WAP T&TA: Proper Uses & Developing a Plan
WEATHERIZATION ASSISTANCE PROGRAM
February 2018
Objective

At the end of this session you will know:

• What T&TA info needs to be in the plan
• Where to find applicable regulations & guidance
• Activities that can be covered with T&TA funds

And you will be introduced to a systematic approach to T&TA planning and implementation.
T&TA Plan – Bare Minimum

• Describe proposed plan and milestones necessary to achieve it.
T&TA Plan – Bare Minimum

• How does the plan reflect feedback?

• How is the Grantee maintaining workforce credentials?

• Subgrantee training opportunities

• Requirements before working unsupervised.

• How the Grantee plan reflects future requirements.

• Statewide partners, if applicable.
T&TA Plan – Bare Minimum

• Energy savings comparisons re: training.

• Grantee assessment & follow-up activities.

• Health and Safety Plan-related training.

• Approach to client education.

If applicable:

• Contractor retention agreement
T&TA Plan – Bare Minimum – Where to Learn More

- **WPN XX-1 – Current Program Year Guidance**
  - Application Instructions:
    - Section III.2 – Section B: Budget Categories
      - Describes allowable expenditures
    - Section V.8.4 – Training & Technical Assistance
      - Describes Plan minimum requirements
- **WPN 10-1 – Sample Retention Agreement**
Bare Minimum

• Technical training for field staff.
T&TA – Eligible Costs

• Costs incurred in the training and technical assistance for any Grantee or Subgrantee
  – Including monitoring and QCI training
  – Not limited to technical topics
    • Fiscal
    • Managerial
    • Change management
    • Whatever you determine you need to meet mission of WAP
T&TA – Eligible Costs

- Client education
  - Developing resources
  - Low-cost items
  - Activities
T&TA – Eligible Costs

• Evaluation of Program outcomes.
T&TA – Eligible Costs

- Participation, travel, logistics of training activities and events.
  - NASCSP
  - Energy Out West
  - HPC (National and regional conferences)
  - State conferences
  - Training planning meetings
  - And more
T&TA – Eligible Costs

• Grantee purchases of vehicles or equipment, which are directly related to specific training and technical assistance activities, such as monitoring, etc.
Some questions for you:

• Why do you provide training?

• How do you determine what training to provide?

• How do you determine if that training was effective?
A bit about Training Needs Analysis
Training Needs Analysis

• A systematic approach to determine what training needs to take place.

• Can be described in 8 steps.
Training Needs Analysis – Step 1

• Determine the desired outcomes
  – Goal should correspond to a company/program objective
  – Examples:
    • Reduce call-backs by 50% in one year.
    • Improve speed of installations while maintaining work quality at current levels.
    • Reduce identified missed opportunities by 75% in 1 year
Training Needs Analysis – Step 2

• Link Desired Outcomes with Employee Behavior
  – Identify needed competencies (JTAs are very helpful!)
    • What skills are needed to achieve this goal?
    • What behavior is critical to completing this task?
• Example – Reduce Call-backs
• Skills/competencies include:
  – Arrive to work fit and on time each day
  – Correctly install all measures typically included in work scopes
  – Note discrepancies between work order/notes and on-site reality
  – ...etc.
Training Needs Analysis – Step 3

• Identify Trainable Competencies
  – Evaluate the critical competencies to determine if they are:
    • Abilities one should possess prior to job entry, or
    • Abilities that can be learned on the job or through training
Training Needs Analysis – Step 4

• Evaluate Competencies and Determine Performance Gaps

You want them here.

Your workers are here.
Training Needs Analysis – Step 4

• Evaluate Competencies and Determine Performance Gaps
  – Evaluate current performance to identify where the gaps are between current ability and desired ability.
  – To evaluate current performance use:
    • Performance evaluations
    • Self assessments
    • Prior training results (assessments)
    • Interviews
    • Client feedback
    • Monitoring reports
    • Actual energy savings
Training Needs Analysis – Step 5

• Prioritize Training Needs
  – Identify % of employees who need the training
  – Consider the importance of the competencies on the program objectives
Training Needs Analysis – Step 6

• Determine How to Conduct Training
  – Consider adult learning theory – all of the WTCs are aware of these principles.
  – Training methods can range from:
    • OJT
    • Mentoring/coaching
    • Classroom/lecture
    • Web-based/distance learning
    • Reading
    • Management programs
• **Cost/Benefit Analysis**
  – Consider costs associated with the training methods, the extent to which training will address the performance gap, and the impact on the program.
  – Cost factors include:
    • Training time
    • Content development time (if done in-house)
    • Training provider evaluation (if purchased from outside)
    • Lost productivity from time spent in training
    • Travel and logistical expenses
Training Needs Analysis – Step 8

• Planning for Training Evaluation
  – Training is only effective if the information is retained and applied on the job. Evaluation of training is critical.
  – Questions to consider in evaluation include:
    • How much did the training improve competencies?
    • How did the training improve job performance?
    • How did the training support meeting the goals of the organization/program?
T&TA Planning & Reporting Template

https://energy.gov/eere/wipo/downloads/training-resources

• Plan training
• Record reasoning
• Schedule & track
• Use as T&TA Report for next PY
Resource Review

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      - Describes Plan minimum requirements

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- **T&TA Planning & Reporting Template:**
  - [https://energy.gov/eere/wipo/downloads/training-resources](https://energy.gov/eere/wipo/downloads/training-resources)

- **List of Weatherization Training Centers:**
  - [http://www.waptac.org/Regional-WAP-Training-Centers.aspx#State](http://www.waptac.org/Regional-WAP-Training-Centers.aspx#State)
Remember...

- The purpose of training is to bridge the gap of where they are now, and where they need to be.
- If training isn’t applied on the job, it was an expensive waste of time.
It’s an on-going process
Questions?

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