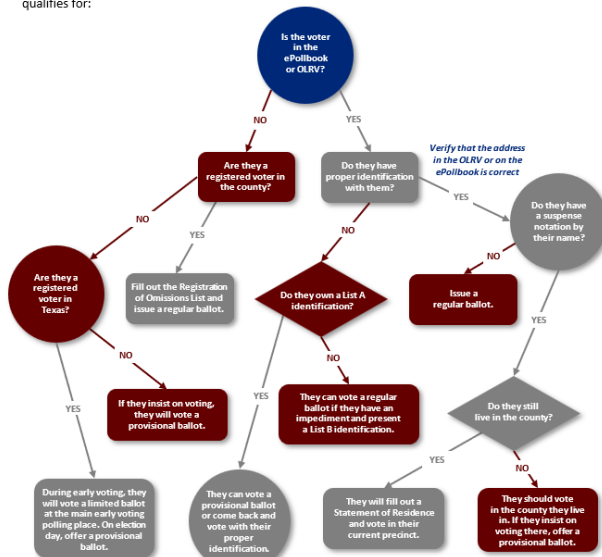
Reading/Writing

- Reading over and summarizing content
- Taking visual information from a chart or graph and describing them in writing

COMMON TYPES OF BALLOTS

- **Regular Ballot**—The most common type of ballot issued.
- **Provisional Ballot**—In 2002, the Help America Vote Act required that provisional ballots be offered to any voter that declared that they are a registered and eligible voter of the precinct in which they are appearing; and any voter whose eligibility is called into question by an election officer (e.g., shown to have voted early by mail). Provisional ballots are issued when a voter is not eligible to vote a regular ballot.
- **Limited Ballot**—A registered voter who has moved from the county in which he or she is registered to a new county of residence in Texas, and who will not be registered to vote in the new county on or before election day, may be eligible to vote a limited ballot in the new county of residence. Limited ballots are only available during **early voting**.

Use the flow chart below to guide you through which of the three common types of ballots a voter qualifies for:



Summarize

Addresses three main ballot types and how to issue them

Describe

A flow chart that describes common ballot types and when they are used



Kinesthetic Learning

Kinesthetic



- Acting out a situation
- Thinking up real-life examples to illustrate a concept
- Imagining ways content plays out in real life

Partner Up: *Act it Out*



A voter comes into the polling place and has moved within the county.
What do you say?

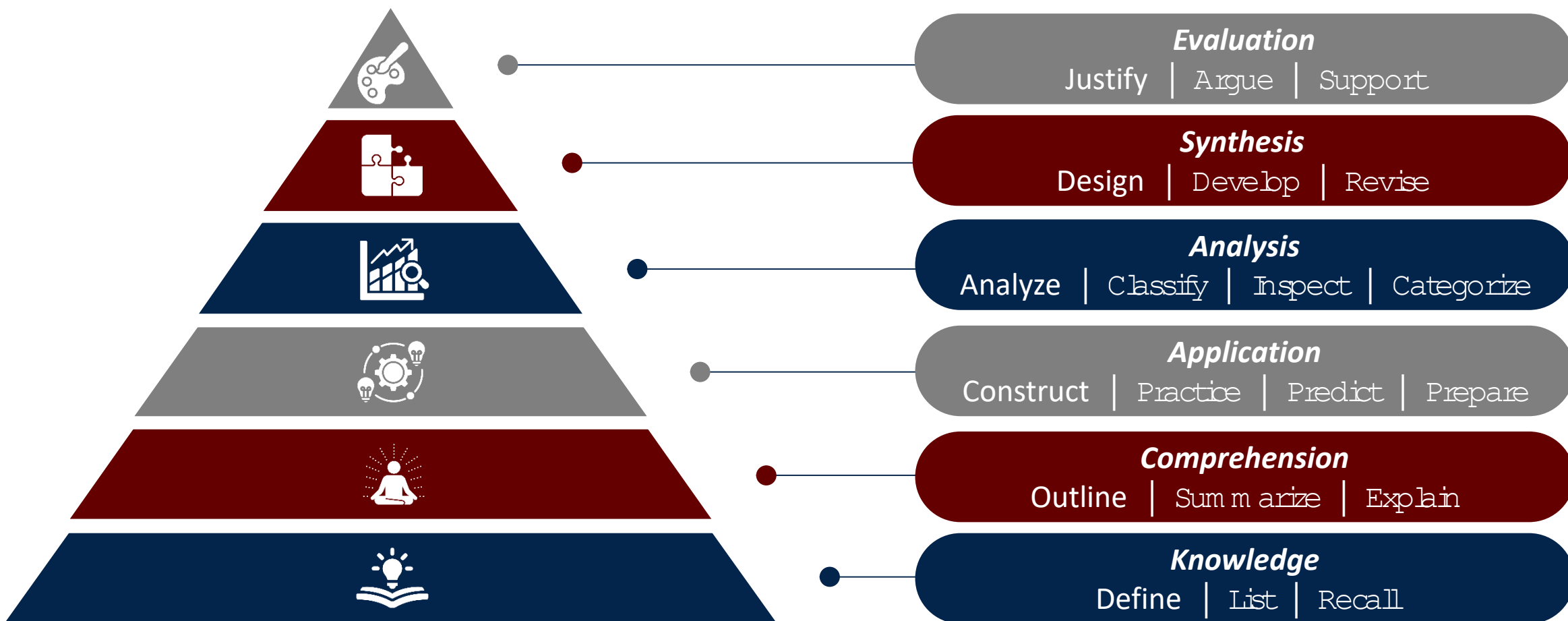
Hands On Activity



You will be given an example ballot by mail. With a partner, go through the process of cancelling it.

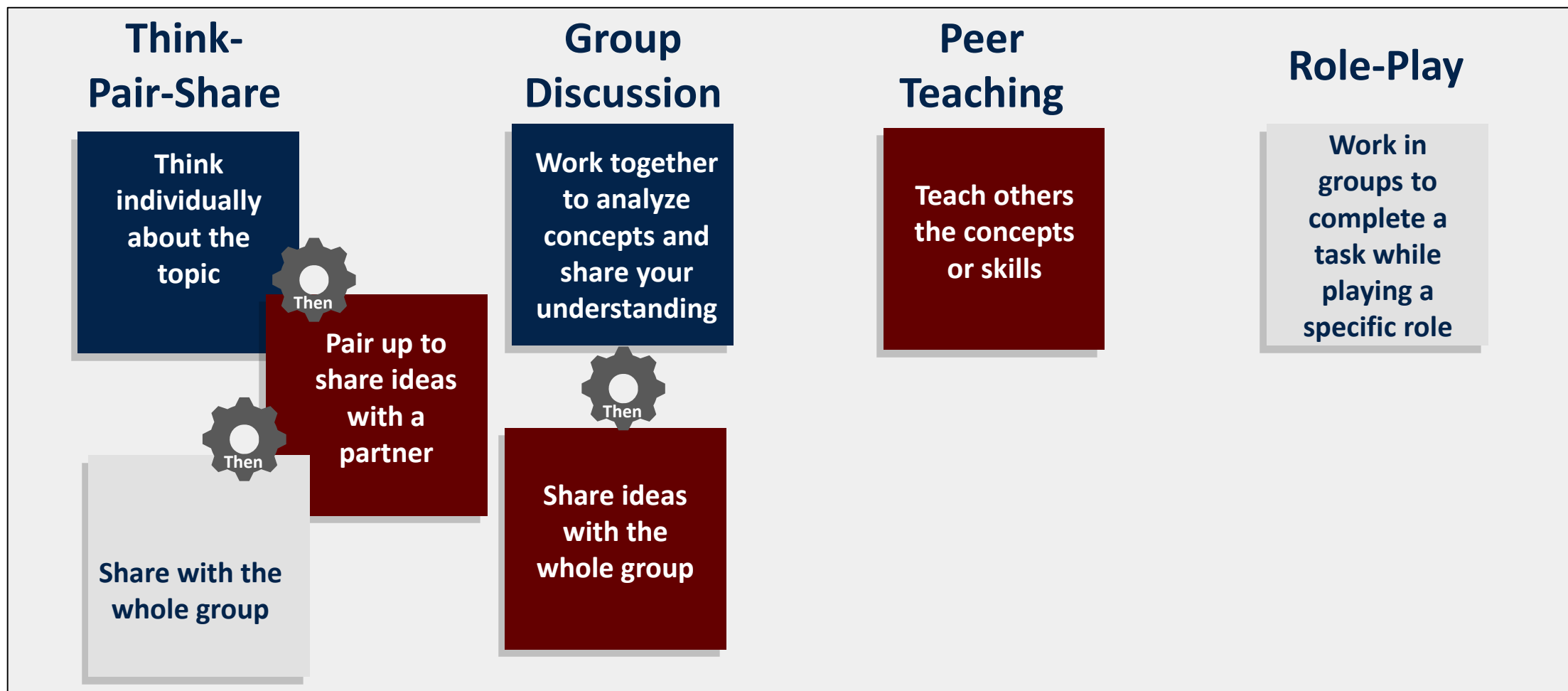


Levels of Objectives





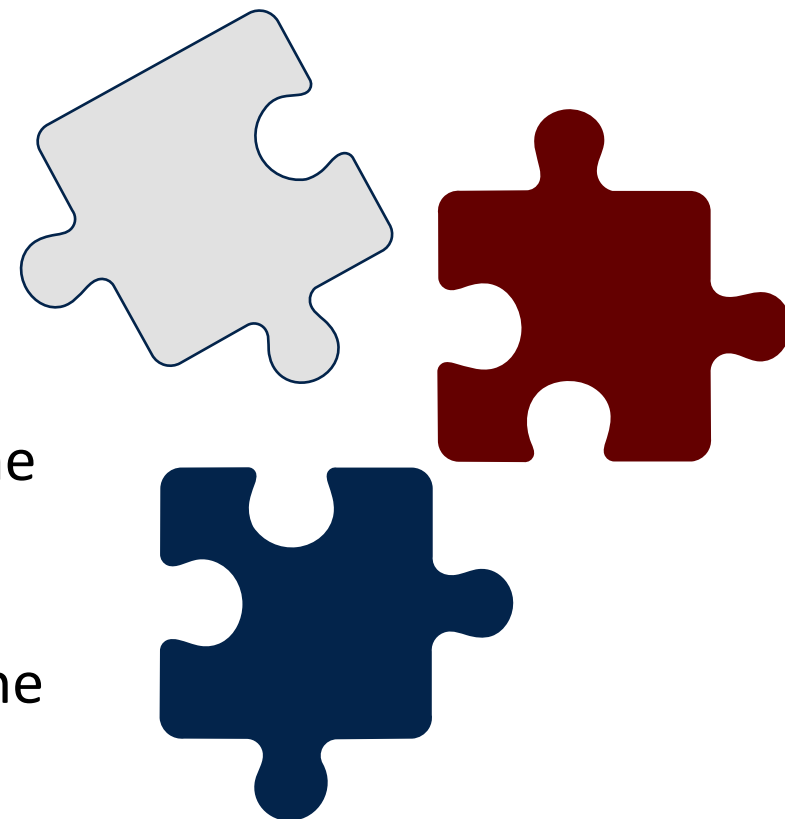
Active Learning Strategies





Teaching for Understanding

- The experiences and perspectives of the people you teach are among some of strongest resources available.
- Require learners to think, analyze, problem solve, and make meaning of what they have learned.
- Learners problem solve if they understand, that is not the case if someone is just memorizing a process.
- Teaching for Understanding sets the goal of **APPLYING** the information someone learns to situations that they encounter.





Collaborative Learning Environment

- The experiences and perspectives of the people you teach are among some of the strongest resources available.
- To create training content that is relevant and has real-world applications, integrate the ideas and perspectives of your participants by using:

Levels of Objectives

Active Learning Strategies

Teaching for Understanding



Collaborative Learning Environment

- If you can facilitate and encourage collaboration, you can build a deeper understanding, critical thinking, and problem solving.
- Ways that you can facilitate this discussion and sharing of information on a regular basis will:
 - Improve your trainings;
 - Increase engagement; and
 - Increase the understanding of your learners.



Key Goals for Every Training

#1



Present information in a variety of ways

#2



Learners interact and discuss content with each other

#3



Learners can apply what they have learned to a real-world situation and problem solve



Training Ideas from SOS

Curbside Voting

**Voters Who
Have Moved
Within the
County**

**De-escalation
Scenarios with
Voters**

**Completing
Chain of
Custody
Paperwork**

**Volunteer
Deputy
Registrars**

**Provisional
Voting**



Mapping it Out

Prompt:

- Choose an area that you know needs more training in your county/office.
- Map out how you can incorporate at least two components you have learned from this presentation into your training on that topic to improve your trainings.

TIP: Start with the goal and work backwards. What are the steps needed to achieve this goal?



You will have
5 minutes to
map it out



Work together with people
at your table and the table
directly behind you



Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov