



# Home Energy Efficiency Training

## WORKSHOP DELIVERY OPTIONS & PRICING

### PRE-WORKSHOP PREPARATION

#### 1. Presenter/Staff:

- a. Check content in Energy Programs and Incentives section and provide information on local rebates, incentives and program opportunities.
- b. Order print materials for all participants.
- c. Cross-check supply bins with material supply checklist. Replace any needed materials.
- d. Once you arrive on-site, set up presentation, guides for participants and activity stations.

#### 2. Host/Sponsor:

- a. Advertise workshop availability to target participants (employees, public, students, etc.).
- b. 1 week out: Send all registrants/attendees a reminder about the workshop and include information on the Energy Efficiency Scavenger Hunt activity, if it will be included. Also include a link to [www.HomeEnergyNC.org](http://www.HomeEnergyNC.org) for participants to review so that they can bring questions to the workshop for Presenters to answer.
- c. 1-2 days out: Remind attendees of the workshop's date, time and location and the Scavenger Hunt activity, if it will be included.

#### 3. Working Together:

- a. Identify a few exhibitors that can bring testing equipment and answer local questions. These can be local energy auditors, insulation contractors, HVAC contractors, etc.
- b. Coordinate any food, beverage and site-specific logistical needs.
- c. Coordinate A/V needs: A projector and screen are needed. On-site resources provided by the Host can be used OR Presenter can bring their own equipment.

### OPTION A: ONE 4-HOUR SESSION

#### PART 1

1. Participant and presenter introductions
2. Introduction to the workshop
3. Discussion activity on personal values that relate to home energy efficiency
4. Personal assessments activity

#### PART 2

1. Content presentation
  - a. Homes and energy usage
  - b. Introduction to the building envelope
  - c. Heating and cooling
  - d. Hot water
  - e. Lighting
  - f. Appliances and devices

#### PART 3

1. Hands-on activity stations: Divide participants into two groups

- a. Messy DIY
- b. Easy DIY + Gadgets
- 2. Full group activities
  - a. Prioritize DIY tasks
  - b. Data analysis activity
  - c. Prioritize Technogeek tasks
  - d. Prioritize Personal Transformer tasks
  - e. Habit formation activity
  - f. Manager activity
  - g. Personal Energy Plan
    - i. Take photographs of personal energy plans to record participant commitments
    - ii. Explain the follow-up plan along with any incentives

#### **PART 4**

- 1. 30 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

### **OPTION B: TWO 2-HOUR SESSIONS**

#### **SESSION 1**

- 1. Participant and presenter introductions
- 2. Introduction to the workshop
- 3. Discussion activity on personal values that relate to home energy efficiency
- 4. Personal assessments activity
- 5. Content presentation:
  - a. Homes and energy usage
  - b. Introduction to the building envelope
  - c. Heating and cooling
- 6. Hands-on activity station: Messy DIY
- 7. Full group activities: Data analysis
- 8. 15 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

#### **SESSION 2**

- 1. Content presentation
  - a. Hot water
  - b. Lighting
  - c. Appliances and devices
- 2. Hands-on activity station: Easy DIY + Gadgets
- 3. Full group activities
  - a. Prioritize DIY tasks
  - b. Prioritize Technogeek tasks
  - c. Prioritize Personal Transformer tasks
  - d. Habit formation
  - e. Manager discussion
  - f. Personal Energy Plan
    - i. Photograph personal energy plans to record participant commitments
    - ii. Explain the follow-up plan along with any incentives

4. 15 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

## OPTION C: THREE 1-HOUR SESSIONS

### SESSION 1

1. Participant and presenter introductions
2. Introduction to the workshop
3. Discussion activity on personal values that relate to home energy efficiency
4. Personal assessments activity
5. Content presentation:
  - a. Homes and energy usage
  - b. Introduction to the building envelope
  - c. Heating and cooling
6. 15 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

### SESSION 2

1. Hands-on activity station: Messy DIY
2. Content presentation
  - a. Hot water
  - b. Lighting
  - c. Appliances and devices
3. Full group activities: Data analysis (could swap with Easy DIY & Gadgets Station in Session 3)
4. 15 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

### SESSION 3

1. Hands-on activity station: Easy DIY + Gadgets (could swap with Data Analysis in Session 2)
2. Full group activities
  - a. Prioritize DIY tasks
  - b. Prioritize Technogeek tasks
  - c. Prioritize Personal Transformer tasks
  - d. Habit formation
  - e. Manager discussion
  - f. Personal Energy Plan
    - i. Photograph personal energy plans to record participant commitments
    - ii. Explain the follow-up plan along with any incentives
3. 15 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

## OPTION D: 1-HOUR SHORT SESSION WITH Q&A

### PART 1

1. Presenter introductions
2. Discussion activity on personal values that relate to home energy efficiency
3. Personal assessments activity

### PART 2

1. Content presentation
  - a. Homes and energy usage
  - b. Introduction to the building envelope
  - c. Heating and cooling
  - d. Hot water
  - e. Lighting
  - f. Appliances and devices

--- Workshop ends after 1 hour and participants are released. Instructors and exhibitors remain.

### **PART 3**

1. 30 minutes available for Q&A and hands-on demonstrations of Easy DIY and Gadgets with Presenters and Exhibitors.

## **POST-WORKSHOP FOLLOW-UP**

1. Presenter/Staff:
  - a. Send thank you email with:
    - i. Link to [www.HomeEnergyNC.org](http://www.HomeEnergyNC.org) for more information and resources.
    - ii. Contact information for local resources, programs and exhibitors (if needed).
    - iii. If desired, send post-workshop survey to collect feedback.
2. Host/Sponsor:
  - a. About two weeks after: Send reminder emails asking participants about progress on their plans and documentation of progress for any incentives.
  - b. If the follow-up plan includes additional get-togethers (e.g. brown bag lunch discussion), remind participants as appropriate.

## WORKSHOP PRICING

North Carolina Building Performance Association (NCBPA) and Duke University's Carbon Offsets Initiative (DCOI) offer this workshop at pricing that allows the organizations to cover costs for travel, time and materials. Following completion of the workshop, NCBPA will invoice the Host organization or Sponsor for the applicable costs below. Payment can be made online or via check.

	Presenter Fees	Participant Manual	Food & Beverages
<b>Option A:</b> One 4-Hour Session	\$25 per hour for travel time and \$250 total for session	Roughly \$30 per manual taken by participants	Water, light beverages and breakfast or lunch recommended
<b>Option B:</b> Two 2-Hour Sessions	\$25 per hour for travel time and \$200 for each session	Manuals are purchased by NCBPA for each workshop and billed to Host for the number of manuals taken by participants, at cost (no mark-up).  NCBPA will retain extras or Host may purchase them for future use.	Water, light beverages and snacks recommended
<b>Option C:</b> Three 1-Hour Sessions	\$25 per hour for travel time and \$150 for each session		Water and other light beverages recommended
<b>Option D:</b> One 1-Hour Session	\$25 per hour for travel time and \$150 total for session		Water and other light beverages recommended

## CONTACT INFORMATION

Contact NCBPA staff with questions and comments about the workshop or to schedule a workshop at [Info@BuildingNC.org](mailto:Info@BuildingNC.org) or 919-841-6207.