



LWV Oakland Training for Candidate Forum Moderators

August 10, 2018 7 p.m. -8:30 p.m.

AGENDA

- I. Schedule of Candidate Forums (5 min)

- II. Fundamental principles of LWV Voter Service (5 min)

- III. Moderator Training materials (40 min)
 - a. Ground rules for Candidate Forum process

 - b. Question sorter and timekeeper roles

 - c. Sample Moderator script

 - d. “ What If ” ...prepare for interruptions/glitches

- IV. Best Practices for Co-Sponsoring (15 min.)
 - a. with another LWV

 - b. with one or more community groups

- V. Tips for Moderating (15 min)
 - a. Rely on your script

 - b. Manage the process

 - c. “Less is more”...essential tracking tools
 Grids to track question sequence
 “Wild Card” format for large number of candidates

- VI. Q and A ...shared insights from all Moderators & Question Sorters

(15 min)

- VII. Wrap Up (5 min)