

Training Mentor Roles and Responsibilities

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PLMA is committed to presenting quality training to utility and regulatory staff as well as other energy industry trade allies and organizations seeking to improve their knowledge of demand response theory, programs, and markets. As an enhancement to formal training curriculum, PLMA classes include industry mentors that provide real world perspectives based on their experiences in the industry. Adult learning experts have found that the use of mentors can improve the learning process through the examination of prior experiences and best practices.

PLMA recognizes that mentoring training requires substantial effort on your part and we thank you in advance for your contribution. Mentor participation is considered a contribution to the industry and thus no honorarium is offered. Travel and per diem expenses are considered for reimbursement on a case-by-case basis, and are subject to a written agreement negotiated in advance.

The role of Mentors is to:

- **Attend** training sessions onsite, participate in discussion, deliver case study/commentary, and guide assigned student teams in interactive exercises.
- **Participate** in closing roundtable discussion with other mentors to discuss issues raised during class, hot topics, or answer general questions from the students not otherwise covered in class.
- **Coordinate** with staff and instructors to determine which sections of the curriculum you will review and mentor, based on the agenda.
- **Participate** in planning calls as needed (or listen to recordings afterwards).
- Review closely and comment on designated sections of curriculum, interactive exercises, and exams to ensure accuracy of materials to be presented.
- **Review** generally all sections of the curriculum to help eliminate redundancy and ensure all sections are harmonized and that the flow makes sense.
- **Develop** in advance a short case study or "color commentary" related to your section of the training to present alongside to illustrate the lecture topic, having it "at the ready" for classroom discussion.
- **Provide** post-training feedback in an on-site debrief session with other mentors, instructors, and staff following training courses to record lessons learned and identify areas for improvement.

By accepting your role as mentor, you commit to being present throughout the scheduled training, from beginning to end. That is important for the context of class participation and appreciation of the students for the role.

All training materials will be provided via an online project management platform. Review your sections and provide comments to instructors to be sure they are prepared, materials are accurate, and learners will have an enjoyable experience. In the rare event that you are unable to access the project management platform, coordinate with staff to have your sections delivered via email or other file sharing process, and to deliver your comments back to instructors in a timely manner.

Again, thank you for this important contribution on your part to the mission and goals of the PLMA Education Planning Group. For any questions, please contact tadolf@peakload.org.