

## NEAT/MHEA Toolkit

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### How can the NEAT/MHEA toolkit help me?

The NEAT/MHEA toolkit helps:

1. Trainers by providing resources on how to prepare for and conduct NEAT/MHEA training.
2. Energy auditors by providing resources useful in the efficient use of NEAT/MHEA.

Where do you want to go today?

- NEAT/MHEA Resources for Trainers
  - NEAT/MHEA Resources for Auditors
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### What's included in the NEAT/MHEA training resources?

The training resources portion of the toolkit contains resources to set up NEAT/MHEA training classes effectively and efficiently. Many of the instructional resources in the toolkit were taken directly from the Weatherization Standardized Curriculum. Other resources were designed and developed by experienced NEAT/MHEA instructors, with technical assistance by the Oak Ridge Institute for Science and Education.

Required resources for NEAT/MHEA training include:

- Instructional staff with expert level knowledge of NEAT/MHEA
  - Appropriate housing stock
  - Materials and supplies
  - Assistance from the organization receiving the training
  - Windows-based laptops for each student with a clean copy of Weatherization Assistant 8.6 pre-loaded
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### Who should use the NEAT/MHEA training resources?

Weatherization trainers who have already received NEAT/MHEA training and have skills in using the software. Some resources will also be useful for organizations preparing to receive the NEAT/MHEA training.

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**How do I use  
the training  
resources?**

Instructors should prepare their own instructional materials using the material in the toolkit as needed, supplementing it with handouts, references, and examples relevant to their students at each training session.

The training resources are organized by three tabs:

1. Before training
2. During training
3. Post-training

**What's in the  
Before Training  
tab?**

This tab contains resources for collaborative pre-planning activities by the instructors and the training point of contact at the organization receiving the training.

Assistance from the point of contact for the training is needed for:

- obtaining information about the participants in advance of the training,
- securing appropriate housing stock,
- obtaining necessary materials and supplies,
- materials duplication,
- classroom setup,
- participant registration, and
- logistical support.

**How to do it***Hold a pre-training planning call.*

- A call between the point of contact from the organization receiving the training and the instructors should be held at least one month prior to the actual training.
- Use the planning tools in the Before Training tab during the conference call to do initial planning as well as during subsequent communications to ensure preparations remain on track. Assign roles and responsibilities and create a timeline for accomplishing all the pre-training activities.

*Conduct a pre-assessment of the target audience.*

- Use the pre-assessment tools to plan and conduct knowledge and skills assessments of the students you will be teaching prior to the training.
- Tailor the training content based on the results of the pre-assessment as well as conversations with your point of contact for the training to identify needed areas of focus.



*Plan the training delivery*

- Use the sample annotated agenda to create a personalized instructor guide. Go through the Presentations and Activities in the During Training tab and add notes where you wish to expand upon certain topics or integrate learning activities.
  - Check to see that all handouts have been reproduced in sufficient quantity, the housing stock for the field has been identified, and all necessary tools and supplies are ready.
  - Use the suggested readings to plan your training style and methods of student engagement, based on the pre-assessment results as well as conversations with your point of contact for the training about the students.
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**What's in the  
During  
Training tab?**

Resources in this tab include a sample introduction and a warm-up activity, presentation slides with instructional notes, student handouts, and frequently asked questions.

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**How to do it***Set the ground rules.*

- Set the ground rules for classroom and field activities by letting students know what is expected of them.
- Appoint a timekeeper to keep the training on time.
- Post the parking lot and explain its purpose.

*Conduct the training in an interactive format.*

- Use the list of NEAT/MHEA Frequently Asked Questions to engage students as well as assess levels of understanding of each topic it as it is covered.
  - Encourage active student participation through assignment of specific exercise tasks to be performed both individually and as teams.
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**What's in the  
Post-Training  
tab?**

Resources in this tab include a sample student evaluation form. The sample student evaluation form measures the students' reactions to the training, gathering data on how well the training was received by the students in terms of their perception of the content, the instructors, and their knowledge and skill gains.

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### How to do it

#### *Distribute the evaluation forms at the end of the training.*

- Assure students that all data will be kept confidential if they choose to put their names at the top of the form.
- Encourage students to add comments that explain their numerical ratings for each question.
- Collect the forms as the students depart the classroom for later review and analysis.

#### *Analyze the data.*

- Choose the analysis method that best suits the information you want to get out of the data.
- Use the students' comments to understand the underlying rationale for their quantitative ratings.
- Identify lessons learned, areas for improvement, and things that went well.

#### *Use the results to improve your training.*

- Update your training plan and training materials as appropriate.

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### **What's included in Resources for Auditors?**

The Auditor resources portion of the toolkit contains resources for the efficient and effective use of the NEAT/MHEA Weatherization Assistant software. The resources in this portion of the toolkit were designed and developed by experienced NEAT/MHEA instructors, with technical assistance by the Oak Ridge Institute for Science and Education.

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### **Who should use the NEAT/MHEA Resources for Auditors?**

Energy auditors who have already received NEAT/MHEA training and have skills in using the software.

