

Environmental Sustainability in the Workplace

09.30 Registration

10.00 Introduction and icebreaker

10.15 The environmental imperative

- Why is greening your workplace important/what does it mean?
- What are the issues – climate change and wider sustainability agenda
- Environmental champions
- Overcoming barriers

10.35 Benefits to your organisation of greening your workplace

11.00 Tea and Coffee break

11.20 Legislation

11.40 Green leases

11.45 Group exercise on key focus areas:

- energy and water
- waste and recycling
- transport
- purchasing

01.00 Lunch

2.00 Overcoming barriers

- Scenario exercise – how would you overcome the specific issues?

2.45 Coffee break

3.00 Next steps 1 – the theory

- Formalising your commitments - policies, procedures and action planning
- Measuring results and impacts
- Communicating achievements to staff
- External communication – environmental /social reporting

3.10 Next Steps 2 – practical actions

- Environmental Management System
- ISO 14001
- BREEAM (in-use)

3.25 Group exercise – putting together a plan to deal with the four focus areas

3.50 Review of the day

4.00 Close