2 – Checklist

2-1 Checklist for the workshop

- Check all workshop equipment:
  - o Overhead projector and/or video beamer;
  - o Flipcharts (including paper, pens and stickers);
  - o Slide projector (if required);
  - o Video recorder (if required);
  - o Lighting;
  - o Electricity supply.
- Check unwanted noise sources (e.g. windows, air conditioning, overhead projectors, etc.).
- Check if setting of tables and chairs is suitable (U-shape or island-shape better than typical class room).
- Prepare transparencies and/or slides.
- Prepare yourself for the topic and teaching units.
- Invite all participants.
- Clearly indicate time, place and date.
- Fix the agenda.
- Prepare a list of the participants.
- Make the agenda visible (e.g. on a flipchart).
- Fix times for beginning, lunch, breaks and end (and stick to them as far as possible).
- Think of name cards, if required.
- Feedback session: encourage participants who are quiet, stop participants who are speaking too long.
- Give clear instructions for group work, exercises and homework, also considering time.
- A workshop with interactive training units should not have more than 25 to 30 participants, ideally 10 to 20.
- In a series of workshops, have one contact person who is participating in all events.

2-2 Checklist for the beginning of in-company work

	TIPS for the environmental team and the dissemination of information
	Tip/question/measure
☐	Discuss the allocation of necessary resources for the environmental team (e.g. working hours of the team members) in a "contracting" meeting with the management.
☐	Have frequent meetings at the beginning and then meet once a month. You should at least meet four times a year. Integrate your team meetings into already existing groups.
☐	Never forget to invite the management or/and to send them a report.
☐	At the beginning, write a report at least quarterly.
☐	For specific questions, consult internal or external experts.
☐	As a means of integrating other employees at an early stage, invite them to take part in the selection of the name for the team.
☐	Post information concerning the environmental programme on the notice board and contact the company's employees through the intranet, whenever appropriate.
☐	For the organization of the information event, you have to consider the following points: • Time: working time/spare time/half and half; • Location: in the company or outside; • Form of invitation: by e-mail, posters, personally; • Programme: slides on the project, examples, etc.; • Interaction with employees: idea competition, etc.

TIPS for motivating employees

How can we motivate the company's employees?

Praise and recognition	☐
Openness	☐
Information	☐
Delegation = passing on responsibility	☐
Thorough preparation of work	☐
Getting the management to set a positive example	☐
Get across your vision and not only quantitative goals	☐
Joint activities outside the company	☐
Offer training	☐
Thoroughly planned and regular meetings	☐
Importance of language (not staff but colleagues!)	☐
Knowing and addressing the wishes/needs of the staff	☐
Addressing private problems	☐
Stressing the fun aspect	☐

For the implementation of an environmental project you should consider the following aspects:

- The employees should be well informed:
    - They should know and discuss the environmental policy ☐
    - They should know, discuss and be able to influence the environmental programme and targets ☐
    - They should have access to the (documentation of) the environmental performance of the company ☐
- Recognition of work (environmental team and/or individuals) ☐
- Management sets a positive example of environmental action ☐
- Idea competition for good environmental solutions ☐
- "Eco-hotline" ☐
- "Eco-bulletin board" for announcements/information ☐
- Address private concerns (related to the environment) ☐
- Agreeing targets ☐
- Description of environment-related tasks in the job profiles ☐
- Introduction of a suitable waste separation system at the workplace ☐

TIP: Deal with the issue of employee motivation during an environmental team meeting, e.g. with a brainstorming activity, and write down all ideas. Try to implement these ideas immediately, if you think they are easy to put in

practice. You will soon discover the potential of the involvement of the company's staff!

TIPS for an environmental policy	
Does the environmental policy exist in written form?	❏
Is it approved by the management?	❏
Does it provide a framework for the definition of environmental goals, i.e. can you derive a programme from the statements of the policy?	❏
Has it been communicated to all employees?	❏
Is the environmental policy complete (in terms of the content)?	❏
Is it easy to understand for the employees?	❏
Does it focus on company-specific issues, i.e. does it actively deal with environmentally sensitive areas within the company (e.g. a brewery's environmental policy should include wastewater)?	❏
Does it address strategic orientation and priority issues?	❏
Can it be "lived" by the employees and the management?	❏
Does it inspire?	❏
Does it contain a paragraph on continuous improvement?	❏
Does the management explicitly address environmental aspects and state direct commitment?	❏
Is the environmental policy part of the overall corporate policy?	❏
Is the environmental policy available to the public?	❏
Is the environmental policy continuously revised and updated?	❏