**Solar Electric Technician Training**

**Module 8: Professional development**

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| **Objective: By the end of this session, learners will be able to**   * Adhere to professional and technical standards in the solar electric field, following rules and guidelines to ensure safe and efficient work. * Practice ethical conduct by applying integrity, accountability, fairness, and transparency in all professional activities. * Compose a clear and concise application/request letter for various professional purposes. * Communicate with stakeholders, including clients, colleagues, and regulatory bodies, using appropriate language and etiquette. | **Instructor:** *[Name]* |
| **Session duration:**   * 5 hours |

| **Trainers’ activities** | **Learners’ activities** | **Teaching aid** | **Time** |
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| **Session kick-off**: Start the session by providing an overview of the session objectives and explain the importance of following professional and technical standards in the solar PV industry. | Listen attentively to the introduction and objectives. Take notes if required. | Whiteboard, markers,  presentation slides | 10’ |
| **Discussion on professional and technical standards**   * Explain work ethics and ethical conduct like integrity, accountability and transparency in the workplace. * Share the importance of following Organizational Guidelines. * **Group activity**: Divide learners into groups and assign them to work on a literature review for identifying and listing key standards and guidelines for solar related work. Ask them to present their insights. * Share key professional and technical standards, rules, and guidelines relevant to solar electric technicians (NEC, OSHA, Environmental & Climate regulations, and Technical Guidelines for Installation and Maintenance). | * Take notes on ethical principles. * Collaborate in the group activity to develop compliance strategies. * Work in 2 groups (20' literature review) and present the findings (10' presentation). | * Assignment memo (E1) * Markers, flip chart, white board * PPT to be prepared by trainer on standards and guidelines for solar electric filed | 60' |
| **Discussion on** **professional and technical standards continuation**   * Share case study**:** Present a case study on "**Failure to follow standards in a solar PV installation**. * Facilitate discussions on compliance with technical standards. * Ask participants about the possible consequences and lesson learned. * Summarize key lessons learned from the case study. | Actively listen to the case study and presentations.   * Participate in discussions by sharing experiences and insights. * Reflect on the lesson learned and apply to future scenarios. | * Lecture and presentation on case study exercise (V1) |
| Present key ethical principles (e.g. integrity, accountability and transparency) relevant to workplace.  **Group division, scenario exploration and group presentation on ethical conduct.**   * Divide the participants into groups and assign each group one of four different scenarios to explore how ethical dilemmas can be managed. * Provide guidance and support as participants discuss their scenarios. * Facilitate the presentation and encourage participation. | * Join the assigned groups for discussion on the scenario. * Discussed the assigned scenario within the group. * Present findings and solutions to class. | * Assignment (E2), * Probable answers (V2) * Whiteboard, * Presentation slides | 60' |
| **Writing an application/request letter**   * Explain the structure of a formal application/request letter. * Provide examples of different types of requests (e.g., for leave, equipment, or client proposals). | * Write an application/request letter based on a given scenario. * Peer review and provide feedback on each other's letters. | * Sample letters templates (V3) * Whiteboard | 30' |
| **Letter writing practice**   * Guide learners as they draft their own application/request letters. * Offer individualized feedback to ensure clarity and professionalism. | * Draft an application/request letter and revise based on feedback. | * Sample letters, for writing materials (V3) * Whiteboard | 45' |
| **Effective communication with stakeholders**   * Discuss the importance of clear and respectful communication with stakeholders. * Show examples of 2-emails and ask which the learners prefer or think is better and why. | * Participate in discussions, sharing experiences of communication challenges. | * Communication flowchart * Examples of good and band communication (V4) * Presentation slides | 30' |
| **Role-playing exercise**   * Conduct role-playing scenarios where learners practice communicating with different stakeholders, such as clients, colleagues, and regulators. * Focus on clarity, professionalism, and etiquette. | * Engage in role-playing, acting out scenarios and receiving feedback. | * Role-play scenarios for effective communication (V5), * Feedback forms, * Whiteboard | 45' |
| **Review and reflection**   * Recap the session's key points, including the importance of adhering to standards, practicing ethical conduct, and effective communication. * **Q&A and conclusion:** Open the floor for any remaining questions. | * Reflect on the session and discuss how to apply what was learned in real-life situations. | * Whiteboard, * Summary handouts | 20' |