

AESP INSTITUTE CALL FOR TRAINERS

Are you a top professional practicing in the demand side management industry, with a passion also to teach and share your knowledge and industry experience? The AESP Institute, the training arm of the Association of Energy Services Professionals (AESP), is seeking qualified training professionals to 1) expand its current roster of trainers; 2) deliver one or more of its established training courses on a variety of topics; and 3) provide recommendations on topics that AESP should add to the course catalog. These courses run from 1 to 3 ½ days and can include co-trainers.

AESP Institute Current Training Course Offerings:

Introductory Courses

- [Introduction to the Principles of Demand-side Management](#): This course is taught as a one-day or two-day.
- [Understanding the Electric Utility Business Today and Tomorrow](#)

Evaluation, Measurement & Verification

- [Introduction to the Principles of Evaluation, Measurement & Verification \(EM&V\)](#): This is a 1 ½ day course.
- *DSM Impact Evaluation Certificate Program: This is a 20 hour program online and 2 day in-person that includes a capstone project. (In Development)*

Demand-side Management (DSM)

- [DSM Program Manager Workshop](#): this is a two-day hands-on workshop. (Utility Only)
- [DSM Program Manager Certificate Program](#): This is a 40-hour program - online and 3 ½ days in-person (Courses 5&6) that includes a capstone project.
- [Behavior Change & Energy Efficiency Programs](#)
- [How to Build, Implement and Evaluate a Customer Engagement Program](#)

Marketing

- [Strategic Marketing for Your Energy Efficiency Programs](#): This is a two-day course.

Key trainer requirements include:

- A minimum of 10 years' demand side management industry experience
- Proven training experience and skills, including the ability to:
 - successfully engage and sustain audience participation
 - identify and correct learner(s) struggling with concepts
 - effectively train individuals using AESP's existing courses and materials
 - administer and guide group exercises, discussions, and other training activities

- Completion of training courses or certifications (Bob Pike, Langevin, Association for Talent Development (ATD) etc.), preferred.
- Willingness to assist with AESP's marketing efforts in identifying new training opportunities
- Exceptional communication and interpersonal skills
- Excellent preparation skills for delivering courses including contacting client to establish learning outcomes
- Trainers are required to use AESP's developed course materials. AESP will handle all course delivery logistics including facility, AV, course materials, etc.
- If you are a full-time employee, that you have the permission of your employer to conduct training courses on AESP's behalf whether on your own time, or your employer's time.

If you are interested in becoming a qualified AESP Institute trainer please submit:

- 1) **Relevant Project Experience** – a recent listing of training course(s) you delivered individually or as part of a team including a video clip which illustrates your training style and/or ability to engage an audience.
- 2) **List of trainings completed or certificates earned** – a listing of courses completed or certificates earned that can help assure reviewers that you have the desired knowledge in adult learning techniques.
- 3) **Training Course preference** – please include which AESP course(s) you have the most expertise and experience in delivering. See listing above.
- 4) **References** – please submit three (3) references where you recently delivered training course(s).
- 5) **Sample Evaluations** – if possible, please submit three (3) client evaluations from a training course you recently delivered.
- 6) **Training Fees** – **Provide your hourly rates for content delivery and prep time as well as your fixed rate for the delivery of a specific course.** AESP gives preference to those proposals that integrate trainer(s) rate with travel expenses. If you are submitting a proposal with more than one trainer, please list the fees on an individual trainer basis.
- 7) **Course Recommendations** – Provide the recommended course name, description, high level content outline, duration, appropriate delivery methods (workbook, in-person, online, etc.), development costs and delivery costs. Note: All courses developed for AESP will be the sole property of AESP and cannot be delivered without AESP approval.

The deadline for submitting proposals is **March 22, 2019 at 5:00pm Pacific**. Submit all proposals to quinn@aesp.org.

AESP will notify all submitters by **March 29th** if their proposal has been accepted for a specific course(s). Trainers identified in the proposal will be added to our Qualified Trainers List for 24 months. During that time period AESP will contact trainers on an as needed basis. Three refusals or two cancellations will result in trainers being removed from the list.