

## Training Mentor Roles and Responsibilities

January 20, 2023, v2.0

PLMA is committed to presenting high quality flexible load management training to utilities, vendors, and other energy stakeholders. As an enhancement to the class curriculum, PLMA offers the opportunity to interact with industry mentors who provide their real-world perspectives based on their industry experiences. Mentors can help improve the learning process through the examination and application of both relevant experiences and best practices.

PLMA recognizes that serving as a class mentor requires substantial effort on your part, and we thank you in advance for your contribution. PLMA considers class mentor participation to be an industry contribution and therefore, we do not offer compensation for this role. However, travel and per diem expenses may be eligible for reimbursement on a case-by-case basis and are subject to a written agreement negotiated in advance.

The role of a PLMA Class Mentor is to:

- **Attend** training sessions onsite, participate in discussion, deliver case study/commentary, and guide assigned student teams in interactive exercises.
- **Participate** in a closing roundtable discussion with other mentors to review issues raised during class and answer general questions from class attendees.
- **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 the curriculum, interactive exercises, and exams to ensure the accuracy of materials presented.
- **Review** all sections of the curriculum to help eliminate redundancy and ensure the full curriculum is harmonized, and that its flow makes sense.
- **Develop** in advance a short case study or "color commentary" related to your section of the training. Present this as an illustration of a given topic, having it "at the ready" for classroom discussion.
- **Provide** post-training feedback in a debrief session with other mentors, instructors, and staff to help PLMA improve its classes by tracking our lessons learned and areas for improvement.

By accepting the role of PLMA class mentor, you commit to being present throughout the scheduled training, from beginning to end. That is important for the context of class participation and is very valuable for the class attendees.

All class materials will be provided to you via PLMA's SharePoint site. Please review your sections and where appropriate, offer comments to instructors to be sure they are prepared, help ensure the materials are accurate, and contribute to our class attendees having an enjoyable experience.

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 [jknight@peakload.org](mailto:jknight@peakload.org).