# PRESENTATION SUMMARY

## Program Title: EFFECTIVE PUBLIC SPEAKING

## Course Number: 101

## Presenter: LAUREY CLAMPITT & BILL CLAMPITT

## Location: KI CONVENTION CENTER

## Date(s): 07-09-2012 8:00-12:00

<table>
<thead>
<tr>
<th>% Strongly Agree</th>
<th>% Agree</th>
<th>% Somewhat Agree</th>
<th>% Disagree</th>
<th>% Strongly Disagree</th>
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</thead>
<tbody>
<tr>
<td>1. The subject matter presented was useful to me. (N=55)</td>
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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=55)</td>
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<td>3. The instructor was knowledgeable of the subject. (N=55)</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=55)</td>
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<td>5. The instructor responded effectively to questions and comments. (N=55)</td>
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<td>6. The instructor explained points clearly and used good examples. (N=55)</td>
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<td>9. There was adequate time given for discussion and questions. (N=55)</td>
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ITEM MEANS

1. The subject matter presented was useful to me........................................ 4.23

2. The instructor’s teaching methods contributed significantly to my learning.... 4.44

3. The instructor was knowledgeable of the subject matter....................... 4.71

4. The instructor was well organized and presented the material without hesitation
   .............................................................................................................. 4.52

5. The instructor responded effectively to questions and comments.............. 4.63

6. The instructor explained points clearly and used good examples............... 4.62

7. When appropriate the instructor promoted interaction among participants..... 4.65

8. The instructor respected different viewpoints......................................... 4.59

9. There was adequate time given for discussion and questions ................. 4.26

10. The overall course met my expectation.................................................. 4.45
Most valuable aspects of this session:
Public speaking – addressing others, watching my tone to be getting my point across.
Question and answer portion. Enjoyed listening to other clerks – need more time.
I did not find anything of value due to the fact I have had communications class in college. This class was real basic.
Emphasized pre-planning.
Concentrate on facts – take the emotion out. Change tone and pick your battles.
I realized as what stated the hardest part about speaking in front of people was the fear of speaking about myself.
Question and answer was most important because it pertained to real-life situations.
Tips for organizing speeches. Practical tips and strategies that can actually be used.
Presentation content.
Pointers on how to engage people.
Getting up in front of strangers was very beneficial.
Show time – great to hear how passionate each person is about their favorite activity or least favorite. Really gained a new perspective on ordinary or extraordinary activities.
Good presentations.

Suggestions for improvement:
More time for discussion and questions.
Less emphasis on name game – time consuming.
Would be nice if there was more student involvement. More activities that are interesting.
None – let’s have it every year. Communication is so important!
I would like to have been more involved with practical situations that pertain to municipal work.
More common FAQs and Q&A.
More student involvement.

Additional comments:
Presenters connected very well with audience. Openness to engage audience!
Thank you – wonderful time!
Very effective in engaging the class with activity.
I am not in this alone, the instructor made this point clear.
Great course, practical and helpful techniques.
Enjoyed the name game.
# PRESENTATION SUMMARY

Program Title: DEALING WITH DIFFICULT PEOPLE

Course Number: 108

Presenter: TIM PFLIEGER

Location: KI CONVENTION CENTER

Date(s): 07-09-2012 12:45-5:00

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ITEM MEANS

1. The subject matter presented was useful to me………………………………. 4.29
2. The instructor’s teaching methods contributed significantly to my learning…. 3.93
3. The instructor was knowledgeable of the subject matter…………………… 4.53
4. The instructor was well organized and presented the material without hesitation
   .................................................................................................................... 4.29
5. The instructor responded effectively to questions and comments…………… 4.35
6. The instructor explained points clearly and used good examples…………… 4.33
7. When appropriate the instructor promoted interaction among participants….. 4.41
8. The instructor respected different viewpoints…………………………………… 4.38
9. There was adequate time given for discussion and questions……………….. 4.55
10. The overall course met my expectation……………………………………….. 4.17
Most valuable aspects of this session:
Effective opening for conflict resolution.
The topic is very pertinent to my job.
Recognizing me.
All.
No nonsense approaches were offered.
Very good – informative and fun!
Very good – useful tips and ideas.

Suggestions for improvement:
Questions handed in ahead of time to better understand situations.
I found the presentation difficult to follow. The presenter would say “there are eight hints for…” and then only clearly identify some of them. Sometimes it was hard to tell what was a main point and what was supporting information for that point.
I think a list of trigger words would be helpful for people to utilize to diffuse situations. Empathy, and sincerity in reactions or responses goes a long way.
I would’ve liked to have more talk about difficult people within the area where we live versus who we work with. Example: Dealing with difficult residents.
Would like better handouts or slides of program.
Got a little long.
Presenter to have better understanding of our line of work.
It was a pretty long class and I was thankful we finished early. I wasn’t bored, just ready to move on.
This is all really good information, but having to sit in one place all day made it hard to absorb towards the end of the presentation.
Need to have tips and points already in the outline. So many, it was hard to get them all.
Handouts or PowerPoint would greatly help.
A PowerPoint with the different lists would be helpful for the different type of learner.
For a class that lasts four hours, breaks should be scheduled in a better fashion.
The outline should be better documented. Handouts with the major points on them, but able to take notes without trying to get what was said.

Additional comments:
The presenter had an engaging style, just seemed unorganized in the delivery.
I was a little nervous in regards to the “kill ‘em with kindness” comment. Often time, I think office people are insincere and think sincerity and compassion are areas for improvement.
Too long.
The session was great!
Wonderful role playing!
Great use of real-life situations!
As a CC I had this course as a T3.
Presenter appeared to stretch out one hour of material into four hours – it was painful!
Great speaker in general! Humor was appreciated!
Program Title: PUBLIC RECORDS AND OPEN MEETING LAW

Course Number: 113

Presenter: RICK STADELMAN

Location: KI CONVENTION CENTER

Date(s): 07-10-2012 8:00-12:00

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6. The instructor explained points clearly and used good examples............... 4.81
7. When appropriate the instructor promoted interaction among participants..... 4.51
8. The instructor respected different viewpoints........................................ 4.67
9. There was adequate time given for discussion and questions .................... 4.46
10. The overall course met my expectation............................................. 4.63
Most valuable aspects of this session:
Speaker – excellent source of information. Enjoyed this session a lot.
Very informational, gave copies of items that were discussed.
All was very informative!
Verified with statutes.
Great material to take back to office to apply when necessary.
He was extremely knowledgeable of his subject matter – will be a great future reference.
Public records law – coming from a legal environment to a public environment. It was most helpful to wrap my brain around “everything is public – except” vs. “everything is private.”
The open meeting policy and how to deal with giving record-disclosure was a good refresher with additional knowledge learned.
Lots of good information and resources to use.
Good session. Practical material, helpful information.
Great refresher course.
Policies needed in my town. Compliance issues.
Very, very nice overview.
Having Rick as our speaker!
All of it!

Suggestions for improvement:
Could slow down a little, was informed about speed of speech.
Four hour class is too long but great amount of information warranted this.
Should be eight hours, not four.
Allow more time for both subjects – there is so much legal and exceptions to the rules that warrant more time.
Needs to be better organized. Hard to follow. Need to refer to page numbers of supplemental material in PowerPoint online.
None – thank you Rick once again for doing an outstanding job with your presentation today!
Maybe make it an all day class.
Longer class time.

Additional comments:
First half was okay as far as speed of information. Second half was too fast.
Very good instructor. Think if it wasn’t so cold in the rooms I could have focused more and been able to keep up with his speed.
Very knowledgeable!
Add records retention.
Very knowledgeable, great information provided.
Too much information for too little time.
Instructor seemed very knowledgeable and understood municipal environment.
Instructor is very knowledgeable.
Excellent instructor!
Program Title: ELECTION PROCESS FOR NEW CLERKS 1

Course Number: 118

Presenter: JULEE HELT & DIANE HERMANN-BROWN

Location: KI CONVENTION CENTER

Date(s): 07-10-2012

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ITEM MEANS

1. The subject matter presented was useful to me................................. 3.92
2. The instructor’s teaching methods contributed significantly to my learning.... 3.7
3. The instructor was knowledgeable of the subject matter.......................... 4.34
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 3.84
5. The instructor responded effectively to questions and comments.............. 4.0
6. The instructor explained points clearly and used good examples............... 4.06
7. When appropriate the instructor promoted interaction among participants..... 3.93
8. The instructor respected different viewpoints........................................... 4.16
9. There was adequate time given for discussion and questions ..................... 3.85
10. The overall course met my expectation.................................................. 3.66
Most valuable aspects of this session:
Not sure had this class not long ago.
There were some details that I found out that our facility needs to be doing or can incorporate.
Very knowledgeable presenters – appreciated their tips for using technology and high school students for more efficiency.
The whole class participating with open discussion – I loved it!
Terrible session – very disorganized. Jumped around too much although still went over some good information.
None.
The topic.
Hearing everyone’s experiences.
Great knowledge.
The instructors were very knowledgeable.

Suggestions for improvement:
Breaking out into towns/villages/cities groups and have a speaker for each.
Breaking the room apart into city/villages → bigger area, town → smaller area - into two different groups, because this was more geared to a big facility and how to handle a high volume. It needed to be more generalized with the rules and law and what to do with elections.
Instructors tended to dwell on “big city” election set-up and situations which didn’t pertain to the majority of the smaller towns and cities in attendance.
It would be very helpful to focus less on issues that larger municipalities face and more on issues for smaller ones. Seemed like there were more people from smaller municipalities in the class that wouldn’t benefit from hearing how the instructors process 1200 absentee ballots (for example) but would benefit from hearing how paperwork is done (example).
I like the open discourse but a select few dominated the discussion and took up a lot of the time with discussion that wasn’t very useful for others.
Shorten time.
Limit conversations, seems out of control. Too little focus.
Very negative presentation. Please provide positive message as encouragement for new clerks.
Have one clerk representing each: a town/village/city.
Explain your abbreviations – not all of the class are seasoned clerks.
Have GAB do this session! Clerks presenters disagreed. Class got into argument, did not get through the material.
I feel that there is a large area of improvement. To begin with, the instructors were not at all prepared for this course. “Because of the changes over the last 7 months, we will only go over the basic municipal core training.” The instructors also went off topic about subjects not related to the topic. Diane started speaking about raising dogs and other personal stories.
The instructors did not have control of the session. Side conversations, and the two instructors having two discussions with different parts of the room was very unhelpful. Also allowing people to get off topic a lot.
Stop the pity talk. Keep students on track and if not sure of the answer, move on and find out later.
The structure was a little loose, the presentation took a little long to get started and broke down into a question and answer when I think I would have learned more if stuck to agenda.
Diane tends to interrupt Julee while Julee is in the middle of making a point (showing an example) and then Julee tends to not finish presenting what she was saying. Suggestion – Diane – wait until Julee finishes before she moves in.
While delivering material, instructors should leave out negative comments regarding personal feelings about laws/procedures. Also, should keep better control over comments from the know-it-alls in the class. Town Clerk Janis continually attempted to take over the class and it was very disruptive.
The instructors need to be more clear as to when question and answer is. The classroom took over the class.
The questions drove me nuts! They lost control early and never regained it.
The instructor should have gained better control of audience participation. Too much time spent on very little information.

Additional comments:
Way too cold in room to be able to concentrate. Ended up being a long class.
You should have a talking stick, has been a little stressful having to listen to one student the whole time.
More breaks would be very helpful. At least two per session please.
Curriculum should have been more geared towards sizes of municipalities. They had some great ideas that could be geared towards everyone.
There were too many conversations going on at once.
I think starting the course telling the audience you are doing the course without pay and the reason we don’t have handouts is because it is too expensive is the wrong way to start!
Worst organized session of the conference by far. Need an expert. Instructors did not manage the class well. I do not care about the clerk’s personal life. Please stick to material.
The instructors also offered minimal handout material. Apparently, we needed to have with us an elections handbook. Unfortunately, I was unaware of this, and therefore could not follow along during discussion. The instructors did not agree on many of the questions that were asked. If a question was not formally concurred upon, the instructors just continued with their presentation. Too much more to write.
The room was too cold.
The GAB should be the only instructors for the core curriculum class!
I found that some information wasn’t the same as what the GAB told me. Not the instructor’s fault but frustrating. Julee didn’t handle that well.
Why didn’t someone from GAB give this?
A rep from GAB would have been very helpful. Some attitude from the instructor was not received very well.
Program Title: ELECTION PROCESS FOR NEW CLERKS 2
Course Number: 130
Presenter: JULEE HELT & DIANE HERMANN-BROWN
Location: KI CONVENTION CENTER
Date(s): 07-11-2012 8:00-12:00

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ITEM MEANS

1. The subject matter presented was useful to me................................. 4.0
2. The instructor’s teaching methods contributed significantly to my learning..... 3.78
3. The instructor was knowledgeable of the subject matter........................ 4.52
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................ 4.08
5. The instructor responded effectively to questions and comments........... 4.26
6. The instructor explained points clearly and used good examples............ 3.96
7. When appropriate the instructor promoted interaction among participants..... 4.08
8. The instructor respected different viewpoints...................................... 4.16
9. There was adequate time given for discussion and questions ................. 4.06
10. The overall course met my expectation............................................. 3.71
Most valuable aspects of this session:
Received several tips (from presenters and other class members) on things to try at my next election.
You both are EXTREMELY knowledgeable. Something for us “newbie’s” to reach for. This section was much more helpful than the first. I appreciate the practical tips for election set-up/execution.
Samples and information that will be emailed by Kassie.
They presented great logistical and practical ideas for my next big election. Very useful! Topics and notes from both presenters, computer forms information from Sun Prairie.
Polling phase information was wonderful.
I appreciate that Julee stayed focused and on topic.
There wasn’t much use for this class. I am very disappointed for having to attend 8 hours of this class.
Open discussion.
Got some good information about elections and common problems.
GREAT ideas. Stories. Great use of their training ideas and materials.

Suggestions for improvement:
Had big city and village clerks giving examples of their practices – not all applying to towns, which was the majority in the class.
Lost control with questions at the beginning even when you said “hold questions until the end.” Too many discrepancies. I lost faith in their expertise.
Wish the information wasn’t mostly geared towards bigger municipalities.
We still had quite a lot of side conversations. They did not seem to have a good ability to maintain control of the room. There were also several times where the instructors gave long drawn-out examples that didn’t add to our understanding. “This is how we do it and we do this and this and this and this and this, and it is really great.” Also, both presenters were from large communities – many participants were from small municipalities – a presenter from a small municipality might be good.
Too much extra discussion. Discrepancies in information. Had 5 points that students wanted addressed – didn’t get through those.
There was a lot of “this is what we do” mentality. New clerks are more interested in what is required, not necessarily how you do it.
I think most of the people in the room come from small towns so some of the trainers’ techniques would be inappropriate in a small room with only a few hundred electors.
Townships issues would have been nice to be addressed – ideas/formats, etc.
More specific detail would be helpful. Example: withholding for election workers cut off and social security withholding cutoff.
Too much of the information was presented as if we already know about this and it is just a reminder. Too many clerks here are quite new and may have had information presented previously in a rush, or not at all.
Have different classes for different size town/villages/cities. Election process is so in depth that this would be a great way to make it run smoother and be more effective for everyone ☺.
Incorporate some of the questions/answers into your program – I learned more from those interactions.
The instructors for the elections two did not follow the lesson plan effectively. Their use of time was rather inefficient. The presentation that they offered, based upon the basic clerk training, wasn’t completed thoroughly. By the end of the second class, we did not even get through the lesson plan of the basic clerk’s training manual without skipping ahead to the next sections.

Do a mock challenge with scenarios.


The first year session should be only two-four hours. Additional time should be optional. We spent a lot of time dealing with bigger communities – a lot of the material did not pertain to smaller communities.

The course/examples were geared more towards large cities. A lot did not apply to small municipalities.

GAB should do the training. Some of the information was confusing to different town, city and village clerks. Should do 3 separate trainings; small towns do not relate to big cities.

It would be nice to have more information about smaller areas. The ideas that were brought were great… if you have a large population and funding for such things.

Have the teachers more diverse – one with a small municipality and one from either a medium or large.

The two instructors came from a big city and village. A lot of the information did not seem to pertain to me, coming from a small town with a population of only 680. I only have one polling place. The basics were covered very well.

**Additional comments:**

Get GAB officials!

Today’s session was more valuable information, as we discussed best practices, which was more helpful.

Please provide any related information in email list.

Way too long.

Session two ran 100% better than session one and I was very happy about the change!

Diane is a wonderful instructor.

Too many stories wasted time. Less describing your own polling set up! Give us what we need – not what you have.

Presenters were competing with each other – not a good learning experience. It did improve later in the morning.

Extremely inappropriate to repeatedly announce running for Dane County Clerk position. Know your audience! Fatal flaw!

Many times, the instructors strayed off topic. Also, when questions were asked, a proper answer was not offered and left myself with more confusion than before entering this course. If this is the style and function of the week to come, I will make sure that I will not return to this institute. I cannot justify spending my village’s money on courses like this one.

For elections and other issues, maybe a way to exchange tips. Maybe the GAB should be here to field questions since people have heard conflicting information from them.
I appreciate the time given for this training. It would be helpful to have a small town (village) class too.
Photo ID staff was included, so it was confusing.
Two great ladies.
Please have more breaks.
Spent too much time on some topics and therefore we did not have enough time at the end.
Good ideas and suggestions given by instructors and shared by others in the class. Some examples given were geared more towards larger cities.
The second part ran smoother but still geared for larger facilities.
### PRESENTATION SUMMARY

Program Title: PARLIAMENTARY PROCEDURE

Course Number: 139

Presenter: LARRY LARMER

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 12:45-2:45

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Most valuable aspects of this session:
Important topic.
Presented in a very enjoyable style.
This course was very beneficial to my position within the village that I work.
Just receiving the basics.
He had a good sense of humor for a dry subject! Good job!
Some good advice about agendas, motions, and how to handle common problems.

Suggestions for improvement:
Have a hands-on class where students are doing something and being a part of the learning.
Do a mock meeting in small groups with a fake agenda with various subjects and go over all items.
Speaker sometimes seemed a little unorganized. Sometimes would forget what he was talking about. Jumped around sometimes – confusing.
Speaker seemed unorganized. Didn’t seem to have a clear idea of how he was going to do his presentation.
None – maybe make it longer.
A little more time.
More information on the handout would be helpful.
Seemed very disorganized – lost thought process a lot.
None – not the most exciting subject but delivered well.
Need improved visual/physical material. Information was not presented in a clear manner; however, he was very well-versed on material.
More organized. Not on focus. Need to more clearly define issues and then a brief story explaining it.

Additional comments:
Could show a skit of examples of such procedures.
Did a good job with a not-so-interesting subject.
Room was too cold – hard to concentrate.
Very humorous.
Instructor was extremely knowledgeable.
Would be interesting to have a mock meeting scripted out.
Horrible presentation material – difficult to follow.
When a class this size (C1) is all together it seems there are so many different variables it would be beneficial to split the class into two (towns/villages and cities).
I liked this guy! It was after a heavy lunch and he kept me engaged!
Relied too much on audience to explain your points.
## PRESENTATION SUMMARY

Program Title: PREPARING MINUTES  
Course Number: 144  
Presenter: LARRY LARMER  
Location: KI CONVENTION CENTER  
Date(s): 07-11-2012 3:00-5:00

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ITEM MEANS

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2. The instructor’s teaching methods contributed significantly to my learning….  4.12
3. The instructor was knowledgeable of the subject matter…………………..  4.43
4. The instructor was well organized and presented the material without hesitation
   ........................................................................................................  4.27
5. The instructor responded effectively to questions and comments……………  4.38
6. The instructor explained points clearly and used good examples………………  4.35
7. When appropriate the instructor promoted interaction among participants…..  4.41
8. The instructor respected different viewpoints……………………………….  4.47
9. There was adequate time given for discussion and questions .................  4.43
10. The overall course met my expectation………………………………………..  4.28
Most valuable aspects of this session:
Good examples and tips.

Suggestions for improvement:
Longer handout would be okay.
Disorganized lecture.

Additional comments:
PRESENTATION SUMMARY

Program Title: MOCK ELECTIONS

Course Number: 146

Presenter: SARA LUDTKE & MARIBETH WITZEL-BEHL

Location: KI CONVENTION CENTER

Date(s): 07-11-2012 5:30-2030

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ITEM MEANS

1. The subject matter presented was useful to me…………………………………… 4.66
2. The instructor’s teaching methods contributed significantly to my learning…. 4.7
3. The instructor was knowledgeable of the subject matter…………………… 4.85
4. The instructor was well organized and presented the material without hesitation
   .............................................................................................................. 4.78
5. The instructor responded effectively to questions and comments……………… 4.86
6. The instructor explained points clearly and used good examples……………… 4.83
7. When appropriate the instructor promoted interaction among participants….. 4.78
8. The instructor respected different viewpoints............................................. 4.76
9. There was adequate time given for discussion and questions ………………… 4.71
10. The overall course met my expectation...................................................... 4.69
Most valuable aspects of this session:
The whole thing – it was very informational.
Sara Ludtke’s presentation was by far the most helpful of all the election training held during the institute.
The whole rooms that were set up – wonderful. Great manuals. Awesome tips.
Fun and excellent!
Very well done – more useful than actual class.
Great to see set-up of tables.
Forms they used here were very helpful.
Seeing the different example polling places.
Hands-on idea was a good way to learn by doing.
The physical set up and knowledge of instructors.
I felt that by both girls (1 doing a mock election and the other walking through what is needed posted/published and at each table) was incredibly helpful.
I feel having the room set up as an actual election was much more beneficial in showing us the flow of things.
Sara explained everything very well. Maribeth had good hands-on.
Town’s method of training on election set up was fantastic. The scenario session could have been better if the instructor opened the group session with an announcement of what was going on.
Showing all different examples.
Sara was fantastic!! This course was more explanatory than the eight hours of class time.
Sara explained the polling place very well and helped us understand the reasons why things are done. 😊
Dealing with common situations, real hands-on exercise.
Having the room set up like an election was great! I actually received more information that way than the eight hour class.
Sara – the second part was very helpful and she’s a great trainer.
I really think Sara from Middleton did a great job on her Election Day procedures.
Madison was good also. It would also be nice to do this on the first day.
Sara was great! Very good and useful information.
Being able to go through a mock election and ask questions served to be very helpful.
Finding out how other municipalities performed.
Great set-up and real-life examples.
Sara did a fine job and was extremely organized.
Sara’s input and seeing the whole election day layout was great. Going through the motions was also helpful.
Seeing how others set up their elections sites and the materials they use.
The instructor was very knowledgeable on the topics she presented. However, nothing she discussed was useful in my job. I do understand that many clerks found it very useful, and I do understand the value of the class.
The most valuable part of the mock election is the instructor.
Instructors were very knowledgeable and speak clearly.
Suggestions for improvement:
The part where we physically went through an election should be done by training people and we observe.
Have trainers be the “mock voters,” workers, etc. so we can observe and ask questions.
There was a lot missed during the City of Madison’s mock election because unless you were involved you missed it.
This should be part of day training. 12 hour training day is unproductive.
Divide us into smaller group with optical scan and edge.
Long day.
That the one girl that provides the mock election has a little more room with a few more people trained to walk through the elections with students.
Skip the eight hours before, seems like Sara could teach much more to people than the other two instructors.
Be in control of the group – announce what was going on.
The role play one was a waste of time because you only saw whatever part you played.
She did know her stuff, though. 😊
Mock election role play was not organized and did no registration. Could not hear instructor.
Get rid of the hands-on portion.
The mock wasn’t that helpful, not enough voters. Kind of chaos.
Very good! They should have taught this before the eight hours of training – and maybe should teach the eight hours.
Rooms need to be quiet in order to hear. It was hard to follow election procedure in the city room.
Do not have this class at night unless we get part of the day off. It was too long of a day. I would incorporate it into the first or second four hours of election training that was done during the day. Also, we received inaccurate information and no bathroom break.
I liked the splitting of the group with two different presentations, but the explanation from Town of Middleton was more helpful than the mock election process with City of Madison. It would have been nice to be able to watch others (maybe advisory board members) do the mock election while the presenter explained what was going on.
I wish that these two individuals were the two that taught the Election Processes courses that were offered for the clerk first year curriculum.

Additional comments:
Sara is a great trainer. How very helpful and the best overall source of information regarding elections. Wish she would’ve been here training yesterday and this morning.
Interesting to know what large polling places do, but not useful for our town.
Great job!
Better than the two four hour sessions.
Excellent first year presentation.
For first year they were awesome!
This was great! Please continue to do this for future clerks! Thank you.
Instructors were great! Great attitude.
Thank you! Learned more in one hour than the eight hour class prior.
Nice learning experience.
Sara and Maribeth were absolutely awesome! They certainly have a gift for getting the point across!!
I gained more information from the mock elections session than from both earlier elections sessions. Sara’s presentation was very well organized.
Sara did a great job covering the entire process. Madison was too scattered.
The three hour class was way more useful than the eight hour class that was done during the day.
Need to do this in the morning. Everyone was too tired and wanted to leave. Good exercise but needs to improve.
Thank you for this. Was not looking forward to it with all the elections we have had already, but there were some useful tips that I can take back to work with me. 😊
Loved this class – keep it going!
The town election was very well organized for the demonstration.
The town election was more organized and I learned a lot.
This was the most valuable information about elections. Should replace the day time sessions.
Sara in room one did a much better job even though we didn’t get through the DOC. The second room (I don’t know who the instructor was, she didn’t identify herself) was complete chaos and disorganized. I appreciated that we all had a hands-on role, but it left it open to 25 different conversations going on and it was way too distracting. I “shushed” some people but they started back up again.
Sara Ludtke is the best trainer at this institute in my opinion. Her advice is the most practical and useable of everything I’ve learned here. I also attended her training in Minong, WI.
This was the most helpful election training of the whole week.
Both instructors – Middleton and Madison – were very thorough and knowledgeable about the election process. They both were extremely helpful and explained every question that was asked.
Sara is a great instructor!
PRESENTATION SUMMARY

Program Title: CLERK VS CLERK: BATTLE FOR THE KNOWLEDGE

Course Number: 148

Presenter: GINA GRESCH & NANCY ZASTROW

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 8:00-10:30

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<td>2. The instructor’s teaching methods contributed significantly to my learning. (N=68)</td>
<td>75</td>
<td>19</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. The instructor was knowledgeable of the subject. (N=68)</td>
<td>75</td>
<td>21</td>
<td>4</td>
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<td>0</td>
</tr>
<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=68)</td>
<td>78</td>
<td>19</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. The instructor responded effectively to questions and comments. (N=68)</td>
<td>79</td>
<td>18</td>
<td>3</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples. (N=68)</td>
<td>75</td>
<td>18</td>
<td>7</td>
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</tr>
<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=68)</td>
<td>88</td>
<td>9</td>
<td>1</td>
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<td>0</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=68)</td>
<td>78</td>
<td>21</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=68)</td>
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<tr>
<td>10. The overall course met my expectations. (N=66)</td>
<td>76</td>
<td>21</td>
<td>3</td>
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</tbody>
</table>
ITEM MEANS

1. The subject matter presented was useful to me……………………………………… 4.55

2. The instructor’s teaching methods contributed significantly to my learning…. 4.69

3. The instructor was knowledgeable of the subject matter......................... 4.71

4. The instructor was well organized and presented the material without hesitation
   …………………………………………………………………………………………………… 4.75

5. The instructor responded effectively to questions and comments……………… 4.76

6. The instructor explained points clearly and used good examples................... 4.68

7. When appropriate the instructor promoted interaction among participants….. 4.81

8. The instructor respected different viewpoints……………………………………… 4.76

9. There was adequate time given for discussion and questions …………………….. 4.68

10. The overall course met my expectation.......................................................... 4.73
Most valuable aspects of this session:
Good common topics. Helpful answers.
The CD to look at, at the office. As a new clerk.
I enjoyed the game, it helped give a list of useful information in a fun way.
Fun way to learn!
It was nice to receive the CD!
Great game! Wonderful Q and A sessions!
Fun way to cover various subjects.
Made it fun!

Suggestions for improvement:
I know very little about tax and assessments as I am a new clerk, a basic introduction course on these topics would be helpful.
Eliminate technical difficulties. More explanation of answers.
Answers were given too fast on the screen (not enough time to write down if you so choose).
Make sure answers are correct.

Additional comments:
The CD will be helpful.
Very fun and interesting way to present material.
This was a lot of fun – more things like this please.
I like the different teaching style than lecture.
Fun way to review and learn.
Fun 😊.
The hands-on activity was refreshing.
Bring this back again!! 😊
Awesome!
Liked the chocolate!
Very energetic atmosphere which is a great pick-me-up after a long week.
Fun while learning. Would like to see more like this.
Great change of pace! Thank you!
PRESENTATION SUMMARY

153

Program Title: SOCIAL MEDIA

Course Number: 153

Presenter: NICOLE VIRANT

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 10:45-12:00

<table>
<thead>
<tr>
<th>% Strongly Agree</th>
<th>% Agree</th>
<th>% Somewhat Agree</th>
<th>% Disagree</th>
<th>% Strongly Disagree</th>
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<td>36</td>
<td>19</td>
<td>3</td>
<td>1</td>
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<tr>
<td>2. The instructor's teaching methods contributed significantly to my learning. (N=69)</td>
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<td>42</td>
<td>6</td>
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<tr>
<td>3. The instructor was knowledgeable of the subject. (N=69)</td>
<td>71</td>
<td>28</td>
<td>1</td>
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<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes. (N=69)</td>
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<td>30</td>
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<tr>
<td>5. The instructor responded effectively to questions and comments. (N=69)</td>
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<td>28</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>6. The instructor explained points clearly and used good examples. (N=68)</td>
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<td>26</td>
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<td>1</td>
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<tr>
<td>7. When appropriate, the instructor promoted interaction among participants. (N=69)</td>
<td>67</td>
<td>29</td>
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<tr>
<td>8. The instructor respected different viewpoints. (N=69)</td>
<td>68</td>
<td>29</td>
<td>1</td>
<td>1</td>
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<tr>
<td>9. There was adequate time given for discussion and questions. (N=69)</td>
<td>58</td>
<td>39</td>
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<tr>
<td>10. The overall course met my expectations. (N=68)</td>
<td>60</td>
<td>28</td>
<td>9</td>
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</table>
ITEM MEANS

1. The subject matter presented was useful to me…………………………………….. 4.13
2. The instructor’s teaching methods contributed significantly to my learning…. 4.37
3. The instructor was knowledgeable of the subject matter……………………… 4.7
4. The instructor was well organized and presented the material without hesitation
   .................................................................................................................. 4.63
5. The instructor responded effectively to questions and comments…………… 4.64
6. The instructor explained points clearly and used good examples…………… 4.6
7. When appropriate the instructor promoted interaction among participants….. 4.63
8. The instructor respected different viewpoints.............................................. 4.61
9. There was adequate time given for discussion and questions ................. 4.55
10. The overall course met my expectation.................................................. 4.45
Most valuable aspects of this session:
Good topic, new topic. Important method.

Suggestions for improvement:
Not enough time, went too fast!!
Didn’t mention possibility of walking quorum of your elected people possible on social media!
Make class longer.
Good only for large towns, villages, cities. More on web site use. More on search, alerts tools.
Take Parliamentary Procedure and Preparing Minutes and shorten them and expand Social Media.
Would offer more as an elective course. Had absolutely no interest in this subject whatsoever.
Eliminate technical problems. More interactive. Have students make Facebook pages.
Instructor not very knowledgeable of who her audience was. Almost no one using social media. Many small to medium sized towns where 50-75% of the content was not useable.
I think this class should be optional. Our town has 600 people and I think the work involved in social media as well as the risks would outweigh the possible benefits. A course on tax issues would be more beneficial for me.

Additional comments:
An after-hours hands-on, bring your own laptop elective class to actually be able to get started. Having an expert right there during start up might help those of us who are not so confident with the whole “social media” become more confident.
Start with Facebook and focus on it more for smaller communities. Don’t teach by question! Don’t ask and assume people will tell you they don’t know something.
PRESENTATION SUMMARY

Program Title: LIQUOR LICENSING

Course Number: 156

Presenter: JOHN MACY

Location: KI CONVENTION CENTER

Date(s): 07-12-2012 12:45-5:00

<table>
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<th>N=59</th>
<th>N=59</th>
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<tbody>
<tr>
<td></td>
<td>Strongly Agree</td>
<td>Agree</td>
<td>Somewhat Agree</td>
<td>Disagree</td>
<td>Strongly Disagree</td>
</tr>
<tr>
<td>1. The subject matter presented was useful to me.</td>
<td>80</td>
<td>17</td>
<td>2</td>
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<td>2</td>
</tr>
<tr>
<td>2. The instructor's teaching methods contributed significantly to my learning.</td>
<td>78</td>
<td>14</td>
<td>8</td>
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<td>0</td>
</tr>
<tr>
<td>3. The instructor was knowledgeable of the subject.</td>
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<tr>
<td>4. The instructor was well organized and presented the material without hesitation or over reliance on notes.</td>
<td>80</td>
<td>17</td>
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<td>0</td>
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<td>5. The instructor responded effectively to questions and comments.</td>
<td>85</td>
<td>10</td>
<td>3</td>
<td>2</td>
<td>0</td>
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<tr>
<td>6. The instructor explained points clearly and used good examples.</td>
<td>81</td>
<td>17</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7. When appropriate, the instructor promoted interaction among participants.</td>
<td>85</td>
<td>10</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>8. The instructor respected different viewpoints.</td>
<td>75</td>
<td>20</td>
<td>2</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>9. There was adequate time given for discussion and questions.</td>
<td>86</td>
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</tr>
<tr>
<td>10. The overall course met my expectations.</td>
<td>79</td>
<td>16</td>
<td>3</td>
<td>2</td>
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ITEM MEANS

1. The subject matter presented was useful to me............................... 4.76
2. The instructor’s teaching methods contributed significantly to my learning…  4.7
3. The instructor was knowledgeable of the subject matter.......................... 4.88
4. The instructor was well organized and presented the material without hesitation  
   ........................................................................................................ 4.77
5. The instructor responded effectively to questions and comments............... 4.78
6. The instructor explained points clearly and used good examples.................. 4.79
7. When appropriate the instructor promoted interaction among participants..... 4.78
8. The instructor respected different viewpoints........................................ 4.67
9. There was adequate time given for discussion and questions .................... 4.86
10. The overall course met my expectation.............................................. 4.72
Most valuable aspects of this session:
The manual and instruction to use it.
Answered common questions. Good guide.

Suggestions for improvement:
Maybe have examples of all forms along so people can learn how to properly fill them out.
Bring more wine!
Bring more wine!
Have an attorney talk for a day on other issues than liquor license.
Needs some lecture of FAQ in paper to start. Then skip around.
Use technology. Update information packet. Have information on currently changed statutes (review sample statues).
Would be helpful to have a class for really new clerks. A lot of the material was over my head.

Additional comments:
Very helpful.
I’ve enjoyed your classes every time. Thank you.
Super class! Well done!! 😊
Very good, cleared up a lot of questions that I had.
Good flow of control/information. This group had many students that sidetracked other instructors. This class the question was taken apart nicely without student-student control.
Good use of documentation (I have zero liquor licenses).
Not every clerk has been through liquor licensing – I wish it could have been presented a little better.
Thank you.
Very good!
1. Your unit of government is a:

<table>
<thead>
<tr>
<th></th>
<th>52 Total Response(s)</th>
<th>51 Response(s) to This Question</th>
<th>98.07 Response % for Question</th>
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</thead>
<tbody>
<tr>
<td>City (1)</td>
<td>14 Answers</td>
<td>27.45%</td>
<td></td>
</tr>
<tr>
<td>Village (2)</td>
<td>13 Answers</td>
<td>25.49%</td>
<td></td>
</tr>
<tr>
<td>Town (3)</td>
<td>24 Answers</td>
<td>47.05%</td>
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</tr>
<tr>
<td>County (4)</td>
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<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Other (5)</td>
<td>0 Answer</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

Average Question Response Ranking: 2.20

1. Other

I'm a town clerk but also a county supervisor.

2. Your tuition was paid by:

<table>
<thead>
<tr>
<th></th>
<th>52 Total Response(s)</th>
<th>51 Response(s) to This Question</th>
<th>98.07 Response % for Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yourself (1)</td>
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<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Your Municipality (2)</td>
<td>42 Answers</td>
<td>82.35%</td>
<td></td>
</tr>
<tr>
<td>You &amp; Municipality</td>
<td>1 Answer</td>
<td>1.96%</td>
<td></td>
</tr>
<tr>
<td>Scholarship (4)</td>
<td>8 Answers</td>
<td>15.68%</td>
<td></td>
</tr>
<tr>
<td>Other (5)</td>
<td>0 Answer</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

Average Question Response Ranking: 2.33

1. Other

Municipality and scholarship.

Municipality and scholarship.
3. How did you learn about the Institute?

<table>
<thead>
<tr>
<th>Brochure (1)</th>
<th>Association Newsltr</th>
<th>Past Participant (3)</th>
<th>Past Experience (4)</th>
<th>Other (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Answers</td>
<td>4 Answers</td>
<td>18 Answers</td>
<td>4 Answers</td>
<td>2 Answers</td>
</tr>
</tbody>
</table>

- **%Questn Resp**: 45.09% 7.84% 35.29% 7.84% 3.92%

Average Question Response Ranking: 2.18

1. **Other**

Brochure, association newsletter, and recommended by county clerk.
Brochure and association newsletter.
Brochure and association newsletter.
Brochure and recommended by past participant.
Brochure and recommended by past participant.
Brochure and recommended by past participant.
Through WMCA.
Brochure, association newsletter, and recommended by past participant.

4. What is your primary reason you are attending the institute?

<table>
<thead>
<tr>
<th>Certification (1)</th>
<th>Personal Dvlpmnt (2)</th>
<th>Professional Dvlpmnt</th>
<th>Networking (4)</th>
<th>Other, specify (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Answers</td>
<td>4 Answers</td>
<td>27 Answers</td>
<td>0 Answer</td>
<td>5 Answers</td>
</tr>
</tbody>
</table>

- **%Questn Resp**: 29.41% 7.84% 52.94% 0.00% 9.80%

Average Question Response Ranking: 2.53

1. **Other**

Professional development.
All of the above.
Certification and professional development.
Professional development and networking.
Certification, personal development, professional development and networking.
Further my education and career.
Professional development and personal development.
Certification and professional development.
Professional development and networking.
Certification, professional development, and networking.
Certification, personal development, professional development, and networking.
All of the above.
All of the above.
5. Please discuss the usefulness of the sessions? What courses were useful and why:

Mock Elections - It was fun and informative seeing what other municipalities are doing.
Effective Public Speaking - something I do not feel comfortable doing but I truly wish it was offered each year!
Election Processes for New Clerks One and Two. I am so new and have very little experience with voting prior that the tips and tricks will really help me run a more smooth election.
Effective Public Speaking because it is a skill clerks need to develop and become more comfortable with.
Mock Elections for hands on training. Clerk vs Clerk battle because it was interactive.
Licensing and Elections - all things the former clerk didn't train me properly on and I found out things I need to change.
Open Meetings Law and Minutes.
The Elections and Liquor Licensing sessions were the most helpful courses because those are some of the most difficult things we deal with.
Liquor Licensing, Mock Elections and Clerk vs Clerk were all very good and kept our attention.
Dr. Stuart Robertshaw!
Mock Elections was great! Parliamentary Procedures and Minutes. Loved Dr. Humor!
Liquor Licensing, Social Media, Clerk vs Clerk, and Mock Elections.
Parliamentary Procedures, Minutes, and Alcohol Licensing. First two instructors not as available elsewhere. Liquor Licensing had an excellent instructor.
Public Records and Open Meetings Law - more in-depth discussion. Liquor Licensing, Election Process - have a list created to follow up. All three great information.
I got something out of all of them. Liquor Licensing and Public Speaking were good.
Mock Elections and Liquor Licensing.
All of them.
Mock Elections - hands-on experience.
Liquor Licensing - very useful explanations and insight to areas I was unaware of.
Basically all classes were useful in one way or another whether it was something I learned or someone I met.
Dealing with Difficult People, Public Records and Open Meeting Law, and Preparing Minutes - I could use a little help in those areas.
Loved Mock Elections!
Liquor Licensing.
Public Records and Open Meetings Law, Mock Elections, Battle for Knowledge, Social Media and Liquor Licensing - all apply to the job.
Public Speaking - always great!
The Healing Power of Humor.
Mock Elections - Sara is very knowledgeable and keeps a person focused.
Liquor Licensing - very helpful on issues.
Mock Elections - hands-on great ideas on setting up your elections.
Elections - learned useful tips.
Liquor Licensing - wasn't as familiar with.
Liquor Licenses and Election Training because they are always changing and a major part of the job.
Clerk vs Clerk - fun way of learning and review - not just sitting.
Mock Elections - picked up a lot of good tips!
Mock Elections, Clerk Feud, and Public Speaking.
Mock Elections - it puts everything into perspective.
First year clerks should have an option on the MCT. Many have already attended.
I learned a lot while here for the duration. I appreciate this opportunity.
Mock Elections.
Mock Elections - especially the one relative to me, a town.
Effective Speaking, Dealing with Difficult People and Social Media were a waste of time for me. Did not obtain anything out of these classes.
Social Media, Liquor Licensing, Rick Stadelman, and Dr. Humor was great!
Mock Elections - Middleton - practical, focused information.
Election Process and Mock Elections - good hands-on.
Liquor Licensing - covered lots of useful material.
Information was sometimes geared to larger communities, not as helpful to smaller ones. Minutes session was very helpful. Also Mock Elections, Public Records and Open Meeting Law and Liquor Licensing.
Can never get enough training for elections.
Effective Public Speaking, Mock Elections, and Liquor Licensing.
I have learned so many things!! I can't wait to get things updated and start doing things correctly.
The Mock Elections was incredibly useful and provided a lot of information. Liquor Licensing was very informational also. Enjoyed the instructor very much.

6. Are there any other comments you would like to make about the sessions?
Licensing - possibly having Roger Johnson come. He's a nice man - soft spoken.
The later sessions were hard because I got so tired.
Also enjoyed Clerk Feud game, Elections training and Public Records training. Mock Elections was okay but too long of a day. Great choices for classes, I learned a lot and the instructors were knowledgeable.
Loved the Family Feud - great way to get information without just sitting there reading it.
Day one should be two of two hours not the two of four hours - then add four hour class on laws.
Monday was a very long day - Al Guyant and Stress Relief were too much of the topic.
Very nice accommodations. If possible, I would like to see a different class for new-to-the-job clerks and new-to-the-institute clerks.
The Mock Elections was very good and very informative; should think about making longer and put in conjunction with the Election Process.
Elections instruction is widely available elsewhere and eleven hours is just too much.
Have a GAB person teach Elections I and II!
Parliamentary Procedure and Preparing Minutes should be taught by a different instructor.
More breaks during sessions - sat for too long.
Elections too long.
Four hour sessions were too long, could have been shortened.
Kassie - great job!
Awesome advisory board.
It started out slow and boring but Thursday changed the whole session.
Held during regular day. Reduce the eight hours of elections one and two and work the mock elections into it.
I feel a structured class offers the most to the group. Four hour sessions were a bit tough. Maybe offer a one or two hour session.
Have the four hour session split over lunch. Then another two hour session.
Four hours is too long - break them up some way. Hard to sit and be "talked at" that long.
If we need to copy some course work - that's okay - but don't tell us the day before we leave for the conference.
Instructor for Elections was simply horrible. Diane should not disclose how terrible her job/life is because of her clerk job/role.
The eight hours of election training was way too long especially with getting most of the information from the Mock Election section.
The hotel meeting rooms are too cold - they seemed quite disorganized on food.
Too much election process - did not help, should have GAB and mock elections.
Election Process was too long.
Handouts and Power Points are helpful.
Food service and quality was poor - week should maybe be a little shorter.
I would not have picked some of the subjects if they were electives, but I realized I needed them - thanks!

7. What other sessions would you like to see offered? (Can you recommend a good instructor for the subject?)

Elections - have a city/village/town clerk represented. Town: previous county clerk Nancy Christen from Outagamie County. Currently she is town clerk for Town of Center.
Filling out forms for Liquor Licensing: Roger Johnson.
Board of Review: John Macy.
Board of Review in first year.
Records Retention, Potential fines for tasks we don't understand: Rick Stadelman.
Leadership.
Overview of clerk for "New Clerks."
More of the finance - CT Report. I think we do more of that next year.
Requirements of bringing on a new employee.
Personality Plus: Mike Koles - Professor UW Extension Community Development Waupaca County.
Basic Budgeting.
Human Resources - basic education.
Town/Volunteer Fire Department - how to work together, budgets, etc.
Forms and submissions.
Colors for new clerks.
Information on Taxes and Budgets.
Budget Prepare/SOA/SOT for clerks too.
Board of Review: John Macy.
Board of Review, SVRS: Attorney, GAB.
Technology options (websites and software).
Types of Meetings and the Notices Required. Board Meeting vs BOR vs Public Hearing vs Special Assessment Hearings, etc.
Someone from WTA or LWM.
8. Do you have any comments on the Institute Staff you would like to share?

The staff was wonderful.
Condense the election training - mock was good but the other two sessions were painful. Friday session could have been some other time and end institute on Thursday.
Dr. Robertshaw was a wonderful way to end a very stressful week - thank you!
Thank you! Good training curriculum! This was a great week! Very worthwhile!
Excellent!!
They were well-organized, helpful and friendly. Thanks for all your hard work!
The Dealing with Difficult People speaker - Tim - wasn't so useful and his presentation was not either.
Excellent.
Wonderful and very helpful!

9. Anything else you would like to tell us?

Social Media and Dealing with Difficult People were interesting but not as critical as things like BOR, DOR filings - things we need to know.
Overall a great experience.
Students too often sidetracked instructors. Macy was very good at staying on top of the flow of the class - he should teach the other teachers.
It is very well organized. Dr. Humor was great - a great way to end the week!
I would like to see duration of classes for New Clerks and New to the Institute Clerks shorter sessions with options for the student too. Thank you!
At first I didn't think the classes were beneficial since I took some already, but after thinking about it, it seems right. Eight hours seemed much for the elections process, but I don't think we stayed on track very well. Thank you very much for the wonderful week! Food, activities, friends I met - couldn't ask for a better week!
Information is a bit too basic.
What an awesome way to end the week with Dr. Humor. It was priceless.
Break sessions into small groups of towns and village/cities.
I would like to see the clerk's classes and treasurer's classes offered at different times of the year (six months apart) for the ones who are both clerk and treasurer and want/need to learn both parts of the job.
Bowling night was fun! End Thursday night to save us another hotel stay, it's been a long week.
No evening requirements/courses. All evening activities should be optional. The days and nights were too long - not enough free time to walk, refresh and stretch legs.
It would be helpful if the clerks had class on taxes and budgeting.
I was pleasantly surprised how much I enjoyed my schooling experience. I will for sure be back.
The two hour keynote on Friday is odd. Maybe have the Mock Elections and the keynote on the last day or have the keynote on Sunday - let all go on Thursday.
Hard to find any new information - been a clerk for a while and attend WisLines and conferences.
I would suggest bottled water - the water in the rooms was too chlorinated.
Please have a GAB representative or trainer here.
It would be nice to break into smaller (10-15) groups that do elections similarly (single poll place, etc.) so we could share experiences of elections amongst ourselves.
Again, thanks for putting this all on every year. Been a deputy clerk/treasurer for twelve years and this is my first time here - it was great to get updated, meet fellow clerks and encouragement to keep going.

Elections section, eight hours too much - not well organized.

Should split up the elections by municipality type, size or how ballots are counted - need to deal with HVAC issues.

If possible, a one-hour lunch would be nice. It was hard to have enough time to check in with my office and eat lunch, take a bathroom break, etc.

In addition to being a clerk I have a full-time job and many subjects will be used there also.

10. Do you plan to attend the Institute next year?

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1. Why or why not?

Yes if I get reelected or appointed if politics allow.

Hopefully, if I can get the funding approved in our budget.

Undecided.

Not sure.

11. Would you recommend the Institute to others?

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100.00% 0.00%
1. Why or why not?

Absolutely - thank you! I'm glad I could finally make it.
Necessary for certification - there is no other way.
The sooner they can have them here the better - experienced clerks may have a harder time learning.
New clerks would find this helpful.
I would recommend only to new clerks. If you've been clerking for a few years, a lot of the information is stuff you already know.

AVERAGE RANK: 2.31