

| Education Plan Template

How to use this document: This worksheet is a tool for building an education plan to advance understanding of the need to reduce energy consumption and explain how employees and occupants can contribute to energy-reduction goals. Complete or adapt this plan for your own facility or workplace to select and implement training and staff development activities that provide more in-depth information and support to enable and sustain energy-reducing behaviors.

Audience profile: Identify and profile broad primary audiences and specific target audiences (office workers, facilities staff, IT staff, mid-management, custodial workers, faculty, students, visitors, etc.).

Topics: Identify educational topics addressing your broad primary audience and specific target audiences.

Why reduce energy?

What can I do?

- Where is energy used in our facilities/organization?
- What kind of opportunities are possible
- What can I directly influence?
- What can I indirectly influence/support?

How can I do it?

- Enabling technology
- Habits and routines
- Supporting others
- Contribute suggestions and ideas

How are we doing?

- Comparison to goal
- Status of efforts underway
- Top suggestions and ideas

Educational venues/content: Describe the venues that will be used to reach your audience(s), schedule or frequency of use, resources needed for further content development and delivery, and partnership considerations (internal and external).

Some potential venues

- Employee orientations
- Staff meetings
- E-learning
- Training
- Briefings
- Displays

Schedule or anticipated frequency of use (for each venue)

Resource needs

- Content development
- Materials/delivery
- Partnership considerations (internal and external)