

EGO Two-Day Training National Workshop

Training Package Introduction

Draft by Umanotera, 30 June 2012

Contents

1. **Training Agenda:** for overview and for participants
2. **Training Process Plan:** detailed process with content, objectives, roles and materials
3. **Step-by-Step Training Process:** detailed process description for trainers
4. **Training Materials:** presentations, handouts and worksheets

General

The whole

The 2-day training is the key element of the complete **European Green Office Learning Program** that supports offices on their greening journey. Other elements are:

- EGO Principles
- Handbook (including Check-list)
- Website, including Virtual Office and Ecological Footprinting Calculator
- Mentoring/Coaching (6-month)
- Competition (national and EU)

Purpose

The purpose of the complete EGO **Learning Program** is to support and enable Green Office Managers to:

- A. Cultivate attitudes/values that support a successful Green Office:
- B. Develop skills and deepen knowledge in three areas:
 - Managing the Green Office Programme
 - Leadership, motivation, communication, facilitation
 - Specific issues/performance related principles

Guidelines

Themes

The three overarching themes that run through the 2-day training are as follows:

1. **Simulation:** Case Study Office with Role Play (designed for maximum participant involvement and learning opportunities)
2. **Three levels** of benefits of GO: for me / organization / planet & society
3. **EGO Values** (see overleaf): "Leading by example" is particularly relevant for the training and trainers

Adaptation

The content in the Training Package is expected to be adapted according to country specific conditions, composition and expectations of participating Green Office Managers. Especially the games and other soft elements may be adapted or replaced to suit the local culture as well as personal styles of EGO trainers.

Training delivery roles

When deciding on the **training delivery roles** of the workshop within the team consider one of the trainers take the role of the facilitator trainer (who acts as a companion and guide on the participants' journey) and covers the "soft" elements of the process, while the other one (or two) take the role of the expert trainers (covering environmental management and communication content).

→ For more detailed guidance to the roles for specific sessions see *Workshop Process Overview*.

Learning Program Framework

Attitudes/values that support a successful Green Office:

- Cooperation and partnership
- Motivation, enthusiasm and positive message
- Orientation towards action and change
- Creativity/Innovation/Playfulness
- Commitment to environment and Green Office
- Leading by example (“Be the change you want to see” -Gandhi)
- Holistic view

Basic Competences/Skills for Green Office Managers:

How to manage the Green Office Programme?

- Appoint Eco Team and Eco Manager
- Ensure Top-level and Staff Commitment
- Identify Environmental Impact
- Set Objectives and Targets
- Prepare an Action Plan
- Monitoring Progress

How to motivate, communicate and facilitate?

- Leadership and motivation
- Facilitation of groups, teams
- Raising environmental awareness of staff
- Managing partnerships
- Resistance to Change

How to improve environmental performance?

- Sustainable and Green Procurement
- Air + Indoor Pollution
- Furniture
- Paper
- Office supplies
- Office equipment
- Energy and water
- Cleaning
- Meal, catering
- Events
- Introducing the GO program (management)
- Social issues (internal)
- Health / safety / fire response – emergency situations
- Social issues (external)
- Design and location of the building