# Troops to Energy Jobs Workshop Overview

The Troops to Energy Jobs workshop is designed for energy companies to conduct it in environments where military personnel are either looking for work, such as a Guard or Reserves station, a military base, or at a Transition Assistance Program (TAP). The goal is for the attendees to learn about the energy industry and the in-demand career pathways. A secondary goal is to actively engage in the learning process so they leave with a better sense of how they might fit into the big picture of the energy industry and have a memorable experience. Most people drift in and out when listening to someone lecture, so the idea is to vary the workshop between presentations, viewing relevant videos, and talking to their peers.

Not experienced at being an instructor? No problem! CEWD has created this guide to help you every step of the way.

**Advanced Preparation:**

* Ask your contact at the site to have a projector/screen set up as well as pencils/pens for each participant. You will also need an Internet connection. If there is a choice in how to set the room, small tables is ideal, though any set up will work.
* If possible, invite an employee who is a member of the Guard or Reserves or a Veteran to accompany you to the workshop. This person will have the opportunity to share his or her story of making the transition to the energy industry.
* Print a copy of the PowerPoint presentations in “Notes Pages,” so you can use the scripts. In PowerPoint, go to “Menu,” then “Print.” Click on the down area where it says “Full Page Slides” and change to “Notes Pages.” Next, click on the down arrow where it says “Color” and change to “Pure Black and White,” then click on the “Print” box in the top left corner.
* Make copies of the Energy Quiz, Case Study, and the two PowerPoint presentations. When you print the presentations out, we recommend you print them as handouts with room for notes. In PowerPoint, go to “Menu,” then “Print.” Click on the down area where it says “Full Page Slides” and change to “Three Slides.” Next, click on the down arrow where it says “Color” and change to “Pure Black and White,” then click on the “Print” box in the top left corner.

# Workshop Schedule

The Troops to Energy Jobs workshop is designed to be two-hours in length. However, if you have less than two hours, you can just use specific pieces. For example, if you only have an hour, maybe you just do the ice breaker, the energy industry presentation and provide brochures on the Troops to Energy Jobs program. Below is the recommended schedule for the full workshop:

10 minutes: Energy Quiz Ice Breaker

45 minutes: Energy Industry Presentation (including questions & answers at the end)

25 minutes: Troops to Energy Jobs Presentation (including questions & answers at the end)

25 minutes: Case Study Exercise

15 minutes: His or Her Story: Making the Transition to the Energy Industry (invited speaker)

# Section 1: Energy Quiz Ice Breaker (10 minutes)

In your materials, you will find a short energy quiz. After you introduce yourself, distribute copies of the energy quiz. Have each participant complete the energy quiz (should just take a couple of minutes).

Next, go over the answers. Give members of the audience a chance to share their answers to each question before you tell them the correct answer.

At the end, ask them how they did!

The quiz answer key is in *Appendix A*.

# Section 2: Energy Industry Presentation (45 minutes)

The next section of the workshop is the *Overview of the Energy Industry* presentation. Pull the presentation up on the screen and put it in “Slide Show” mode.

You have a script for the presentation. Please note that there are several video links in the presentation. These links take you to the page where the videos are housed. You will need to press play on the videos once on that page. They should run by themselves without having to go to YouTube.

After the presentation, you should have time to take questions from the participants.

# Section 3: Troops to Energy Jobs Presentation (25 minutes)

Now you are ready for the *Troops to Energy Jobs* presentation. Pull the presentation up on the screen and put it in “Slide Show” mode.

You also have a script for this presentation. After your presentation, you should have time to take questions from the participants. This is a good time to distribute the Troops to Energy Jobs brochures. Make sure you point out the J code on the brochure.

# Section 4: Case Study Exercise (25 minutes)

This next part of the workshop is designed to get military personnel thinking about how their training and experience can equate to the knowledge and skill sets needed in the energy industry. See *Appendix B* for the exercise.

Have participants get into groups of three. Pass out the case study and give the following directions:

*The energy industry values the knowledge and skill sets that military personnel bring to the table. Though their job titles may not be an exact match to a job in the energy industry, skills are transferrable.*

*For this case study exercise, you are going to work in groups of three to explore the tasks of a lineworker in the energy industry. You will also be doing the same for someone who is leaving the Air Force as a Communications System and Antenna Journeyman.*

*Your group should find five skills from the Air Force position that you think would be transferrable to a lineworker position. List both skills for each set.*

*Next, which skills from the lineworker position do not match the experience of a Communications System and Antenna Journeyman, therefore, this individual would need some type of training, whether in an education setting or on the job.*

*You have 15 minutes to work on this case study.*

After 15 minutes, give several groups a chance to share their answers.

# Section 5: His or Her Story: Making the Transition to the Energy Industry (15 minutes)

The last part of the workshop provides the opportunity for an employee of your company to share his or her story about making the transition to the energy industry. Below is a set of questions you can use, if the person is more comfortable with an interview type of format.

1. *In what branch of the military did you serve and for how long? What was your job title?*
2. *What is your current job title?*
3. *Can you tell us about “a day in your life” on the job?*
4. *What knowledge and skill sets from your military experience were most useful in your current job?*
5. *What do you like most about the energy industry?*
6. *What advice would you give someone who wants to make the transition to the energy industry?*

Take questions from the audience.

You did it! Congratulations on a successful workshop.

**APPENDIX A: Answers to Quiz Questions**

1. Nationally, what percentage of energy is generated from renewable energy sources (not including hydropower)?

**a. 3.5%**

b. 14.5%

1. 22.5%
2. 38.5%
3. According to a workforce survey conducted by the Center for Energy Workforce Development (CEWD) in 2011, by 2015, approximately what percentage of workers in the energy industry will need to be replaced due to retirement or attrition?

a. 15%

b. 25%

**c. 35%**

d.45%

1. Most technical positions in the energy industry are considered middle skill jobs. How much education does this represent?

a. High school diploma

**b. Some post-secondary education, but less than a bachelor’s degree**

c. Bachelor’s degree

d. Master’s degree

1. Approximately, how many state energy workforce consortia have been formed?

a. 10

b. 25

**c. 35**

d. 40

1. Typically, how long does it take a lineworker to achieve journeyman status?

a. One year

b. Two years

c. Three years

**d. Five years**