Reliable Green –
Remote work, telework and learning with innovative and accessible educational resources for businesses and labour markets in Europeans Green Economy

Adaptive telework toolkit for SMEs (Employees)

Module 4 – GET GREEN

By CARDET

Table of contents

1. Introduction

Requirements of Green organization of home office module

This material is developed for the employees as a learner and you can find the below:

- Guided and self-learning activities.

- Each module contains activities for **1 hour of introduction and theory on the matter** / **3 hours of guided group learning activities** and **6 hours of self-learning**.

LEARNING OUTCOMES:

On successful completion of this Module/ Learning Unit (LU), you will be able to:

	Skills	Knowledge	Aptitude
Module #4. Get GREEN	Understand the importance of a green and sustainable work approach Identify the benefits and challenges of the sustainable behavior	Embrace flexibility Become pro-active for self-efficiency Show a sustainable behaviour in organizing an activity	Building a green culture of work for a sustainable approach Enable environmental sustainability throughout remote work

The five modules of the Continuous Professional Development curriculum (CPD) for Employees

The learning course consists of 5 modules

The five modules of the Continuous Professional Development curriculum (CPD) for Employees

The learning course consists of 5 modules

1. Introduction

What is Teleworking?

Telework is a form of organizing and/or performing work using information technology in the context of an employment contract/relationship, where work which could also be performed at the employer's premises is carried out away from those premises on a regular basis (European Framework Agreement on Telework of 2002:1).

Photo by Vlada Karpovich

Photo by Thirdman / pexels

Of course, your specific working situation will affect what opportunities you have to **go green**.

➢ For example, you may be able to open windows and **switch off your heater or A/C at home**, without compromising the comfort of others. This can **cut down on carbon emissions and save on energy use**, which both have positive environmental effects.

➢ Furthermore, it may be easier for you to **support local recycling programs**, or **compost your spent coffee grounds**, when you don't have to get an entire office breakroom to follow suit.

The easiest and most impactful opportunity really depends on your personal work habits and environment.

Intro_ What are the Challenges of measuring the environmental impact of a remote workforce

It's already a challenging to measure:

- **Total energy use**,
- **Waste production**, or
- Other **sustainability benchmarks** related to remote work.

Since your home is functioning as both your residential and your company's working spaces. Because of this dual nature, determining whether your lunch waste, for example, is generated by your household or your workplace becomes complicated.

Photo by photoMIX company / pexels

Intro_ Remote Work benefits and Sustainability

Working from home helps eliminate a great deal of cost and consumption associated with your office. You as an employee will often save a great deal of time, gas, and energy not having to commute to work. Furthermore, the electricity and other appliances in the office will be utilized less.

The sustainability benefits of working remotely are very tangible and very easy to achieve.

The Sustainability Benefits of Remote Work

The list of benefits of remote work seem to far outweigh the downside:
- Reduced commute-related emissions
- Reduced air pollution
- Decreased energy consumption
- Reduces the need for physical office spaces
- Lowered paper consumption

Photo by monstrena /pexels

Intro_ Remote Work benefits for employees and employers

Not only teleworking can benefit the environment but it can also benefit the employee and the employer. The absence of daily commutes allows for more productive work hours and eliminates the associated costs and time constraints. Remote working empowers individuals to design their ideal work environment, increase productivity, and achieve a harmonious integration of work and personal life.

The Benefits of Remote Work for employees and employers:

- More diverse workforce
- Flexible work schedules
- Better work - life balance
- Improved productivity
- Expanded talent pool
- Increased employee retention
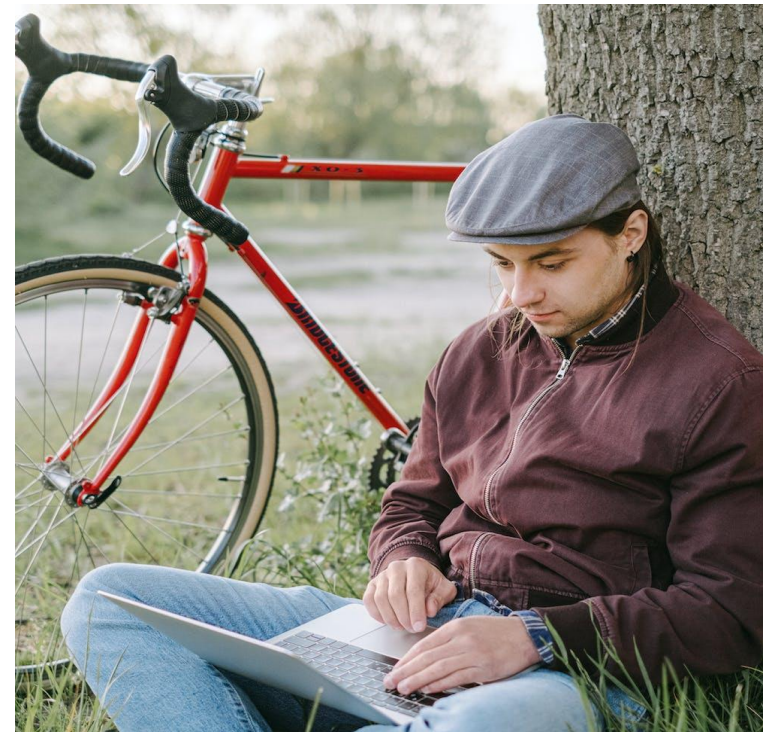- Increased autonomy

Photo by Ivan Samkov/pexels

Intro_ Benefits of Remote work for the employees

Working From Home Reduces Our Carbon Footprint:

With people having the flexibility to work from home, you save money and time, for business operations to reduce their expenses and overhead, and for the business world to lower their carbon footprint and make progress on more sustainable business models.

Workday and Schedule Flexibility:
Employing a remote worker employees tend to have more flexibility. Because the need to be in a physical or single location is removed, and you (employee) have the potential to move around, explore living in new places, and offer them the opportunity to work anywhere they have a computer and internet access.

Photo by Standsoem Worklife style/pexels

Remote work can power sustainability efforts

Remote work has been linked to improved air quality and reductions in greenhouse gas emissions, fossil fuel usage, and water pollution. Other earth-friendly benefits of working from home include:

- **Cutting down on paper waste**
- **Reduction of single-use plastics**
- **Reduction of resources consumed during transportation**

Freepik / by freepik

The answer is yes! But,

Assessing the environmental benefits of telework is a complex task, because any move to work from home involves a series of changes in individuals' daily lives and activities, as well as company-level decisions, that may positively or negatively influence the level of greenhouse gas (GHG) emissions generated.

This means that the overall climate impact of teleworking is determined by the interplay of a variety of factors. These are crucial to consider for a robust assessment of whether this type of flexible working arrangement can be a green choice.

Despite these challenges, there are still plenty of ways remote work can support sustainability individually in the comfort of your home or co-working space away from the company's offices.

Any individual can work sustainably by following some easy steps:

- Adopt green habits from home
- Embrace flexibility
- Become proactive for self-efficiency
- Show a sustainable behavior in organizing an activity

Guided Activities section

Group guided activities & Individual activities (pick one)

Self directed Learning
Starting from Slide

Face to face training
Starting from Slide

2. Self - directed learning section

2.1_ Activity 1: Green Workplace Audit (60 min.)

2.1_ Activity 1_Green Workplace Audit

In this self-directed learning activity, you will conduct a Green Workplace Audit to assess the sustainability practices in your work environment. The objective is to raise awareness about the current state of sustainability within your organization and identify areas for improvement.

1. Each group member should have a **Green Workplace Audit checklist** (see worksheet_annex 4) covering various sustainability aspects, such as energy consumption, waste management, transportation, and purchasing practices.

2. As a group, walk around your workplace, observing and documenting practices related to sustainability. Note areas where sustainability is being effectively implemented and areas that require improvement.

3. Allocate sufficient time for each group member to complete the audit, ensuring a thorough examination of each aspect.

4. Once the audit is complete, reconvene as a group and discuss your findings, insights, and recommendations for building a green culture of work.

Freepik / by freepik

2.1_ Activity 1_ Green Workplace Audit_continue

5. Share your individual audit results and engage in a collaborative discussion to identify potential strategies and initiatives that can be implemented to enhance sustainability in the workplace.

6. Develop an action plan as a group, outlining specific steps and timelines for implementing sustainable practices within your work environment.

7. Summarize the key takeaways from the activity and assign tasks or responsibilities to each group member based on the action plan.


By George Milton / pexels

8. Share your action plan with the larger group or relevant stakeholders to create awareness and foster support for the proposed sustainability initiatives.

9. Follow up on the progress of your action plan in subsequent sessions and evaluate the effectiveness of the implemented sustainable practices.

10. Reflect on the importance of a green culture of work and commit to embracing sustainable behaviors as a team for long-term environmental impact.

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.
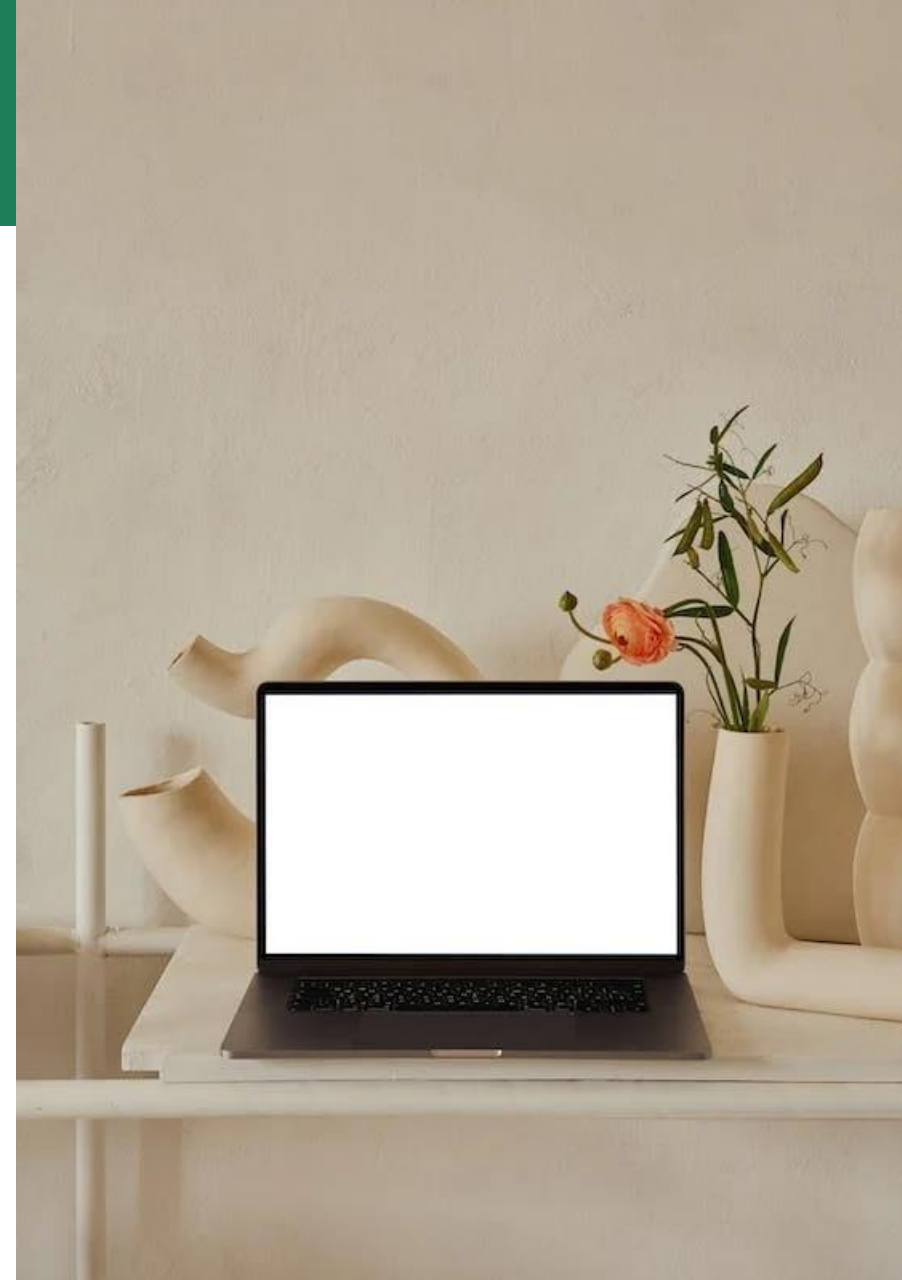
By karina zhukovskaya / pexels

2.2_Activity_2: Sustainable Remote Work Practices (60 min.)

2.2_Activity_2: Sustainable Remote Work Practices

In this self-directed learning activity, you will explore sustainable practices and strategies that can be integrated into your remote work routine. The objective is to promote environmental sustainability while working remotely.

1. Review the **list of sustainable remote work practices provided to each group member** (Worksheet_annex_5). Choose at least three (3) practices that you can personally adopt and implement in your remote work setup.

2. Take time to research and gather additional information about your chosen practices, including practical tips and resources for implementation.

3. Create an action plan that outlines how you will integrate the selected sustainable practices into your remote work routine. Consider specific actions, timelines, and any potential challenges you may face.

4. Share your action plan with the group through a collaborative platform or in a virtual meeting, allowing for feedback and discussion.

2.2_Activity_2: Sustainable Remote Work Practices

5.Engage in a group discussion where you can exchange ideas, provide feedback to others, and discuss the benefits and challenges of implementing sustainable remote work practices.

6.Reflect on the importance of environmental sustainability in remote work and how your individual efforts contribute to a larger collective impact.

7.Commit to supporting and inspiring each other in adopting and maintaining sustainable behaviors throughout your remote work experience.

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

2.3_Activity_3: Sustainable Work-Life Balance (60 min.)

2.3_Activity_3: Sustainable Work-Life Balance

In this self-directed learning activity, you will focus on promoting a sustainable work-life balance. The objective is to recognize the importance of personal well-being and environmental stewardship.

1. Familiarize yourself with resources (see also worksheet annex 6) on the concept of sustainable work-life balance and its benefits for individuals and the environment.

2. Reflect on your current work-life balance and identify areas where you can make sustainable improvements. Consider managing your workload, setting boundaries, practicing self-care, or incorporating eco-friendly activities into your leisure time.

3. Develop a personal action plan that outlines specific strategies for achieving a sustainable work-life balance. Set realistic goals, outline practical steps, and anticipate potential obstacles.

4. Implement your action plan, putting your strategies into practice to create a sustainable work-life balance.

Freepik / by freepik

2.3_Activity_3: Sustainable Work-Life Balance

5. Document your experiences, challenges, and successes throughout the implementation process.

6. Share your reflections and insights with the group during a follow-up session, either through a facilitated discussion or a group presentation.

7. Engage in a conversation where you can learn from each other's experiences, provide support, and exchange ideas on achieving and maintaining a sustainable work-life balance.

8. Emphasize the importance of maintaining a sustainable work-life balance for personal well-being, productivity, and environmental sustainability.

9. Encourage each other to continue practicing and promoting sustainable work-life balance in your professional and personal lives, fostering a culture of sustainability.
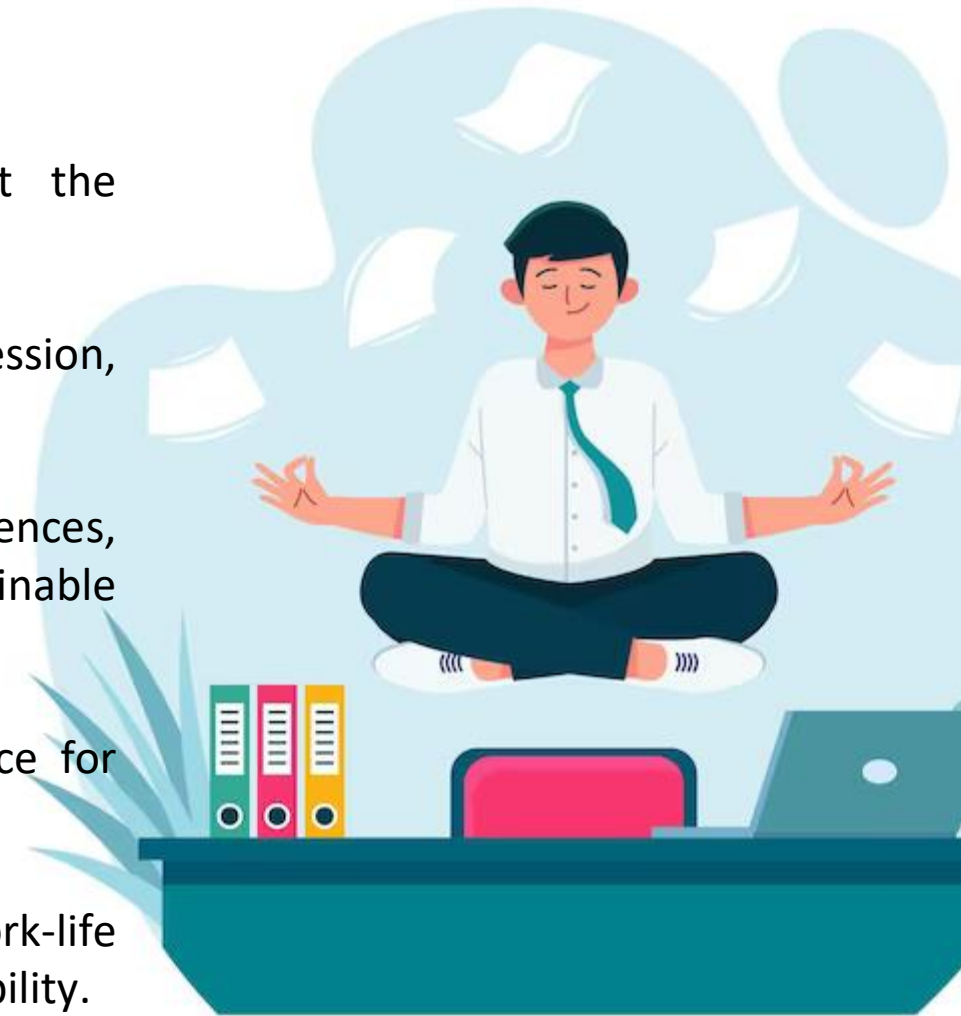
Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

2.4_Activity_4: Green Culture Challenge (90 min.)

2.4_Activity_4: Green Culture Challenge

In this self-directed learning activity, you will embark on a Green Culture Challenge to develop and promote sustainable work practices within your work environment. The objective is to create a culture that values environmental sustainability and fosters a sense of collective responsibility.

1. Begin by researching online articles, case studies, and resources that highlight the importance of building a green culture in the workplace. Some recommended resources include:

- Sustainable Brands, (2017). Be a purpose-driven business by being a purpose-driven workplace. Retrieved from: https://sustainablebrands.com/read/organizational-change/be-a-purpose-driven-business-by-being-a-purpose-driven-workplace
- Sustainable Brands, (2023). Responding to cultural tipping points: Co-creating a brand culture for good. Retrieved from:https://sustainablebrands.com/read/collaboration-cocreation/responding-to-cultural-tipping-points-co-creating-a-brand-culture-for-good
- Sustainable Brands, (2022). Secrets for effective, transformative, authentic, culture-changing brand engagement. Retrieved from: https://sustainablebrands.com/read/behavior-change/secrets-of-effective-transformative-authentic-culture-changing-brand-engagement
- Sustainable Brands, (2019). How the world's best workplaces™ keep employees happy. Retrieved from: https://sustainablebrands.com/read/organizational-change/how-the-world-s-best-workplaces-keep-employees-happy

2. Familiarize yourself with techniques and strategies employed by successful organizations to promote sustainability and develop a sustainable work culture. Explore articles and case studies such as:

- Roadbook, (2022). How Patagonia cultivates a sustainable work culture. Retrieved from: https://roadbook.com/opinion/patagonia-yvon-chouinard-climate-change-sustainable-business/
- GreenBiz, (2022). Expanding role of sustainability leadership. Retrieved from: https://www.greenbiz.com/article/expanding-role-sustainability-leadership

3. Identify specific areas within your work environment where sustainable practices can be incorporated, such as energy conservation, waste reduction, and eco-friendly initiatives. Use resources like:

- U.S. Department of Energy,(2017). Energy Saver guide. Retrieved from: https://www.energy.gov/energysaver/articles/
- U.S. Department of Energy. (2022) 10 Energy Saving Tips for Spring. Retrieved from: https://www.energy.gov/energysaver/articles/10-energy-saving-tips-spring
- Adobe, (2021). Sustainability guide for working at home. Retrieved from: https://blog.adobe.com/en/publish/2021/10/14/sustainability-guide-for-working-at-home.html
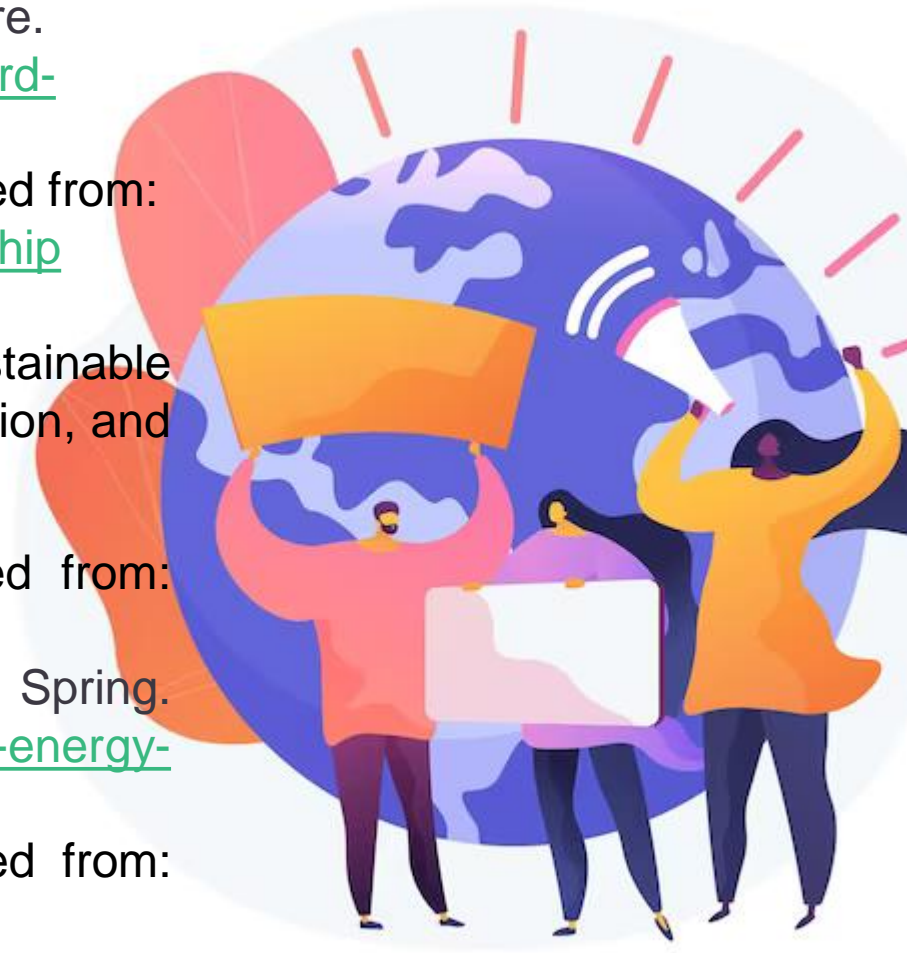
4. Based on your research and analysis, create a plan outlining actionable steps to introduce and promote sustainable practices within your work setting. Consider initiatives like recycling programs, energy-efficient measures, paperless workflows, and awareness campaigns. Get inspiration from:

- Green Business Bureau. (2022, January 6). Green culture guide: How to build a workforce committed to sustainability. Retrieved from: https://greenbusinessbureau.com/green-practices/employees/green-culture-guide-how-to-create-a-workforce-committed-to-sustainability/

- Green Business Bureau, (2021). How to create a sustainability program: A 10 step guide to creating a purpose-driven business. Retrieved from: https://greenbusinessbureau.com/topics/green-team/how-to-create-a-sustainability-program-a-10-step-guide-to-creating-a-purpose-driven-business/

Freepik / by rawpixels.com

5. Implement your plan and track your progress over a designated period of time. Monitor the adoption of sustainable practices, document challenges faced, and note successes achieved. Use tools such as:

- CarbonBetter. (2023). Sustainability reporting frameworks, standards, and protocols: A complete guide.Retrieved from: https://carbonbetter.com/story/esg-reporting-frameworks/

- WWF. (n.d.). Measure your impact. Retrieved from: https://wwf.panda.org/act/live_green/footprint_calculator/

6. Engage with colleagues, superiors, or other individuals in your work community to share your knowledge, discuss ideas, and encourage their participation in fostering a green culture of work. Share relevant articles, case studies, and resources from your research to inspire and educate them about sustainable work practices.

Freepik / by storyset

2.4_Activity_4: Green Culture Challenge - final

7. Reflect on the impact of the implemented sustainable practices on your work environment, individual well-being, and overall sustainability goals. Consider writing a blog post, creating an infographic, or preparing a presentation to share your findings and experiences with others.

8. Summarize your experience and lessons learned in a report, presentation, or blog post, and share it with your peers or through professional networks to inspire others in creating a sustainable work culture.

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.
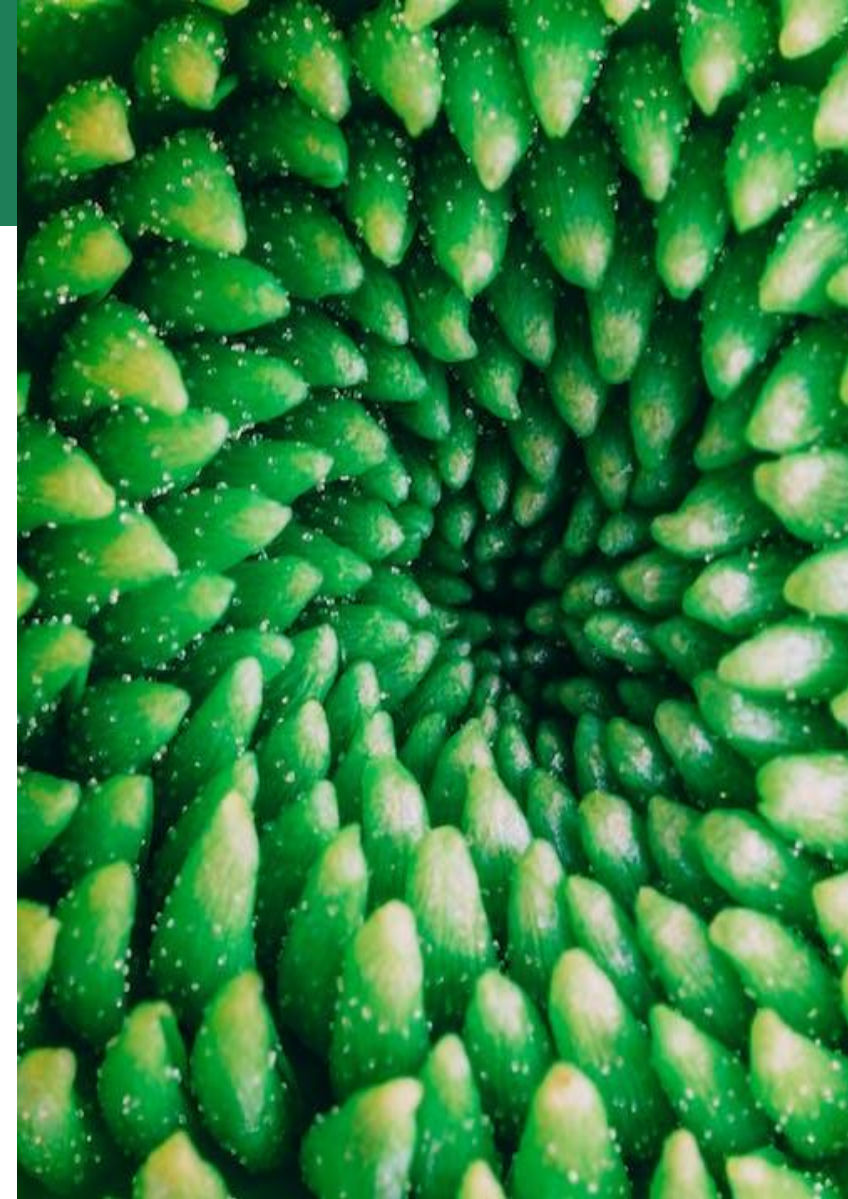
By Stanislav Kondratiev / pexels

2.5_Activity_5: Sustainable Remote Work Toolbox (90 min.)

2.5_Activity_5: Sustainable Remote Work Toolbox

In this self-directed learning activity, you will create a Sustainable Remote Work Toolbox to empower yourself with practical techniques and tools for incorporating environmental sustainability into your remote work practices. The objective is to develop a comprehensive set of resources that will guide your sustainable decision-making and actions while working remotely.

1. Begin by exploring online articles, blogs, and resources that offer insights and tips on environmental sustainability in remote work settings. Some recommended resources include:

   - Kirkpatrick P.,(2023). Working From Home Sustainability Tips – 9 EASY Ways to Go Green!. Retrieved from https://www.sustainablebusinesstoolkit.com/author/paul-kirkpatrick/

   - Cunanan P.,(2021).10 Simple Ways to Create a Sustainable Home Office If You're Working From Home. retrieved from https://ecowarriorprincess.net/2021/01/ways-to-create-sustainable-home-office-if-youre-working-from-home/

   - Murphy L.,(2018). Reduce Your Carbon Footprint: Home Energy Use. Retrieved from: https://earth911.com/home-garden/reduce-carbon-footprint-home-energy-use/

2.5_Activity_5: Sustainable Remote Work Toolbox

2. Identify key areas where sustainable practices can be implemented in your remote work routine, such as energy usage, waste management, digital workflows, and sustainable procurement. Use resources like:

- Energy Star (n.d). Low- to No-Cost Tips for Saving Energy at Home. Retrieved from: https://www.energystar.gov/products/top_10_tips_renters

- Kirkham A.,(2022). The paperless office: 10 ways to go paperless at work. Retrieved from: https://envoy.com/blog/10-ways-to-go-paperless-in-the-office/

- Environmental Protection Department (2023). Green procuremnt for business and public. Retrieved from: https://wwww.epd.gov.hk/epd/english/how_help/green_procure/currentgovernment.html#howbp

2.5_Activity_5: Sustainable Remote Work Toolbox

3. Gather a collection of online tools, apps, and resources that can assist you in practicing sustainability. This may include energy monitoring apps, eco-friendly productivity tools, digital collaboration platforms, and sustainable supply chain databases. Consider resources such as:

- Mukhopadhyay S.,(2022).Top 10 energy efficiency apps: Save the planet with these power -saving smartphone tools.Retrived from : https://www.livemint.com/technology/apps/top-10-energy-efficiency-apps-save-the-planet-with-these-power-saving-smartphone-tools-11654413817441.html

- ApployeBlog. (2022). 30+ Best Productivity Tools for Remote Teams in 2023. Retrieved from: https://apploye.com/blog/best-productivity-tools-for-remote-teams/

- Linda.,(2021).How remote collaboration tools can help boost sustainability in business. Retrieved from: https://conceptboard.com/blog/remote-collaboration-sustainability/

4. Compile a list of best practices and guidelines for sustainable remote work, considering aspects like energy-efficient technology usage, paperless workflows, responsible waste disposal, and eco-friendly purchasing. Use resources like:

- Energy saving trust, (2022). A guide to energy efficiency for employees. Retrieved from: https://energysavingtrust.org.uk/a-guide-to-energy-efficiency-for-employees/

- SDSU Research Foundation,(n.d). TELEWORK ERGONOMICS GUIDELINES . Retrieved from: https://www.foundation.sdsu.edu/pdf/hr_telework_ergo_guidelines.pdf

- Sy J., (2023). A Guide to Office Waste: Facts, Figures & Tips for Reduction. Retrieved from: https://www.unsustainablemagazine.com/guide-to-office-waste-facts-figures/

2.5_Activity_5: Sustainable Remote Work Toolbox

5. Organize the gathered information, tools, and resources into a user-friendly format. This could be a digital document, a bookmarked web page, or a customized workspace on a collaboration platform. Create categories and subcategories to make it easy to navigate and find relevant resources.

6. Share your Sustainable Remote Work Toolbox with colleagues, friends, or online communities to encourage others to adopt sustainable practices while working remotely. Consider sharing it through email, a shared document, or a dedicated group discussion platform.

2.5_Activity_5: Sustainable Remote Work Toolbox

7. Continuously update and expand your toolbox as you come across new ideas, tools, and resources related to sustainable remote work. Stay informed by following sustainability blogs, news outlets, and social media channels dedicated to eco-friendly work practices.

8. Reflect on your experience using the toolbox and document any positive changes you have observed in your own environmental impact and work habits while working remotely. Consider writing a reflective journal entry or sharing your insights with others in your professional network.

Content delivery methods: lecture, discussions, research, group work, etc.

Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

By Andrew Neel / pexels

3. Face to face training section

3.1_Activity_1: Sustainability Stories -group (30 min.)

3.1_Activity_1: Sustainability Stories - group

Engage yourselves in a discussion about the value of adopting a green and sustainable work style, as well as the advantages and difficulties of sustainable conduct. Ask WHY is it important to have such working style?

1. Split into small groups of three (3) to five (5) people.

2. Let's have a discussion about the value of adopting a green and sustainable work style, as well as the advantages and difficulties of sustainable conduct.

3. Take five (5) minutes within your groups to brainstorm and discuss your personal workplace sustainability experiences. Share any positive or negative stories, focusing on specific actions, initiatives, or challenges you have encountered.

4. Once you've finished brainstorming, choose a representative from each group who will share your group's sustainability story with the larger group.

5. Each representative will have two (2) minutes to present your group's story, emphasizing the importance of a green and sustainable work approach. Discuss both the benefits and challenges you have faced in practicing sustainability.

3.1_Activity_1: Sustainability Stories

6. Ask questions, share your thoughts, and reflect on the stories shared. Try to identify any common themes, challenges, or innovative solutions that were mentioned.

Note: Consider using visual aids like flipcharts or a whiteboard or Mentimeter, to allow you to write down important ideas and create a visual representation of the talks in order to increase engagement and interaction. This might serve as a visual aid for upcoming talks or activities and reinforce the learning objectives.

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

3.2_Activity_2: Sustainability Scavenger Hunt (70 min.)

3.2_Activity_2: Sustainability Scavenger Hunt

INSTRUCTIONS

1. Split into small groups of four (4) to six (6) people.

2. Let's organize a scavenger hunt activity focused on finding examples of sustainable practices within the training venue or nearby environment.

3.Each group will receive a list of sustainable behaviors or actions that you need to find and document. This may include items such as recycling bins, energy-saving devices, eco-friendly materials, or signs promoting sustainability.

4. Your task is to explore the venue or nearby area within a specified time frame (e.g., 30 minutes) to locate and photograph as many examples as possible.

5. Feel free to engage with the venue staff or ask questions related to sustainability if needed. Have fun and good luck with your scavenger hunt!

6. Once the allocated time is up, let's gather back together as a whole group and review the photographs collected by each group. Share your findings and discuss the sustainability practices you observed during the scavenger hunt.

7. Explore the importance of the identified sustainable practices and how you contribute to a green and sustainable work approach. Reflect on the benefits and challenges they encountered while searching for these practices.

8. Think about how you can apply these sustainable practices in their own work environments. Emphasize the significance of adopting such practices and the positive impact they can have on both the environment and the workplace. One interactive tool, you could use is Mentimeter.

- List of sustainable behaviors or actions to find (see Worksheet_annex_1)
- Camera or smartphone for each group to document their findings

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

3.3_Activity_3: Sustainable Solutions Brainstorming (70 min.)

3.3_Activity_3: Sustainable Solutions Brainstorming

1. Split into small groups of four (4) to six (6) people.

2. Each group will be assigned a specific workplace scenario or challenge related to sustainability. This could include reducing paper waste, promoting energy efficiency, or implementing sustainable procurement practices.

3. Your task is to brainstorm and collaborate within your group to come up with creative and practical solutions to address the given scenario or challenge.

4. Remember to think outside the box and consider innovative ideas that align with a green and sustainable work approach.

Take your time to discuss and generate ideas, and once you're ready, you can share your solutions with the rest of the participants.

3.3_Activity_3: Sustainable Solutions Brainstorming

5. Let's allocate a specific time, such as 30 minutes, for your groups to brainstorm and write down their ideas on sticky notes or index cards.

6. After the allocated time, each group will have an opportunity to present their solutions to the larger group. They can place their sticky notes or index cards on a flipchart or whiteboard to share their ideas visually.

This way, everyone will have a chance to learn from each other and gain insights into different approaches to address sustainability challenges in the workplace.

By Pixabay / pexels

By Miguel Á. Padriñán / pexels

3.3_Activity_3: Sustainable Solutions Brainstorming

7. Ask questions, provide feedback, and share their thoughts on the feasibility and potential impact of the proposed solutions. Encourage an open and constructive dialogue among the participants.

8. Highlight the benefits and challenges of sustainable behavior that emerged during the brainstorming session.

- **Flipchart or whiteboard**
- **Markers**
- **Sticky notes or index cards**
- **Brief overview of sustainable behavior and its importance in the workplace (see Worksheet_annex_2)**

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

3.4_Activity_4: Sustainability Action Plan (70 min.)

3.4_Activity_4: Sustainability Action Plan

This activity encourages all of you to think critically and creatively about incorporating sustainable practices into your workplace activities. By developing a sustainability action plan, you will gain practical insights and actionable strategies to enhance efficiency, reduce environmental impact, and foster a culture of sustainability within your organizations.

Through this process, you will have the opportunity to consider the specific needs and challenges of your workplaces, empowering you to develop customized solutions that align with your organizational goals and values. By engaging in this activity, you can become change agents and make a positive impact on your work environments, benefiting both your organizations and the broader community.

Importance of embracing flexibility, proactivity, and sustainable behavior in the workplace

- Adapt and respond effectively to changing circumstances

- Improve problem-solving capabilities and overall efficiency

- Navigate challenges, seize opportunities, and promote innovation

Benefits for personal and organizational efficiency

- Enhanced problem-solving skills and adaptability

- Improved overall efficiency and productivity

- Increased ability to navigate challenges and seize opportunities

3.4_Activity_4: Sustainability Action Plan

Proactivity

- Taking initiative and addressing issues or opportunities before they become problems
- Preventing unnecessary delays, optimizing resources, and improving productivity
- Fostering a culture of continuous improvement and active contribution

Sustainable behavior

- Incorporating environmentally responsible practices into daily work activities
- Minimizing waste, conserving resources, reducing energy consumption
- Promoting eco-friendly alternatives and smart resource management

Benefits of embracing flexibility, proactivity, and sustainable behavior

- Personal growth, adaptability, and critical thinking skills enhancement
- Improved job satisfaction and alignment with personal values
- Increased productivity, teamwork, collaboration, and improved reputation

By embracing these principles, we can foster an environment that values continuous improvement, efficiency, and long-term sustainability.

3.4_Activity_4: Sustainability Action Plan

Broad contribution to sustainability

- Mitigate climate change and reduce ecological footprints

- Create a positive impact on local and global communities

- Contribute to building a more sustainable future

Prioritizing flexibility, proactivity, and sustainable behavior

- Foster an environment of continuous improvement and efficiency

- Promote long-term well-being and sustainability

- Benefit individuals, organizations, and society as a whole

By embracing flexibility, proactivity, and sustainable behavior in the workplace, we actively contribute to mitigating climate change, reducing ecological footprints, and creating positive impacts on our communities. Moreover, we become part of a collective effort towards building a more sustainable future.

3.4_Activity_4: Sustainability Action Plan

1. Split into small groups of four (4) to six (6) people.

2. We will focus on creating a sustainability action plan for organizing a specific workplace activity, such as a team-building event, a meeting, or a training session.

3. Brainstorm and develop an action plan that incorporates principles of flexibility, proactivity, and sustainability. Consider various aspects of the activity, such as logistics, materials, resource management, and participant engagement.

4. Use a flipchart or whiteboard and markers to create your action plan visually.

5. Take sufficient time (e.g., 40 minutes) to discuss and outline your action plan, ensuring you consider sustainable alternatives and innovative approaches.

By Bich Tran / pexels

6. Once your action plan is complete, present it to the larger group. Use the flipchart or whiteboard to illustrate your ideas and strategies.

3.4_Activity_4: Sustainability Action Plan

7. Ask questions, provide feedback, and share your thoughts on the feasibility and potential impact of the proposed sustainability action plans.

8. Reflect on how you can implement these principles in their day-to-day work and share your experiences and challenges during the implementation process.

- **Flipchart or whiteboard**
- **Markers**
- **Sticky notes or index cards**
- **Brief overview of sustainable behavior and its importance in the workplace (see Worksheet_annex_2)**

Content delivery methods: lecture, discussions, research, group work, etc.
Didactic Materials Required: worksheet, charts, handouts, didactic video, excerpt from books/manuals, mind maps, etc.

4. Further self-directed learning

Further self directed learning

For further reading on Teleworking and how an employee could improve his/her work routine towards more environmentally friendly habits, please follow the below links to learn more on the subject:

No.	Title	Source
1.	Reducing email's carbon footprint	https://www.mailjet.com/blog/email-best-practices/email-carbon-footprint/
2	Recalibrating global data center energy-use estimates	https://www.science.org/doi/10.1126/science.aba3758
3	The importance of sustainability in business: an essential step	https://www.deskbird.com/blog/importance-sustainibility-in-business
4	Sustainability guide for working at home	https://blog.adobe.com/en/publish/2021/10/14/sustainability-guide-for-working-at-home
5	The Green Events Tool (GET)	https://greeneventstool.com/
6	Productivity gains from teleworking in the post COVID-19 era: How can public policies make it happen?	https://www.oecd.org/coronavirus/policy-responses/productivity-gains-from-teleworking-in-the-post-covid-19-era-how-can-public-policies-make-it-happen-a5d52e99/
7	Telework in the EU: Regulatory frameworks and recent updates	https://www.eurofound.europa.eu/publications/report/2022/telework-in-the-eu-regulatory-frameworks-and-recent-updates
8	Telework in the EU before and after the COVID-19: where we were,where we head to	https://ccn.unistra.fr/websites/ccn/documentation/Travail-Transformationmetiers/jrc120945_policy_brief_-_covid_and_telework_final.pdf

Further self directed learning

No.	Title	Source
9	6 Surprising Environmental Impacts of Remotely Working from Home	https://earth.org/environmental-impacts-of-remotely-working-from-home/
10	Telecommuting Could Save U.S. Over $700 Billion a Year and Much More	https://globalworkplaceanalytics.com/cut-oil
11	The powerful environmental benefits of remote work	https://remote.com/blog/environmental-benefits-remote-work
12	Policies to minimise environmental and rebound effects from telework: A study for Australia	https://www.sciencedirect.com/science/article/abs/pii/S2210422421000034
13	Martínez Sánchez, A., Pérez Pérez, M., de Luis Carnicer, P. and José Vela Jiménez, M. (2007), "Teleworking and workplace flexibility: a study of impact on firm performance", Personnel Review, Vol. 36 No. 1, pp. 42-64. https://doi.org/10.1108/00483480710716713	https://www.emerald.com/insight/content/doi/10.1108/00483480710716713/full/html
14	TELEWORKING AND FLEXIBLE WORK SCHEDULE GUIDELINES	https://uncw.edu/hr/telework/documents/teleworking-flexible-work-schedule-guidelines.pdf
15	50 Ways to Go Green	https://www.signupgenius.com/home/ways-to-go-green.cfm
16	Energy-Related Emissions from Telework. *Environ. Sci. Technol.* 2003, 37, 16, 3467–3475	https://pubs.acs.org/doi/10.1021/es025849p
17	10 ways to encourage an environmentally conscious workplace	https://risepeople.com/blog/environmentally-conscious-workplace/
18	Smart ways to go green in the workplace	https://community.hrdaily.com.au/profiles/blogs/smart-ways-to-go-green-in-the?overrideMobileRedirect=1

Congratulations!
You have completed the GET GREEN challenge