

Colorado/Minnesota

Workforce Development





XCEL ENERGY PARTNERS IN ENERGY AND THE ROLE OF TOOLKITS

Xcel Energy Partners in Energy provides communities in Minnesota and Colorado free services to develop an energy plan and assistance with implementing that plan. Each community has its own unique energy needs and priorities, and Partners in Energy tailors its services to complement each community's vision.

More and more communities are realizing energy planning plays a critical role in helping them reach their goals. The benefits of wise energy choices are diverse. By working with citizens, businesses, and even their own government facilities, a community can shave dollars off utility bills, promote renewables, drive resource conservation or contribute toward greenhouse gas reduction goals. Partners in Energy helps address the challenge of identifying local priorities and then structures a path that leverages all resources available.

As part of this offering, we have developed several toolkits that focus on unique sectors often identified as a focus for Partners in Energy communities. These toolkits are intended to help walk users through the process of engaging with these sectors to realize energy and cost savings.

For more information about available toolkits or to customize any of the resources with your community's unique brand identity, contact your Partners in Energy facilitator.

Want to help develop your workforce?

This kit will help your city prioritize actions and connect you with the tools you'll need to get started. To customize any of the resources with your community's unique brand identity, contact your Partners in Energy facilitator.

HOW TO USE THIS KIT

Xcel Energy's Workforce Development Toolkit can help your community provide underrepresented and disadvantaged groups with job training and resources in the energy industry, while also providing local businesses and residents with energy savings. This toolkit was developed to support a workforce development initiative in your community. Xcel Energy assumes no liability during project implementation. This toolkit is only intended to provide information and is not a substitute for on the job training and proper safety procedures.

Kit Organization:

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If you have any questions, please feel free to contact your Xcel Energy Partners in Energy facilitator.

OVERVIEW

In supporting implementation activities across Colorado and Minnesota communities, it is clear that higher levels of engagement produce improved outcomes toward Xcel Energy Partners in Energy objectives. This toolkit is aimed at communities wishing to mobilize a volunteer base using a mentor/mentee model to implement projects that will develop their skills to enter and be retained in the energy workforce. For the purposes of this toolkit, workforce development refers to this methodology of engaging those seeking to enter the energy workforce and providing resume-building experiences in the energy industry. As a volunteer effort focused on mentorship, implementing this toolkit can be as simple as engaging high school students in energy savings opportunities at their school, or providing projects for young professionals to implement while connecting them to potential employers.



The toolkit is structured to address the most pressing local workforce needs in your community, whether supporting returning veterans, closing the gender gap of women in clean energy, providing increased opportunity for people of color, immigrant populations or any other socially or economically disadvantaged or underemployed groups within your community. Within the selected need, this Workforce Development Toolkit (toolkit) targets K-12 and college students interested in science, technology, engineering, and math (STEM) careers as well as existing workforce members interested in transitioning into or growing their skillsets within an energy career. By providing hands on experience for students and professionals, this toolkit will help communities address their economic health and workforce development goals while simultaneously increasing the number of engaged community members helping to implement energy efficiency and renewable energy projects across the community.

WHY WORKFORCE DEVELOPMENT?

Energy efficiency and renewable energy jobs are a growing segment of the energy industry. The energy efficiency sector alone employed over 2 million people and was projected to grow by 9 percent in 2018 (Barret & Pollin, 2018) . Minnesota and Colorado have state-wide robust workforce development systems and benefit from the 2009 American Recovery and Reinvestment Act (ARRA) that brought national focus on green jobs and the merging of clean energy and economic development.

Unfortunately, despite the growth of the industry and efforts in both states to promote energy efficiency and renewable energy training programs, there remain gaps in the workforce that are not being filled. Employers indicate a lack of experience, training, and technical skills, while disadvantaged and underemployed groups face persistent barriers that prevent them from gaining these job opportunities (Barret & Pollin, 2018). For example, identified disadvantaged and underrepresented groups in Colorado include women and military veterans. In Minnesota, one focus has been a workforce gap across the urban/rural divide.

Workforce development provides a way to close these gaps by providing training, mentorship, and placement services across all types of energy jobs, including focused opportunities for disadvantaged and underrepresented groups. This holistically benefits employers, potential employees, and the local economy.

PARTNERS IN ENERGY AND WORKFORCE DEVELOPMENT

The Partners in Energy model enables community members to address their community's workforce development needs, while simultaneously supporting Partners in Energy on the ground implementation efforts. Many communities are working on strategies that engage community members in individual actions or actions that collectively motivate others to reduce energy use. Further, many Partners in Energy communities have dedicated economic development departments and networks of businesses and agencies focused on workforce development. This toolkit seeks to develop opportunities for integrating community workforce development efforts and Partners in Energy implementation.



A recent Energy Efficiency Workforce Gap Analysis by the Center for Energy and Environment in Minnesota identified several workforce development needs that closely align with the Partners in Energy delivery model in both Minnesota and Colorado (Center for Energy and Environment, 2018). These gaps include:

- Better coordination between city sustainability efforts, employers, and the workforce system
- Focused efforts on attraction and retention of women and people of color
- Better integration of energy efficiency concepts into existing construction training programs
- Support for small- and mid-size employers in engaging in coordinated workforce initiatives and on-the-job training

USING THE PARTNERS IN ENERGY PROCESS

The Energy Action Team is a crucial component to the workforce development initiative. Once the Energy Action Team has identified workforce development as a focus area during the planning phase, the team will help build the initiative for the entire community during implementation by identifying workforce development gaps and needs, working with partner organizations in the community, and identifying projects and mentors/mentees. Implementation can be a joint effort of the entire Energy Action Team, or a specific focus area implementation team.

Some specific actions you can take as an Energy Action Team member include:

- Leading the workforce development initiative planning
- Reaching out to potential partner organizations
- Contacting potential project customers
- Engaging potential mentees or mentors
- Acting as a mentor or project customer



WORKFORCE DEVELOPMENT PROCESS AND TOOLS

The goal of this toolkit is to engage volunteers and employers to provide hands-on learning to new energy workforce recruits through mentorship and project implementation. The toolkit will guide users through the process of engaging stakeholders, recruiting mentors and mentees, and identifying and implementing projects. The toolkit provides a range of tools to help communities through each step of the process.

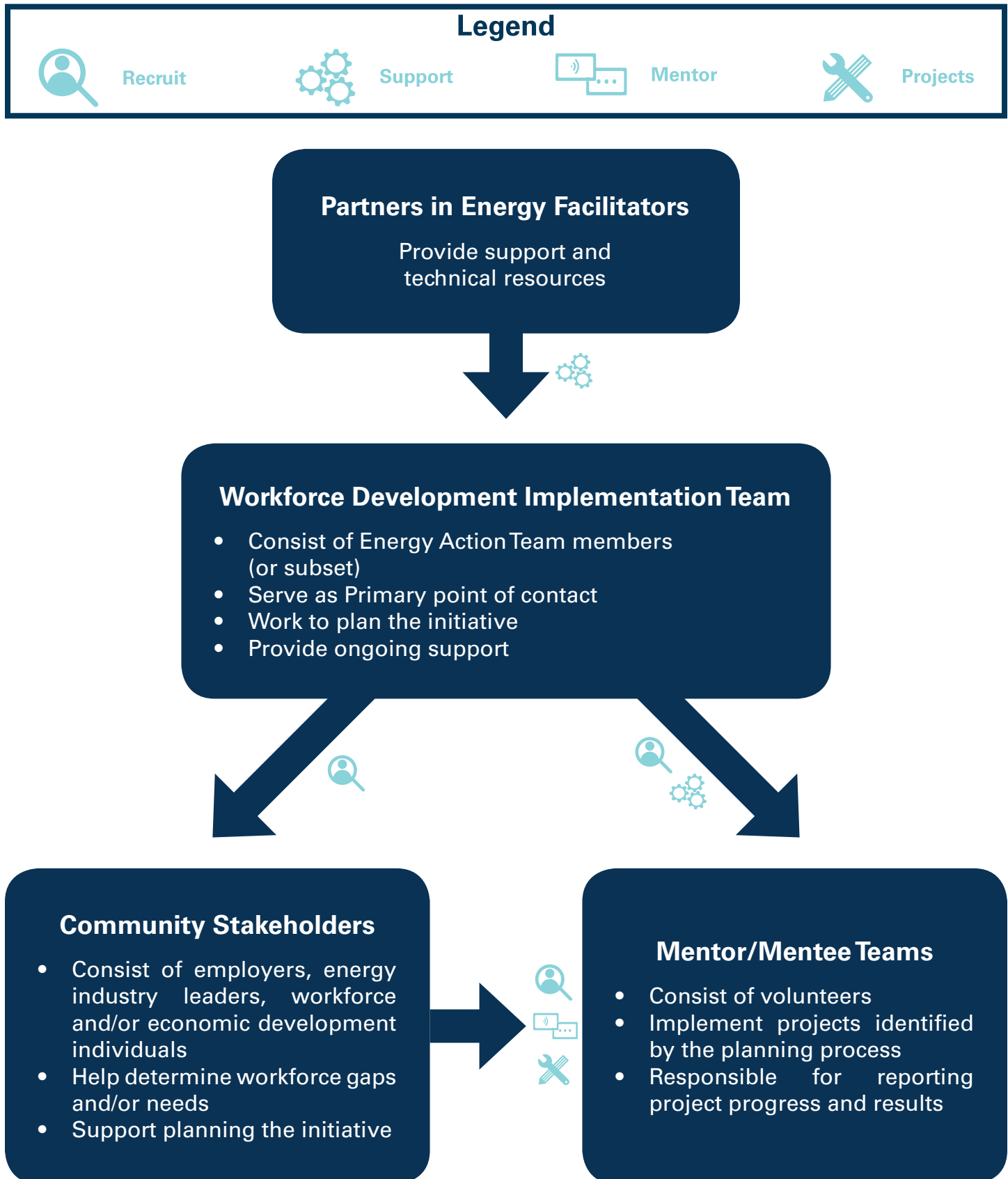
These steps include:



These steps can be iterative and/or concurrent as needed. For example, Steps 1 and 2 can occur at the same time or teams can engage further stakeholders (step 1) after determining workforce gaps and needs (step 2). The process is designed to provide a guideline for planning the initiative, but should be implemented to best serve each community's needs.

Workforce Development Initiative Organizational Chart

There are many stakeholders involved in the process outlined below. To better understand each of these groups, their roles and responsibilities are outlined in the following graphic:



GUIDE TO WORKFORCE DEVELOPMENT

STEP 01

ENGAGE COMMUNITY STAKEHOLDERS

The first step is to engage various stakeholders to determine workforce gaps and needs and generate many diverse ideas for projects, mentors, mentees, and organizations to support. Stakeholders should include those in workforce and/or economic development, energy industry employers, and leaders in the energy industry.

Stakeholder groups to consider engaging could include:

- Higher education
- Local or regional workforce organizations
- Non-profits
- Local industry and businesses
- Utilities
- Research entities
- Community clubs and organizations
- School districts and organizations/clubs

Resources

- [Potential Organizations](#)
- [Stakeholder Engagement Tools](#)

STEP 02

DETERMINE WORKFORCE GAPS AND NEEDS

Next, identify the workforce gaps and needs in your community workforce and/or economic development agencies can help determine localized gaps and needs, along with the other stakeholders identified in Step 1. This area may already have been identified by the Energy Action Team, but if not, work with the community stakeholders to determine the gap or need to be addressed. Corresponding with the identified gaps and needs, outline the goals that the workforce initiative is addressing. Gaps and needs can be as broad as target groups, or as specific as specific jobs where a gap exists (e.g., energy auditors). Based on research conducted in Colorado and Minnesota, some target groups may include:

- Women
- Veterans
- Urban/rural divide
- People of color
- Aging populations

Resources

- [Workforce Development Information Resources](#)



**STEP
03****PLAN YOUR INITIATIVE**

The next step is to bring the stakeholders identified in Step 1 together to plan the workforce development initiative. An in-person workshop is recommended for this step to engage in productive discussions to generate a range of ideas for the initiative. During the workshop, the goals and needs for the workforce development initiative should be clearly defined. A significant portion of the workshop should be dedicated to brainstorming projects, recruitment, and outreach and messaging ideas. Draft workshop materials are provided to get the team started.

Once the workshop is completed, the implementation team should draft a project management plan that includes task identification, schedule, project team roles and responsibilities, and budget and sources of funding. It will also be important to continue engaging the community stakeholders from the workshop with specific actions or tasks that can support the overall initiative.

Resources

- Workshop materials
 - » [Brainstorming Question Posters](#)
 - » [PowerPoint Slides](#)
 - » [Notes Template](#)
- [Project Management Plan Template](#)

**Facilitation Techniques**

- ✓ Use some ice breakers for people to get to know each other
- ✓ Give people stickies to write their ideas on
- ✓ Break into teams to tackle different parts of the planning if you're tight on time
- ✓ Keep a "parking lot" of ideas to revisit



IDENTIFY PROJECTS

Project identification can be done concurrently with the previous steps if desired and continue following the planning phases. The implementation team and community stakeholders can all assist in project development. Consider starting with the targets set in the Energy Action Plan to inform what projects to start focusing on and expand as necessary. Initially, all project ideas related to energy efficiency and renewable energy should be recorded in the project roster template. After an initial brainstorming of projects, the team should decide what criteria are most important and review the list based on these criteria.

Some criteria to consider when assessing projects might include:

- Can it be completed within the initiative time frame?
- Will there be realized energy savings or an increase in renewable energy resources?
- Does it help the community achieve its Energy Action Plan goals?
- Does the project directly impact the selected workforce development gap and need?

It is also important to make sure there are enough feasible projects for the anticipated number of mentor/mentee teams. Engaging with potential project customers early in the process can help to determine feasibility and other criteria.

Partners in Energy resources can also be leveraged for implementing projects that meet the community's Energy Action Plan goals! There are a variety of additional toolkits that teams could use to brainstorm and assess projects. Other Partners in Energy Toolkits include Congregations, Small Businesses, and Multifamily Buildings.

**Beyond the Energy Action Plan**

Targets from the Energy Action Plan are a good place to start, but your community can also use this toolkit outside of the Energy Action Plan, or expand on previously completed efforts. Consider any type of energy efficiency or renewable energy project for these!



Xcel Energy demand-side management (DSM) programs can provide a good starting point for types of projects to implement and can provide project customers with savings on projects. Some example projects and associated Xcel Energy programs are in the table below.

More Programs

For more programs, visit [Xcel Energy's website](#).

Project Example	Xcel Energy Program	Knowledge or Experience Gained
<p>Door-to-door lighting walks</p> <ul style="list-style-type: none"> Reach out to local businesses to determine quantity and type of lighting and connect with Xcel Energy lighting rebate programs 	<p>Lighting Efficiency / Small Business Lighting</p>	<ul style="list-style-type: none"> Knowledge of commercial lighting systems Financial return for projects Outreach & communication skills
<p>Equipment Assessment</p> <ul style="list-style-type: none"> Determine a business' equipment type, age, and condition and connect with Xcel Energy equipment rebates 	<p>Equipment rebates (e.g., heating, cooling, etc.)</p>	<ul style="list-style-type: none"> Knowledge of equipment types Experience auditing equipment Financial return for projects
<p>Multifamily Housing Engagement</p> <ul style="list-style-type: none"> Reach out to multifamily housing building owners to provide information about energy-savings opportunities and Xcel Energy programs and help them determine energy use 	<p>Multifamily Building Efficiency</p>	<ul style="list-style-type: none"> Building energy audit experience Outreach & communication skills

To assist your team in reaching out to potential project customers, draft outreach materials are included in this toolkit.

Resources

- [Project Roster Template](#)
- [Project Customer Recruitment Flyer](#)
- [Email Template](#)



**STEP
05**

RECRUIT AND ENROLL PARTICIPANTS

Once projects are identified, it will be important to make sure the number of projects lines up with the number of mentor/mentee teams. Both mentees and mentors will be recruited and engaged in the initiative. Teams of multiple mentees to mentors can be formed, rather than pairs, but try to keep the groups small to ensure adequate engagement and development for all mentees.

The local workforce/economic development agency and other partner organizations will likely be able to assist in finding and recruiting mentees within the workforce gap your community has chosen to focus on. Mentees should be able to commit to the full program length and be willing to engage in projects and mentorship activities. An option is to also engage local STEM (science, technology, engineering, math) organizations at local high schools and/or colleges, community colleges, or trade schools.

Mentors can be drawn from the stakeholder engagement process and workshop completed earlier in the initiative, as well as additional resources from the local energy industry. These may come from companies that are on the project roster as well, providing technical support and mentorship while also implementing projects at their business.

Resources

- Recruitment collateral
 - » [Mentees](#)
 - » [Mentors](#)
 - » [Project Menu](#)
- [Suggested Outreach Methods](#)
- [Mentee Recruitment Email Template](#)
- [Mentor Recruitment Email Template](#)



Technical Support

If you need more technical resources for your mentors, reach out to your facilitation team.

**STEP
06**

IMPLEMENT PROJECTS

During implementation, mentor/mentee project teams will be working with their project customer to deliver the project. The implementation period should last around 6-7 months, but exact duration should be finalized during the initiative planning stages. The planning team will provide general and technical support during this phase on an as needed basis and should engage with project teams periodically with tips to keep projects on track. Teams should be encouraged to track progress and document activities with photos.

Networking events for all project teams are also an option during this time and provide a good way for mentors and mentees to interact with other participants in the initiative. Some ideas for networking events include breakfasts, lunch-and-learns, speed networking, career panels with potential employers, job site tours, resume workshops, etc.

The implementation team will act as an initial resource for mentor/mentee teams for any questions about projects or project implementation, with support from the Partners in Energy facilitation team.

Resources

- [Xcel Energy Program & Rebate Information](#)

**STEP
07**

REPORT PROGRESS

Tracking and reporting progress on project implementation will be important to determine the success of the initiative and changes to make for future years. Teams of mentees/mentors should complete a reporting template that the implementation team can then aggregate across all projects to derive initiative results.

It is also important to get mentee, mentor, and project customer feedback about the program. There can be many ways to do this, such as using surveys, or during a final debrief and celebration event. The planning team should be sure to incorporate this feedback into future program implementations.

Resources

- Metrics & Reporting Templates
 - » [Project Report Template](#)
 - » [Project Results Template](#)
- Program Feedback
 - » [Feedback Survey](#)
 - » [Certificate of Appreciation](#)
- [Additional Tools](#)

NEXT STEPS

Near the end of the first year of the program, the planning team should reconvene to assess progress, document lessons learned, and plan the next steps of the program. Some questions to consider during this meeting include:

- Did we meet (or miss) our objectives? What caused us to meet (or miss) our objectives?
- What did we do right? What did we do wrong?
- Based on the program management plan, are we on track to offer this again next year?
- Are current partners/funders willing to support again? What new partners/funding sources might be interested in getting involved?
- What changes or improvements should be made to the initiative? What changes should be made to associated initiative materials?



Celebrate Success

Be sure to celebrate your mentor/mentee teams to recognize their hard work! This is a good place to showcase all of the projects completed and energy saved and any progress mentees have made on their career development.

RESOURCES



ENGAGE STAKEHOLDERS

Potential Organizations

- Local economic or workforce development entity (city and/or county level)
- Science, Technology, Engineering, Math (STEM) groups for school-aged children
- Local professional engineering, energy, or other organizations:
 - » Society of Women Engineers
 - » National Society of Black Engineers
 - » Society of Hispanic Engineers
 - » American Society of Mechanical Engineers
 - » National Society of Professional Engineers
 - » Association of Energy Engineers
 - » US Green Building Council
- Women’s Foundation of Colorado or Minnesota
- Local universities and community colleges
- Local energy businesses

Stakeholder Engagement Tools

- Draft email

Hi [INSERT NAME],

My name is [YOUR NAME], I am a member of the Energy Action Team in [COMMUNITY]. Our Energy Action Team was formed during the Xcel Energy Partners in Energy process to implement strategies to reduce our community’s energy use. One of the strategies the team has chosen to reduce energy and address additional problems in our community is workforce development. We chose to focus on workforce development to engage more [GROUPS ADDRESSING] in the clean energy workforce here in [COMMUNITY].

As part of this process, we are implementing a workforce development program focused on hands-on, experience-based learning. The program will pair mentees with mentors in the energy industry to implement energy-savings projects for various customers. This is where you come in. We need your help in designing the program and generating ideas of potential projects and people.

We are hosting a program planning workshop on [DATE] at [LOCATION] and would like to invite you to be part of our team. I believe your experience and knowledge will be very valuable to our planning efforts.

Please let me know if you have any questions or concerns and if you are willing to attend.

Thanks for your consideration,
[YOUR NAME]

STEP
02

DETERMINE WORKFORCE GAPS AND NEEDS

General

- Local economic development entity – check here first!
- [US Energy and Employment Report \(2018\)](#)

Minnesota

- [Minnesota Clean Jobs Midwest](#)
- [The Minnesota Jobs Project](#)

Colorado

- [Energy: Colorado Industry Cluster Profile](#)
- [Colorado Workforce Development Council](#)

STEP
03

PLAN YOUR INITIATIVE

Initiative Planning Workshop Materials

- [Brainstorming Questions Posters](#)
- [PowerPoint Template](#)
- [Notes Template](#)
- [Project Management Plan](#)



STEP
04 IDENTIFY
PROJECTS

Project Roster

- [Project Roster Template](#)

Project Communications (project customers)

- [Project Customer Recruitment Flyer](#)
- Project Customer Draft Email

Hello [INSERT NAME],

My name is [YOUR NAME], I am a member of the Energy Action Team in [COMMUNITY]. Our Energy Action Team was formed during the Xcel Energy Partners in Energy process to implement strategies to reduce our community's energy use. One of the strategies the team has chosen to reduce energy and address additional problems in our community is workforce development. The [COMMUNITY] workforce development program connects [WORKFORCE FOCUS AREA] interested in the clean energy industry with the best and brightest in clean energy today. Technical mentors are partnered with [WORKFORCE FOCUS AREA] mentees to coach them through implementing clean energy projects. The mentor/mentee volunteer teams assess potential energy efficiency and/or renewable energy projects, with the goal of implementing projects and providing hands-on, real-world experience for [WORKFORCE FOCUS AREA]. As a project customer, these projects can benefit your company by reducing your energy use, saving money, and connecting you to available Xcel Energy programs and rebates.

Benefits to participating include:

- Leverage a volunteer base to assess and help implement energy efficiency and renewable energy projects at your facility
- Promote workforce development in [COMMUNITY] by providing real-world projects
- Save money on utility bills by improving energy efficiency
- Leverage Xcel Energy programs and rebates to reduce your up-front costs

If you are interested in supporting workforce development in your community by partnering with the [COMMUNITY] workforce development program, we'd love to partner with [INSERT COMPANY NAME] on a project. If you already have a project in mind, general interest, or questions please email me or visit us online to learn more [INSERT WEBLINK].

Thanks for your consideration,

[YOUR NAME]



RECRUIT AND ENROLL PARTICIPANTS

Recruitment Collateral

- [Mentee Recruitment Flyer](#)
- [Mentor Recruitment Flyer](#)
- [Project Menu](#)

Communications (mentors/mentees)

- Mentee Recruitment Email template

Hello [INSERT NAME],

My name is [YOUR NAME], I am a member of the Energy Action Team in [COMMUNITY]. Our Energy Action Team was formed during the Xcel Energy Partners in Energy process to implement strategies to reduce our community's energy use. One of the strategies the team has chosen to reduce energy and address additional problems in our community is workforce development. The [COMMUNITY] workforce development program connects [WORKFORCE FOCUS AREA] interested in the clean energy industry with experienced mentors (the best and brightest in clean energy today). Together with a mentor, complete a real energy efficiency and/or renewable energy project. Projects may include assessing a site for solar panels, or completing a building energy audit to identify savings opportunities. [WORKFORCE DEVELOPMENT INITIATIVE NAME] enables all participants - mentees, mentors, and our community - to advance the next generation in clean energy while reducing energy use.

Benefits to participating include:

- Implement real energy projects with measurable impact
- Networking in the energy field (Connections and insights from experts and inspired professionals in the energy industry)
- Develop your technical expertise with guidance and role modeling from one-on-one mentorship
- Kickstart your clean energy career development with hands-on, resume building experience

We are looking for [WORKFORCE FOCUS AREA] who are seeking new opportunities, mentorship, and make an impact through implementing projects. Feel free to reach out with questions or visit us online to learn more [INSERT WEBLINK].

Thanks for your consideration,

[YOUR NAME]

- Mentor Recruitment Email template

Hello [INSERT NAME],

My name is [YOUR NAME], I am a member of the Energy Action Team in [COMMUNITY]. Our Energy Action Team was formed during the Xcel Energy Partners in Energy process to implement strategies to reduce our community's energy use. One of the strategies the team has chosen to reduce energy and address additional problems in our community is workforce development. The [COMMUNITY] workforce development program connects [WORKFORCE FOCUS AREA] interested in the clean energy industry with experienced mentors - like you! Together with a mentee, complete a real energy efficiency and/or renewable energy project. A project could be assessing a site for solar panels, completing a building energy audit to identify savings opportunities, to a custom project you have in mind. [WORKFORCE DEVELOPMENT INITIATIVE NAME] enables all participants - mentees, mentors, and our community - to advance the next generation in clean energy while reducing energy use.

Benefits to participating include:

- Develop your leadership skills
- Achieve personal career development goals and gains
- Build a relationship with a mentee and support their growth and success
- Provide mentorship for those new to the energy field
- Promote workforce development in your community
- Implement real-world projects that make an measurable impact

We are looking for experienced technical professionals in the energy efficiency or renewable energy fields, interested in giving back to your community by promoting workforce development. The [COMMUNITY] workforce development program is seeking mentors to guide those new to the clean energy field in hands-on projects for local businesses! If you are interested or have further questions, please let me know or visit us online to learn more [INSERT WEBLINK].

Thanks for your consideration,

[YOUR NAME]

Suggested Outreach Methods

- Social Media
- Events Ideas
 - » Job Fairs – both college and professional
 - » Community events
 - » Workforce or Economic Development office events
 - » Energy focused events
- Other outreach channels
 - » Newspapers, high schools, professional student organizations

STEP
06

IMPLEMENT PROJECTS

- Xcel Energy Program & Rebate information
 - » [Residential](#)
 - » [Business](#)

STEP
07

REPORT PROGRESS

Metrics & Reporting Templates

- [Project Report Template](#)
- [Project Results Template](#)

Program Feedback

- [Feedback Survey Template](#)
- [Certificate of Appreciation](#)

ADDITIONAL TOOLS FOR MENTORS/MENTEES

Mentoring Guide

- [The Mentor's Guide](#)
- [The Mentee's Guide](#)
- [7 Habits of Highly Successful Mentors and Mentees](#)
- [Coaching and Mentoring Tools & Resources](#)

Skills Finder/Career Pathways

- [MindTools Skills Finder](#)
- [High 5 Strengths Finder Test](#)
- [StrengthsFinder 2.0 - PAID](#)
- [Guide to Writing a Career Development Plan](#)



REFERENCES

Barret, J., & Pollin, R. (2018, May). U.S. Energy and Employment Report. Retrieved from National Association of State Energy Officials and Energy Futures Initiative: <https://static1.squarespace.com/static/5a98cf80ec4eb7c5cd928c61/t/5afb0ce4575d1f3cdf9ebe36/1526402279839/2018+U.S.+Energy+and+Employment+Report.pdf>

Center for Energy and Environment. (2018). Energy Efficiency Workforce Gap Analysis. Minneapolis, MN: Center for Energy and Environment.



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Step 3: Program Planning
Initiative Planning Workshop
Brainstorming Question Posters
On Following Pages

What innovative projects do you have that a volunteer workforce, with technical engineering oversight, can help with?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What other organizations we should reach out to for projects?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What are you missing that this workforce could help fill?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What organizations should we reach out to for mentee/mentor recruitment and/or program support?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

Are there individuals that come mind that you would like to nominate to participate as a mentor/mentee?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What upcoming events or relevant programming could this group coordinate with and/or support?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What is preventing you, your organization,
and others from undertaking energy efficient
behaviors?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What behaviors, related to energy, would you like to change (e.g., business, resident, student etc.)?

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

What communications channels can, and should, we leverage?

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

Community Logo

Workshop # Notes

Month Day, Year

6:30-8:30 P.M.

Location

Participants

Name	Organization

Agenda

Copy here

Discussion Summary

- Provide a summary of the conversation topics in bullet form (not detailed meeting minutes)

Action Items

- Note any follow-up items or next steps here

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE



PARTNERS IN ENERGY
An Xcel Energy Community Collaboration

Steps 4 & 5

Recruitment Flyers

Leverage
Expert
Volunteers
to Complete
Your Energy
Projects

Community
Logo



CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

WORKFORCE DEVELOPMENT INITIATIVE

Get Involved



Email



Web link



Phone

We're connecting you to the best and brightest in clean energy today. Technical experts have partnered with new energy industry professionals to coach them through implementing projects. These volunteer teams can support your energy efficiency and/or renewable energy projects to gain hands-on, real-world experience.

Benefits of supporting this initiative:

- ✓ Leveraging a volunteer base to assess and implement energy efficiency and renewable energy projects
- ✓ Saving money on utility bills by reducing your facility's energy use
- ✓ Capitalizing on Xcel Energy programs and rebates to reduce your up-front costs

[Community Name] and Xcel Energy are pleased to work together to achieve our energy goals.

Community
Logo

Gain Real World Experience in the Energy Industry



CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

WORKFORCE DEVELOPMENT INITIATIVE

We're connecting the best and brightest in clean energy today. Together with a mentor, you can complete real world energy efficiency and/or renewable energy projects. Our initiative enables all participants - mentees, mentors, and our community - to advance the next generation in clean energy while reducing energy use.

Benefits include:

- ✓ Kickstarting your clean energy career development with hands-on, resume building experience on energy projects with measurable impacts
- ✓ Gaining valuable connections and insights from experts and inspired professionals in the energy industry
- ✓ Developing your technical expertise with guidance and role modeling from one-on-one mentorship

Learn More



Email



Web link



Phone

[Community Name] and Xcel Energy are pleased to work together to achieve our energy goals.

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

Mentor the Next Generation in the Energy Industry

Community
Logo



CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE

WORKFORCE DEVELOPMENT INITIATIVE

Get Involved



Email



Web link



Phone

We're connecting the best and brightest in clean energy today. Together with a mentee, complete real world energy efficiency and/or renewable energy projects. Our initiative enables all participants - mentees, mentors, and our community - to advance the next generation in clean energy while reducing energy use.

Benefits include:

- ✓ Developing your leadership skills while building relationships with others to support their success
- ✓ Achieving personal career development goals and gains while implementing projects with measurable impact
- ✓ Promoting workforce development in your community and mentor those new to the energy field

[Community Name] and Xcel Energy are pleased to work together to achieve our energy goals.

Community Logo

Project Report

Project Customer:

Team:

Project Category: (energy efficiency, renewable energy)

Project Type: (e.g. outreach, technical analysis, design, etc.)

Project Description:

Results:

Qualitative

What did the team accomplish?

Quantitative:

Quantitative results should be in terms of goals of the program and/or Energy Action Plan goals (e.g. energy savings, amount of renewable energy installed, number of energy audits, etc.)

TEMPLATE

CONTACT YOUR PARTNERS IN ENERGY FACILITATOR FOR CUSTOMIZATION OF THIS TEMPLATE



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Feedback Survey Template

For Mentors/Mentees

	1 – Strongly Disagree	2 – Disagree	3 – Neutral	4 – Agree	5 – Strongly Agree
The goals and objectives of the program were clearly defined					
I felt supported in the mentoring program					
The time commitment was just right					
The match between my mentoring team worked well					
The program increased my knowledge of the clean energy industry					
I enjoyed the project(s) I worked on					
Participating in this program was worth my time					
I would recommend this program					

What were the greatest benefits you received from this program?

What were the greatest challenges?

What improvements would you like to see made?

Additional Feedback:

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Feedback Survey Template

For Project Customers

	1 – Strongly Disagree	2 – Disagree	3 – Neutral	4 – Agree	5 – Strongly Agree
I am satisfied with the overall experience					
I felt engaged with the project team					
The time commitment was just right					
The project team was responsive to needs and provided good customer service					
Participating in this program was worth my time					
I would recommend this program					
I would participate in this program again					
I would recommend this program					

What was the greatest benefit you received from this program?

What were the greatest challenges?

What improvements would you like to see made?

Additional Feedback:

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Certificate of Appreciation

We thank you for your enthusiastic service and participation in *community name*'s workforce development efforts. Your contributions of time and talent were critical and will help carry *community name* forward in pursuing its energy goals.

We recognize and thank

Name

"By giving of ourselves to others, we truly live."
- Ethel Percy Andry

Name

Title

Name

Title

Community Logo



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