

New Weatherization Manager Training

Recommendations

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- Read the [Weatherization Policy and Procedures Manual](#)
- Read the grant agreements for WS, WL, and WX
- Review internal documents, policies and procedures
- If there is no project tracking mechanism, make one to review if production is proceeding apace
- Review the Weatherization State Plan on [IHCDA's website](#).
- Meet with agency's fiscal department to understand how the accounting and claims work
- Review three years' worth of guidance from DOE on www.energy.gov
- Review NASCSP's website
- Register for NASCSP's next conference
- Sign up for IN-CAA's manager training class. If there isn't one coming up soon, contact IN-CAA to see if they can do some introductory training
- Make friends with Weatherization Managers at CAPs nearby. Do a couple of site visits to see how they manage their programs
- Go out in the field at least 10 days over the first six months of employment to see what Weatherization looks like in the field
- Schedule an introductory meeting with IHCDA to discuss how the agency has been performing, get suggestions and information from IHCDA. This can be a phone call or in person.
- Review the agency's list of contractors, send out greetings, etc. If the agency doesn't run crews, do a cost/benefit analysis of doing so.
- Watch the DOE WAP Manager Training Program

This is not an all-inclusive list, but these are all good places to start.

- Reach out to Chris Willman at IN-CAA to get an overview of the support services we provide to the CAAs; and to assist them with a list of class recommendations based on how hands on or hand off this manager plans to be with the technical information. Justin Ackeret can also come visit their agency to provide one-on-one manager training based on the internal procedures of that particular CAA
- Reach out to Kristine South to learn the rules and application of the Vectren Share the Warmth Program
- Reach out to Melissa Dauby for help with class registrations and/or CEU info for staff/contractors
- Review and become familiar with the Indiana Wx field guide