

Green Team Starter Kit

What: A Green Team is a group of employees who work to reduce the environmental impacts of daily workplace operations and staff behaviours. The main purpose is to inspire, activate, and engage employees to create and implement innovative solutions to reduce the environmental impact of their workplace.

Who: Aim for representation across all areas of your organization. Include any employees in the workplace who want to promote sustainable behaviour and lead the way towards a greener workplace. Get buy-in from senior management to add legitimacy to your team and give your team the authority to get the job done.

Where: Meet within your workplace or nearby in a creative space – think about meeting at cafes or outdoors at a nearby park to encourage creative thinking where possible.

When: Make sure you set regular meetings for your Green Team.

Why: Green Teams can have a huge impact in achieving overall sustainability improvements in the workplace. The creation of a Green Team can shift the way a business engages with their employees and the community. As a result, the relationships between these groups are ultimately enhanced.

Meeting 1: Setting the Stage

(Sample Agenda)

A) Welcome from Green Team Coordinator

- Introduce the concept of a Green Team: It's about being the leaders in the organization's sustainability efforts and taking on projects, large and small, that will bring your workplace closer to your sustainability goals.
- Consider sharing why this is important to you!
- How does sustainability fit into the larger goals of your organization?
- Do you have management support for your Green Team? What does that look like? (this could be an opportunity for your manager to speak about why they support what you're doing)

B) Start with an icebreaker

- Go around the team and ask everyone what motivated them to join the Green Team.
- Why is the environment important for you?
- Share one thing you do at home that makes your household more sustainable.

C) Decide on Green Team ground rules

- Some examples include:
 - There are no bad ideas – this is a creative process so respect all suggested ideas! They can always be edited later to make sure they're practical, so shoot for the moon!
 - Only commit to work you can complete in the timeframe required.
 - Participate fully in meetings.

- Communicate if you'll be late or missing from meetings.
- Find out how projects will be funded.
- Determine how the team will decide which projects to focus on.

D) Discuss the current state of your environmental impact

- What impacts do you measure already (if any)? For example:
 - Have you completed waste audits?
 - Do you track the amount of paper you use in a month?
- What could you measure with information you already have? For example:
 - Track invoice amounts for your waste and recycling.
 - Find out how many disposable products (e.g. paper plates, plastic forks, etc.) are purchased each month for use.
- What practices have you already implemented that are good for the environment?
 - Which of these can be copied elsewhere in your organization (e.g. if you have a paper recycling program that works well in one department, how can you duplicate those efforts in other departments?)
- What are the opportunities for improvement?
- How could you measure the baseline you're starting at today?

E) Set a time to meet again and decide on Green Team Goals.

F) Celebrate a productive first meeting!

Meeting 2: Imagining the Possibilities

(Sample Agenda)

A) Welcome from Green Team Coordinator.

- Short review of last meeting's activities, particularly the team ground rules decided on

B) Set goals for your team using the Green Team Goals Worksheet (see page 5).

- If you have some team norms around brainstorming, this is a great opportunity to try them out.
- Tip: **Think big** when you're deciding on your overarching goal and think of smaller, practical projects that will help you get there. Splitting your big goal up into smaller, more achievable tasks will make your work a lot easier to plan and complete. Plus, then you can celebrate your success more often and that will help the team continue to drive forward.
- Once your worksheet is complete, give yourselves a big pat on the back! Now you're ready to tackle one of the projects listed on your worksheet!

C) Decide on next steps for the team and confirm the next meeting time.

<p>Your overarching goal: What do you want to achieve?</p>	<p>Our Green Team will:</p>								
<p>What projects will you undertake to make your goal a reality?</p>									
<p>What activities or tactics will you use to complete each project?</p>									
<p>How will you measure your success?</p>									

<p>Your overarching goal: What do you want to achieve?</p>	<p>Our Green Team will:</p> <p><i>Make Widgets Inc the leading widget-building company in the industry in their sustainable practices</i></p>								
<p>What projects will you undertake to make your goal a reality?</p>	<p><i>Reduce paper towel use in washrooms</i></p>			<p><i>Investigate what is would take to introduce a paper recycling program</i></p>			<p><i>Reduce paper use at printers and photocopiers</i></p>		
<p>What activities or tactics will you use to complete each project?</p>	<p><i>Put up signs to encourage people to just use 1 piece of paper towel in washrooms</i></p>	<p><i>Share a goal of 25% reduction of paper towel use by email</i></p>	<p><i>Set up a display in the kitchen of all the paper towels that came out of the washrooms in one day</i></p>	<p><i>Find out how we would pay for a paper recycling program</i></p>	<p><i>Ask if current garbage company can recycle paper</i></p>	<p><i>Ask other companies for quotes to compare rates</i></p>	<p><i>Ask IT to change the default to printing double sided</i></p>	<p><i>Send out a company wide email to ask people to only print what they need</i></p>	<p><i>Investigate if it's possible to have a green meetings policy where information is shared electronically</i></p>
<p>How will you measure your success?</p>	<p><i>Ask facilities manager for paper towel ordering history and track changes</i></p>	<p><i>Ask facilities manager for paper towel ordering history and track changes</i></p>	<p><i>Ask facilities manager for paper towel ordering history and track changes</i></p>	<p><i>Completion of a business case for paper recycling</i></p>	<p><i>Quote from current garbage company</i></p>	<p><i>Quotes and comparison from other recycling companies</i></p>	<p><i>Ask office admin for paper ordering history and track changes over time</i></p>	<p><i>Ask office admin for paper ordering history and track changes over time</i></p>	<p><i>Ask office admin for paper ordering history and track changes over time</i></p>