

This document is to demonstrate the skills set needed to be a **Successful Participant for LACI's Microgrid Maintenance Fellowship Program**. A participant does not need to have all of the skills listed below coming into the Program, but the more an individual already has the better the chance they have at being successful. LACI is always willing to help participants develop these skills, and offers various resources to help individuals be successful in the Program.

Communication Skills:

- Informs the LACI Team beforehand if they have a scheduling conflict and cannot attend a specific meeting. This way procedures can be put in place to ensure that they receive the information covered in class.
- Expresses any frustrations towards the program, LACI Team, or other participants in a professional manner.
- Follows up with contact attempts made by the LACI Team (texts, calls, emails) in a timely manner.
- Is comfortable asking for help when it is needed, such as:
 - When Technology Difficulties Occur
 - Resources are Needed
- Welcomes feedback (including negative feedback) in regard to their professional development.
- Does not talk over others (LACI Team, other participants, or training providers). Instead, they wait until the person is done speaking to follow up with their comments/questions.

Math Skills:

- Basic Algebra
 - During the application process individuals should expect to demonstrate basic concepts and algebra operations before they can be officially accepted into the Fellowship.

Soft Related Skills:

- Time Management:
 - Is on time to zoom and in-person meetings (trainings, career coaching, and case management sessions).
 - Completes class assignments on time.
 - Does not schedule other appointments, visits, etc during meeting times. LACI is always willing to work with someone regarding their scheduling and providing excused absences, but this information needs to be provided before the start of the meeting.
- Can keep all class material, and meeting information, organized and accessible.
- Team Player when completing group assignments & projects.
- Please refer to the "Communication Skills" section as well.

Technology Skills:

- Understand the basics for:
 - Web/Computer (can go to different web tabs, download PDFs, etc)
 - Emails (can access email account, can look up necessary emails, etc)
 - Google Suite (Docs, Calendar, Sheets)
- Knows how to access web conferencing platforms (Zoom, Webex, etc)
- Is willing to learn new system platforms used during the training (Canvas, XENDEE, etc).
- Please refer to the "Zoom Skills" section as well.

Zoom Skills:

- Ability to:
 - Raise Hand
 - Share Screen
 - Access Zoom Chat (including sending a private message).
 - Connect to Audio
 - Turn Video Camera On.

- Mute/Unmute Themselves.
- Has Camera Etiquette:
 - Stationed in one spot for the meeting (not driving or walking around).
 - Sitting up straight (not laying down).
 - No smoking during the meetings (unless on break).
 - Appropriate clothing attire (ex. not shirtless).
- Can Go from Zoom to a Different Web Tab.