

Don't be a Waster!
Reduce your use

NGL Workgreen Discussion

Workgreen
APPROVED



Exercise answers**Bad or poor practices include:**

- ✗ Wall thermostat set high.
- ✗ Hot equipment (copier) next to thermostat.
- ✗ Photocopying paper use is wasteful. Is it on a power save setting?
- ✗ Tap left running.
- ✗ Fridge door left open.
- ✗ Plastic cups not re-used/recycled.
- ✗ Kettle left to boil.
- ✗ Unused mobile phone chargers left plugged in.
- ✗ Filing cabinet in front of the radiator.
- ✗ Window wide open.
- ✗ Blinds not drawn up (it's a sunny day!).
- ✗ Dirty ceiling light fittings.
- ✗ PCs not on power save.

Good practices include:

- ✓ 'Switch me off/switch off' signs by light switch and on PC screen.
- ✓ Notices to remind 'Think before you print'.
- ✓ Reuse/recycle of scrap (well a bit!).
Recycling bins to separate types of recyclable waste.
- ✓ Posters to remind about reducing wastage.
- ✓ Recycled paper supplied for the copier.
- ✓ An Energy Champion, B. Thrifty!
- ✓ A volunteer to get the drinks for everyone...
- ✓ Green suggestion box on filing cabinet

Running this is simple

All you need to do is get a group of your colleagues together for about 20 minutes to do the fun exercise, have a discussion and agree what you could all do to improve. Just follow these steps:

- ✓ Keep it informal and positive – it's meant to be fun!
- ✓ Give a short introduction.
- ✓ Ask people to work in pairs to complete both parts of the exercise sheet.
- ✓ When ready, ask each group for their scores and some examples - encourage banter and get everyone to contribute.
- ✓ Have a short discussion to review the questions and see if anyone wants to volunteer to take something on to help.
- ✓ Thank everyone for attending.

You will really improve the impact of this activity if you follow up on the ideas and commitments people come up with. Why not be a 'green champion' and get other colleagues involved in doing their bit?

What are Workgreen Discussions?

Being green is important. It helps to save money and raises staff morale.

New Generation Learning help businesses and organisations engage with their staff to bring their green agendas to life. Simple discussion group exercises like 'Don't be a Waster!' are at the heart of these campaigns. They get a conversation going and people involved.

For more information about NGL's Workgreen Discussions go to www.workgreen.co.uk.

If you would like to talk to us about bringing your green agenda to life and engaging your people, **Michael Fryer** Director on **07970 898793** or michael@newgenerationlearning.com

www.newgenerationlearning.com

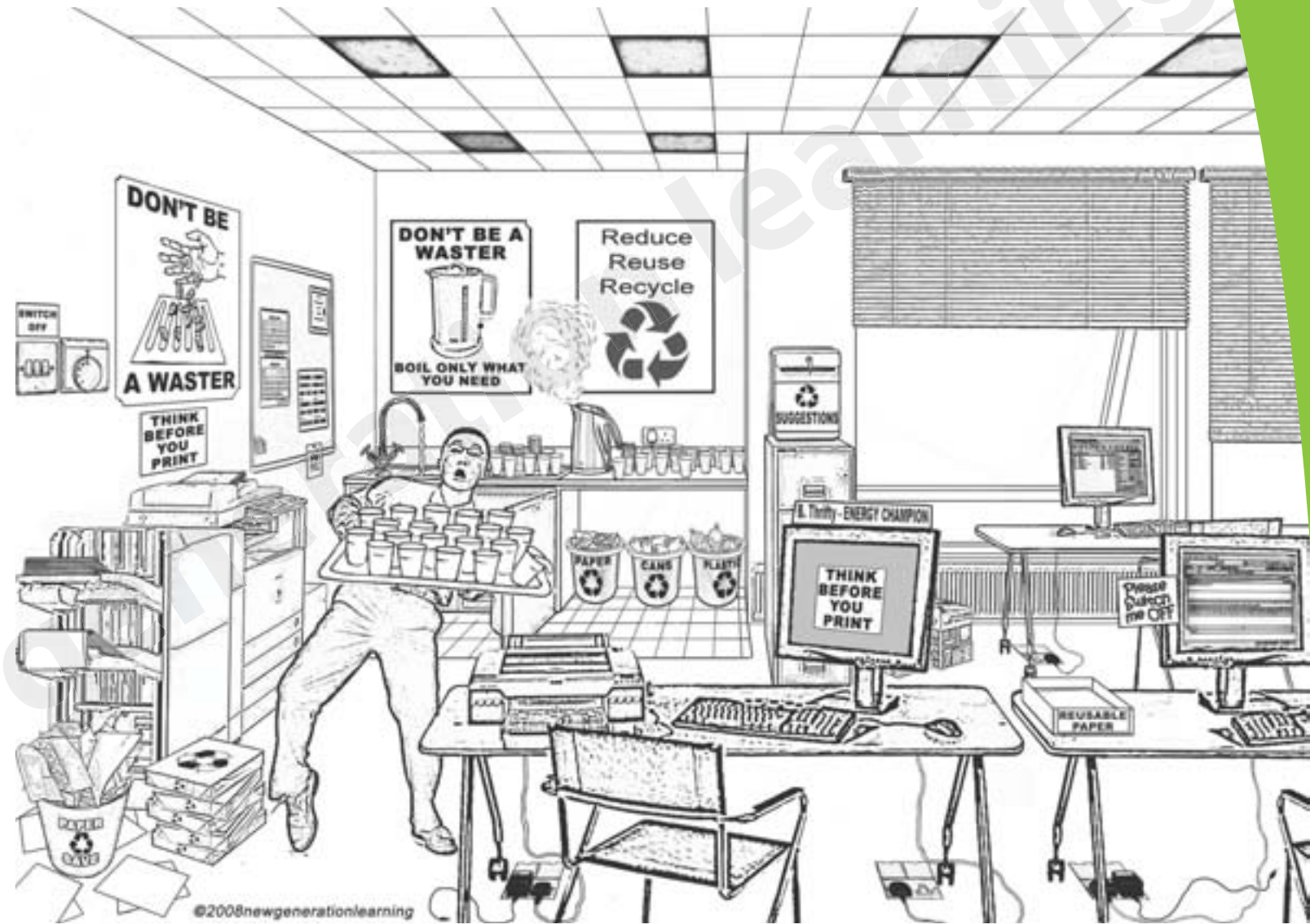
A. Spot the opportunity

Our picture shows a 'typical' office scene. Spot as many good and as many wasteful practices as you can. Circle the good ones and put a cross over the bad ones. Count up how many of each you find.

B. How good are we?

Discuss these two questions in your small group and make a few notes on what you think:

1. What are the worst habits in our office that waste energy and resources?
2. What could we each do more of to reduce our use?



Reduce, reuse, recycle!