

## MEO 2023 Training Programmes

### *Induction and Specialist Training Topics*

Workstreams	Dates	Training topics
Enrolment Processing Training	27 March 2023 to 6 April 2023	Karakia Emergency Procedures Computer workstation set-up Introduction to the team, the course and levelling of expectations Learning Objectives Distribution of Learner’s handbook MS Outlook, MS Teams Introduction to the Intranet, ECHO Learning Management System, TUPU COVID 19 Vote NZ/Elections NZ Health and Safety, and Well-being Cyber Security and Privacy Act Intro to Political Neutrality and Code of Conduct What is the Electoral Commission Overview of the Enrolments and Community Engagement teams General Navigation and Exploring MIKE, the Enrolment and Processing system Investigation tools for processing enrolments What is an Electorate and the different Rolls? Introduction to Qualifying Forms, How to Process ROE1 forms Digital Forms, EOL1, IVS1 Overview of the Unpublished History of the MEO Introduction to Qualifying Forms, How to Process ROE42 forms

		<p>Transaction Status Reporting</p> <p>Transition Training - Hands on exercises</p> <p>Mailroom process training</p>
<b>Community Engagement Training</b>	<b>20 March 2023 to 24 March 2023</b>	<p>Whakatau</p> <p>Emergency procedures</p> <p>Welcome Remarks</p> <p>Introductions and Team photo</p> <p>Learning Outcomes and Agenda</p> <p>History of the MEO</p> <p>Setting the MEO2023 scene</p> <p>What is the Electoral Commission</p> <p>What is the Community Engagement section of the Commission</p> <p>Device Set-up</p> <p>HR Payroll</p> <p>MS Outlook, MS Teams</p> <p>Introduction to the Intranet, ECHO</p> <p>Learning Management System, TUPU</p> <p>Political Neutrality</p> <p>Channels in Communication and Education</p> <p>MEO advertising campaign strategy</p> <p>MEO key messages</p> <p>Commission websites and social media channels</p> <p>Resources, where to find them</p> <p>Mis- and dis-information</p> <p>MEO 2023 Campaign for Community Engagement</p> <p>Setting the Tone for Working with the Communities</p> <p>Contracted Community Organisations, an Overview</p> <p>Engagement Opportunities</p> <p>Community Engagement – In-person situations, scenarios, resources</p> <p>Community Engagement – Digital tools e.g., Zoom, Teams, PPT, posters</p> <p>De-escalation Training</p> <p>Health and Safety, and Well-being</p>

		<p>Cyber Security and Privacy Act  Mixed Member Proportional (MMP)  Enrolment, an Introduction  Rolls and Electorates  eRoll  Basics of processing  Te Kete Framework (Monitoring Evaluation Tool)</p>
<b>Contracted Community Training</b>	<b>27 &amp; 28 March 2023</b>	<p>Powhiri  Setting expectations and group guidelines  History of the MEO  History of Electoral Commission  Tetra Map  Setting the MEO2023 Scene  Looking deeper into MEO - Explore in more depth the Legislation, the MEO and how and what this means for Māori  Tikanga/Cultural Appropriateness for engaging with Māori Groups and Communities  MEO Campaign Presentation  Media and Communications presentation  Enrolment, the basics  Rolls and Electorates  Contractual Obligations  Resource packs and kits</p>