

Future Factory – Graduate placement training

Tues 28 February 2012

Venue: Room 005 (“Whitespace room”), Arkwright Building, Shakespeare Street, Nottingham, NG1 4FQ.

Future Factory has a scheme to subsidise 25% of salary (up to 1 year) for recent graduates employed by an SME in the East Midlands. Graduates can be employed in any sector but a component of their post must include working on environmental sustainability. This training course will give an outline of issues around environmental sustainability within SME businesses, and how the graduates can act as agents for improvement within the business. No prior knowledge of sustainability is required.

The aim of the session is to:

- Give participants a generic overview of sustainability issues – and why they are important
- What can be done to lower the environmental impact of the business
- Outline engagement / communication methods

Indicative outline of day:

Time	Session with outline
9.45	Arrival
10.00	Welcome from Future Factory <ul style="list-style-type: none"> • Brief outline of day; participants asked to be honest and open minded.
10.10	Sustainability scroll activity / ice breaker <ul style="list-style-type: none"> • Each participant places on sustainability scroll where they feel they are in terms of sustainability; short discussion.
10.25	Video 1 (Short video)

10.30	<p>What are the issues?</p> <ul style="list-style-type: none"> • In small groups, participants outline in pictorial form their understanding of (a) the top 5 main issues of either energy/climate change or waste/pollution and (b) the relationship on their businesses • Groups feedback; discussions and correction of any misunderstandings • Future climate projections (maps from UKCIP): http://ukclimateprojections.defra.gov.uk/content/view/515/499/
11.05	<p>What are the solutions and benefits?</p> <ul style="list-style-type: none"> • Slideshow of typical issues within the office - and solutions & benefits to business (reduced waste management costs, reduced energy bills, better marketing opportunities, social responsibility of business)
11.20	<p>Break</p>
11.35	<p>MythBusters quiz</p> <ul style="list-style-type: none"> • A quickfire quiz on common misconceptions of sustainability!
11.55	<p>Designing the sustainable business</p> <ul style="list-style-type: none"> • Groups are each given 6 cards which contain a variety of sustainability-related issues and designs a product or service, bearing in mind the issues highlighted. • Groups present back their ideas
12.55	<p>Lunch</p>
13.30	<p>Ecomapping</p> <ul style="list-style-type: none"> • Explanation of ecomapping. • Practice ecomap: groups walk around with facilitators and create simple sketch of energy consumption points, water usage, waste management issues etc. What issues were identified?

14.10	<p>Engaging colleagues</p> <ul style="list-style-type: none"> • Individuals suggest ideas for engaging colleagues • Outline our five top tips for engagement <ul style="list-style-type: none"> ○ Golden rules poster ○ Sustainability group ○ Monthly green lunch ○ Design an interactive display ○ Use videos ○ Plus: generic advice on communications • Invite ideas from delegates for interactive displays
14.25	Video 2 (short video)
14.30 (close 14.45)	<p>Return to sustainability scroll; Q&A; summary of day; recommendation of good sustainability book.</p> <p>close</p>

Pre-event questionnaire

Please answer all the following questions. Your employer will not see your specific answers, but we may aggregate answers and / or provide statistical results send to all employers. You may need to ask your employer for some of the answers.

1. Background info: Name, company, start date, end date if known, job title, degree title etc
2. What is your role?
3. On a scale of 1 (poor) – 10 (comprehensive), how would you rate your own *knowledge* of:
 - a. Climate change
 - b. Energy use & control issues
 - c. Procurement & supply chain issues
 - d. Waste management issues
 - e. Engaging people on environmental issues
 - f. Your employer's business plan
 - g. Your employer's environmental strategy / management (if it has one)
4. On a scale of 1 (poor) – 10 (taking significant steps), how would you rate your own *commitment* to:
 - a. Climate change
 - b. Energy use & control issues
 - c. Procurement & supply chain issues
 - d. Waste management issues
 - e. Engaging people on environmental issues
 - f. Your employer's business plan
 - g. Your employer's environmental strategy / management (if it has one)
5. Have you been allocated any environmental / sustainability element within your role?
 - a. If yes, what is it and how many hours per week do you spend on it?
6. Does anyone else in your organisation have any environmental / sustainability element within their role?
 - a. If yes, how many hours per week do they spend on it?
7. Does your employer have an environmental policy? (answers: No; Yes but I didn't know until I asked; Yes and I knew about it)
8. Does your employer have an Environmental Management System ('EMS')? (answers: No; Yes but I didn't know until I asked; Yes and I knew about it)
9. Does your employer give an induction regarding environmental issues?
 - a. If yes, how many hours does this last and what does it cover?

- b.
10. On a scale of 1 (exceptionally poor) – 10 (exceptionally committed), how would you rate the overall *interest* of sustainability by all staff members of your employer?
11. On a scale of 1 (exceptionally poor) – 10 (exceptionally committed), how would you rate the overall *knowledge* of sustainability by all staff members of your employer?
12. Tick the following boxes that apply to your building:
- a. It is owned by the business
 - b. It is rented/leased
 - c. It is shared with other occupants and there are shared areas such as kitchens, toilets.
 - d. It is shared with other occupants but they are entirely separate
 - e. The energy bills are metered and paid for direct by the employer
 - f. The energy bills are metered but included within the rent / lease
 - g. The energy bills are not metered but included within the rent / lease
 - h. The waste contract is paid for direct by the employer
 - i. The waste contract is included within the rent / leased