

SESSION 6: ENERGY & UTILITIES INDUSTRY FACILITATOR GUIDE

SESSION GOALS

The Energy & Utilities Industry session focuses on career pathways for women in the energy & utilities industry, including a panel of employer, trainer, and role model speakers from local employers. The opening session has a PowerPoint titled *Energy & Utilities Industry Presentation*, which has background information on the industry and the “Energy & Utilities Top Five,” the five top in-demand energy & utilities industry jobs that pay family supporting wages. Salaries and detailed information on the “What do you do?” for each job is included as well as typical required education/credentials, and resources. The purpose of the presentation is to provide a general overview of the industry and in-demand careers, but employer partners that are part of WISE Pathways can decide if this presentation makes sense for their program. They will want to prepare their own presentations that provide an overview of their specific companies as well as their in-demand career pathways. The role model panel is also a very important way for exposing the women to “a day in the life” for each company’s in-demand jobs.

In addition to learning about careers in the manufacturing industry, participants can spend about 40 minutes learning about one of the three WorkKeys assessments and try out some sample test questions. The Energy & Utilities Industry session focuses on the Workplace Documents Assessment.

The Goals for the session include:

1. Examine the high growth careers available in the energy & utilities industry and the knowledge and skill sets required for each
2. Explain the typical education/credentialing requirements for career pathways
3. Discuss on-the-job conditions in the energy & utilities industry (provided by role model speakers)
4. Identify next steps for credential attainment, training, and moving into the energy & utilities industry (provided by employer partners)
5. Identify knowledge and skill areas covered in the Workplace Documents WorkKeys Assessment and answer sample questions

PREPARATION

The main item that must be prepared for the Energy & Utilities Industry session is the recruitment of the speakers for the manufacturing industry panel.

Ideally, speakers should be a mix of trained tradeswoman role model speakers and employers and trainers offering concrete, accessible opportunities and robust career pathways. For role model speakers, the workshop planner should reach out to employer partners in order to find one, as it is critical that there be a role model speaker present. Ideally, these potential speakers will be able to speak to the top jobs being discussed within the sector. All speakers should be contacted a month and a half before the program start, so that if the planners need to move on to second or third choices, they can still do so with adequate time. Speakers should be informed of their role before the workshop convenes, and the facilitator should ask questions in preparation, before the session, to understand the context and background from which speakers will be presenting. Reminders should be sent one week, and one day before their session.

A greeter should take position half an hour before the program starts at the entrance to the building, and another staff person should take position at the sign-in sheet to answer questions as needed. The session should begin promptly at the time planned, to model the no-lateness policy.

Print, prepare and gather all materials in the Materials section.

MATERIALS

Sign-in sheet for the program (need to create) and Pens
Participant Guide containing all items with an * below
Energy & Utilities Industry Presentation
*Thumbnails for Energy & Utilities Industry Presentation**
WorkKeys Workplace Documents handout*
WISE Pathways Action Plan for Session 6*
WISE Pathways Participant Evaluation for Session 6*

SCHEDULE

Before Class	<p>Refreshments, Sign-In, Mingling</p> <p>Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.</p>
10 minutes	<p>Introduction</p> <p>Recap what was learned during the last session. Ask participants if they had any “aha” moments after the class.</p> <p>State the goals for the session.</p> <p>Ask participants:</p> <ul style="list-style-type: none"> • What careers do you think of when you think of the energy & utilities industry? • Do you know any women who work in the energy & utilities industry?
60 minutes	<p>Energy & Utilities Industry Presentations</p> <p>Go through the <i>Energy & Utilities Industry Presentation</i>, using an interactive approach where participants can share their experiences, stories and ask questions about the careers.</p> <p>Business partners should conduct their presentations during this time as well. Ample time for participant questions should be allowed.</p> <p>Participants should have thumbnails of the PowerPoint presentations in their Participant Guides.</p>
15 minutes	<p>Break</p>

45 minutes	<p>Energy & Utilities Industry Panel</p> <p>The panel should be composed of at least one employer, one trainer, and one woman role model speaker, so as to provide a comprehensive view of the industry from different perspectives. Each role has a clear and defined purpose. The woman role model speaker can speak to her specific and powerful experiences in the industry, and through her stories, translate the technical information from the session into sustainable emotional impact. The employer speaker can speak to the long-term career paths available and expectations of employers, and through their position as assessors of candidates, give frank and realistic information on how women can best plan for the long term and present themselves as strong candidates. With the emotional buy-in and sense for long term trajectory established, the trainer speaker can address the immediate question and need that is usually present for most women: what do I do now? Trainers should describe a clear, actionable point of entry that is directly related to a longer term career path.</p> <p>The panel begins with a brief introduction by each speaker, followed by a Q&A guided by the facilitator.</p> <p>The women should be asking most of the questions, but the facilitator can jump in and re-direct as necessary.</p>
40 minutes	<p>WorkKeys Assessment: Workplace Documents</p> <p>Review the components of the National Career Readiness Certificate. Then, use the WorkKeys Workplace Documents handout to discuss, in detail, the knowledge and skill sets being assessed for this element of the National Career Readiness Certificate. As you discuss each level, you may want to provide verbal examples of the types of questions one may encounter. Once each level is covered, have participants complete the sample questions, one at a time, discussing the rationale for the answers. Upon completion of this section, be sure to mention the availability of online coursework available through KeyTrain and WIN, which may be available through the local America’s Job Center or community college.</p>
10 minutes	<p>Wrap-Up, Action Plan and Evaluation</p> <p>Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.</p>

This workforce solution was funded by a grant awarded by the U.S Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



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