



Wind Energy Workshop Planning Outline

From first contact to actual workshop execution can take from 2-8 months. Two months is needed at a minimum to ensure a successful and high-quality workshop.

1. **FIRST CONTACT**

Local school, organization or company has an interest in working with teachers/educators to improve integration of wind energy concepts into school curriculum. This is the most important step in the whole process – must have an engaged and connected local agent to help move this along.

2. **PLANNING I – Understanding what a workshop looks like?**

Work with local teachers, superintendent, curriculum coordinator and others to help them understand how the training can serve their educational needs. It is also important to work with these actors to help us understand how to tailor our training.

- What the training will cover?
- How will it help them address classroom standards?
- What levels and subjects will be best served by the materials?
- How much time can we have to work with the teachers?
- Do we want to have breakout sessions for different subject matters?
- Do we want to mandate that teacher teams attend?

3. **PLANNING II – Logistics - What days and what location?**

If the school district or local organization is ready to host a workshop then we move into the logistics phase. These are some of the questions that need to be decided at this point.

- When will we offer the training?
- Where will we offer the training?
- Who will help with outreach and marketing?
- Who will take registrations?
- Will the school district cover subs if needed?
- Is the event open to anyone or restricted to selected districts?
- Who is covering what costs? (food, training, materials)
- Will there be guest speakers or a tour of a local wind farm or manufacturing plant?
- Should we put a cap on the number of teachers that can attend?
- Can we find a local agency to affiliate with that can offer Continuing Education Credits or Contact Hours?
- Developing an agenda all parties agree with

4. **MARKETING & OUTREACH – Getting the word out to local teachers/educators!**

Using KidWind networks and outreach mechanisms used by the local school districts we work to get the

word out about the workshop/training. Depending on location and time allowed we have found that 20-100 teachers will sign up for our events.

Number of teachers that attend is most related to picking a date that works well for teachers and the robustness of your local network in getting the word out. Giving away free materials and offering continuing education credits can boost attendance.

5. MATERIALS PRE EVENT LOGISTICS

7-10 days previous to the event we advance all materials to the workshop site. As there is a large hands on component there can be quite a large amount of gear.

Also good to remind teachers who have registered that the workshop is happening. If they cannot attend they should please let us know right away.

6. WORKSHOP DAY

If you have done all your planning and logistics properly this day, while busy, goes pretty smoothly. Workshop days include a balanced amount of lecture, hands on work with curricular activities, tours and guest speakers that have expertise in wind energy from an engineering, biological or policy perspective.

Workshops will also include pre and post evaluation to help us understand what concepts teachers have learned during the day. We also work to collect some feedback on the effectiveness of the workshop and teachers' plans on integrating the subject matter into their classroom.

Teachers leave the workshop with classroom kits and curriculum package.

7. IMMEDIATE POST EVALUATION & SHIPPING OF ADDITIONAL MATERIALS (IF APPLICABLE)

After the workshop we examine all the evaluations to improve our workshop execution.

At some workshops we are able to offer "stipends" for teachers to purchase extra materials at the KidWind online shop. These materials will be shipped as orders arrive – generally within 1-2 months of the workshop.

8. LONG TERM SUPPORT & EVALUTION

Long term follow up with teachers will evaluate what lessons they have used in the classroom, how well they felt those lessons worked and where we can make improvements.

The KidWind website will also be used as a long term support tool for teachers as it contains additional support materials, PowerPoint shows, lesson extensions, teachers' comments and bibliographical resources.