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Office Eco Consultant – ECCO

ECCO
Office Eco Consultant

Course Syllabus

Office ECO Consultant Training System

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0.   Basic Course Information

The Course Syllabus for the Office ECO Consultant Training System contains syllabi for all training modules of the learning system, which are defined in the course specification, both for classroom instruction and on-line based learning. The product also incorporates the project outcome - O2 - Full Specification of the Curriculum of the Training System.

Course: Office ECO Consultant Training System

Instructor: none, individual learning trough the Interactive E-Learning Portal

Students: the innovative training system is aimed for combating unemployment through introduction of a new occupational profile "Office ECO Consultant". In this respect the students are all who wish to acquire deeper knowledge in the topic, and/or aim to acquire the occupational profile "Office ECO Consultant".

1.   Aims of the syllabus

This syllabus will provide students with a better sense of what will happen during the learning process. Clarity and transparency about the details of the course will allow students to prepare themselves for the experience they will have in the course.

Also, the course description will function as a mission statement or a vision statement for the course. It includes an overview of what students will do, accomplish or learn in the course. It may also address some of the following elements:
- Theoretical framework
- Learning outcomes
- A description of the scope of course content
- An overview of the course plan

2.   Course description

In this course the learning material is formulated into the following Modules:

Introduction
1 – Energy
2 – Procurement
3 – Mobility
4 – Resources
5 – Involvement

The course description for each of the Modules are:

Introduction

Introduction presents general information about the topic and introduces five main thematic areas of the learning course. As an introduction to the subsequent learning course, the description of new occupational profile of "Office ECO Consultant" will be presented: trainees will understand main tasks, aims and functions, will get familiar with the concept of sustainability, will be able to describe the process of monitoring of various areas of work in the office and will learn how to set up a successful network for communication and sharing experience. Introduction will also cover a description of the whole training course and the E-learning platform. Brief description of the certification process will also be included into the introduction section.

1 – Energy

The module presents basic information about energy saving behavior in an office environment: it covers means of energy saving both in everyday business life and during various events. It describes activities in three basic aspects (everyday work in the office, meetings, bigger events). Participants acquire basic knowledge and skills on how to reduce energy consumption and promote energy saving behavior. It also raises awareness regarding implementation of green-office ideas. Moreover, best practices related to innovative solutions in this field will be presented.

2 – Procurement

The module presents basic information about eco-friendly procurement in an office environment both in everyday business life and during various events. It describes activities in three basic aspects (everyday work in the office, meetings, bigger events). Participants acquire basic knowledge and skills on how to implement the principles of eco-friendly procurements and become more aware of the importance of implementation of green-office ideas. Moreover, best practices related to innovative solutions in this field will be presented.

3 – Mobility

The module presents basic information about eco-friendly mobility in an office environment: it covers means related both to everyday business life and special events. It describes activities in three basic aspects (everyday work in the office, meetings, bigger events). Participants acquire basic knowledge and skills on how to implement eco-friendly mobility related ideas and learn about importance of raising awareness regarding green-office ideas. Moreover, best practices related to innovative solutions in this field will be presented.

4 – Resources

The module presents basic information about eco-friendly usage of resources in an office environment both in everyday business life and during various events. It describes activities in thr basic aspects (everyday work in the office, meetings, bigger events). Participants acquire basic knowledge and skills on how to implement the principles of eco-friendly consumption of resources and become more aware of the importance of implementation of green-office ideas. Moreover, best practices related to innovative solutions in this field will be presented.

5 – Involvement

This module aims to explain the concept of successful implementation of skills and knowledge in order to transform everyday work in the office for the better. Trainees will be able to describe main methodological tools used ranging from selection of appropriate approach to conducting surveys, collecting data and preparing recommendations. Participants will also learn how to involve the staff working in the office and will be able to provide trainings, organize events and strengthen group work aimed to promote Green Growth concepts. Moreover, best practices related to innovative solutions in this field will be presented.

3. Student Learning Outcomes

Student learning outcomes (SLOs) provide students with expectations they should achieve by the end of the course. SLOs are specific, measureable statements that communicate what students will be able to do by the end of the course.

Some features of effective student learning outcomes include:
- An active verb to describe the behavior in the outcome (e.g. create, produce, evaluate)
- Any conditions to the behavior (e.g., using a calculator, given a formula)
- The degree to which the outcome will be accomplished (e.g., with 80% accuracy, at least three)
- Specified measures of evaluation (e.g., in a final portfolio, through a presentation, in three exams)

The SLOs for each of the Modules are:

Introduction
"New occupational profile: "Office ECO Consultant" "
1   Introduction of a new occupational profile
To get the ability to properly define the main tasks, aims and functions of Office Eco Consultant; To understand what main skills related to energy efficiency and renewable energy implementation are needed to work as a Office Eco Consultant;

2   Sustainability
To get familiar with the concept of sustainability and ways of promoting it in the everyday office life; to be able to name the ways of reducing negative human impact and promoting environmentally-friendly behaviour by properly managing environmental resources and implementing changes aimed for environmental protection.

3   The process of monitoring
To understand the process of initial and subsequent monitoring of various area of work in the office including identification of weaknesses, offering solutions and preventing waste and misuse of resources.

4 Networking
To learn about ways and methods Office Eco Consultant applies to communicate, share experience and good practises in order to create effective working networks for implementation of the ideas of Eco-Office on the local, national and international level.

"Office ECO Consultant" training course
1 Basic information
Brief description; aims and focus areas of the foreseen training course;

2 Online learning platform
Learning how to use the e-learning platform; ways to use it for learning and teaching purposes; main benefits; ways of sharing academic knowledge;

Certification
     1 what is the goal of the certification
Learning about the goal and benefits of the certification of the programme

     2 how it is done: taking the test, validation
Learning and preparing for taking the test, learning about the validation process

     3 the certificate
Learning about the certificate as a tool - layout, content, validity, renewal

1 – Energy
Introduction
     1 Glossary of key terms
To get familiar with key term related to this particular subject and learn the main definitions, using the provided list as a reference to look up the words or terms related to a specific subject or activity and get information about their meanings and other attributes.

     2 European legal regulations and country specific legal regulations
To learn about legal norms and other instruments of legal relevance that have an impact on environmental protection in the office settings; to get familiar both with national and EU legal regulations related to this particular topic.

     3 Innovations
To get familiar with examples of best practices related to innovative environmentally friendly solutions in the office from various European countries; To understand the range of related ideas, from environmentally friendly technological advances in the everyday office life to socially acceptable innovative paths towards sustainability;

1. Everyday work in an office
     1 The principles of energy-efficient office lighting
To learn how to choose and select the eco-friendly lighting

2   Reduction of energy for heating and cooling the office.
To get familiar with means to reduce the amount of energy used for heating and cooling by increasing the efficiency of systems and changing habits.

3   Methods of limiting energy consumption
To understand and to be able to define the basic methods of reducing energy consumption (energy-efficient equipment, reducing usage of unnecessary power supplies and chargers, shutting the electronic appliances off when not in use, etc.); Fundamentals of efficient heating & cooling solutions - optimum use of the heating, intermittent heating or cooling;

4   Using renewable energy technologies
To get familiar with technologies (for example solar panels) that can be installed at the organization's building to supply some or all of your energy needs.

2. Meetings in the office
1   The principles of energy-efficient office lighting
To learn how to choose and select the eco-friendly lighting

2   Deciding on the choice of meeting time
To understand the importance of the meeting time in rational planning (turning off the light, using a natural source)

3   Methods of limiting energy consumption
To understand and to be able to define the basic methods of reducing energy consumption (energy-efficient equipment, unnecessary power supplies and chargers, motion detectors, room temperature)

3. Events for 20+ people
1   Heating /Air condition
To learn about importance of setting appropriate room temperature for meetings, balance of heating/air condition and ventilation.

2   Office equipment
To get familiar with power consumption during use, standby and online modes.

3   Light sources
To understand the concept of power consumption and efficiency of different light systems, daylight usage.

2 – Procurement
Introduction
1   Glossary of key terms
To get familiar with key term related to this particular subject and learn the main definitions, using the provided list as a reference to look up the words or terms related to a specific subject or activity and get information about their meanings and other attributes.

2 European legal regulations and country specific legal regulations

To learn about legal norms and other instruments of legal relevance that have an impact on environmental protection in the office settings; to get familiar both with national and EU legal regulations related to this particular topic.

3 Innovations in this field

To get familiar with examples of best practices related to innovative environmentally friendly solutions in the office from various European countries; To understand the range of related ideas, from environmentally friendly technological advances in the everyday office life to socially acceptable innovative paths towards sustainability;

1. Everyday work in an office

1 Conducting responsible procurement

Learn about determining whole life costs and deciding whether an office needs the product/service in the first place; whether the amount of packaging could be reduced, if transport can be reduced; if the product is part of an ethical production process, etc. Learn the importance of making purchases based not only on the price to value ratio, but also environmental friendliness; giving preference to local products and Fair Trade products, etc.

2 Eco office supplies: practical examples

To learn about the practical examples of buying eco-office supplies - for example promotion of purchasing recycled material such as copier paper, whenever possible, etc.

3 Eco-friendly principles of buying furniture

Look for furniture and carpets with natural products, recycled components - and those which can be recycled at the end; To learn that in comparison to purchasing new office furniture, refurbishment of worn out items provides environmentally preferable alternative;

4 Procuring refillable and recyclable office equipment, choose based on longevity and reusability of a product.

To learn how to choose office equipment such as printers, scanners and photocopiers which can be recycled at end of its life and this in terms of longevity, reusability, recyclability

2. Meetings in the office

1 The idea of a pro-ecological purchasing policy in the company

To acquire knowledge about the pro-ecological purchasing options possible to use in the company;

2 Eco office supplies: practical examples

To learn about the practical examples of buying eco-office supplies - for example promotion of purchasing recycled material such as copier paper, whenever possible, etc.

3 Booking an eco-friendly venue when meeting are conducted outside the office.

Learning that the venue should have an environmental policy and action plan, ideally covering: sustainable procurement, energy saving, transportation and waste.

3. Events for 20+ people
To get familiar with the following aspects of organizing events:
1   Meals   Regional, seasonal, fair trade, healthy products
2   Paper   Saving paper, double-side use, recycling papers
3   Invitation/documentation   Paperless methods
4   Promotionals   Sustainable, useful and ecological products
5   Handouts   Paperless

3 – Mobility
Introduction
1   Glossary of key terms
To get familiar with key term related to this particular subject and learn the main definitions, using the provided list as a reference to look up the words or terms related to a specific subject or activity and get information about their meanings and other attributes.

2   European legal regulations and country specific legal regulations
To learn about legal norms and other instruments of legal relevance that have an impact on environmental protection in the office settings; to get familiar both with national and EU legal regulations related to this particular topic.

3   Innovations
To get familiar with examples of best practices related to innovative environmentally friendly solutions in the office from various European countries; To understand the range of related ideas, from environmentally friendly technological advances in the everyday office life to socially acceptable innovative paths towards sustainability;

1. Everyday work in an office
1   Ways of limiting business trips
To familiarize with the possibilities and ways to limit business trips (videoconferences, virtual meetings)

2   Promotion of ecological forms of transport
To define the main ecological forms of transport; to encourage eco-friendly transportation - for example using trains, buses or cars for short journeys instead of using flights; providing incentives for employees to take public transport, walk or cycle to work; encouraging car-pooling schemes; join trip, etc.

3   Ways of limiting the usage of transport
To learn about ways to encourage employees to adopt flexible working hours or to work efficiently from home from time to time instead of coming to the office;

2. Meetings in the office
1   Ways of limiting business trips
To familiarize with the possibilities and ways to limit business trips (videoconferences, viral meetings)

2   Promotion of ecological forms of transport

To define the main ecological forms of transport and encourage eco-friendly transportation - for example using trains, buses or cars for short journeys instead of using flights; encouraging car-pooling schemes; etc.

3. Events for 20+ people

To get familiar with the following aspects of organizing events:
1   Public traffic   Planning of mobility
2   Car sharing   Use of online organizer, using of commercial offers
3   Location   Aspects of choosing the meeting place
4   Alternative communication platforms   Communication medias

4 – Resources

Introduction

1   Glossary of key terms

To get familiar with key term related to this particular subject and learn the main definitions, using the provided list as a reference to look up the words or terms related to a specific subject or activity and get information about their meanings and other attributes.

2   European legal regulations and country specific legal regulations

To learn about legal norms and other instruments of legal relevance that have an impact on environmental protection in the office settings; to get familiar both with national and EU legal regulations related to this particular topic.

3   Innovations

To get familiar with examples of best practices related to innovative environmentally friendly solutions in the office from various European countries; To understand the range of related ideas, from environmentally friendly technological advances in the everyday office life to socially acceptable innovative paths towards sustainability;

1. Everyday work in an office

1   Choosing solutions that reduce waste of resources

Learn about ways to reduce solid waste, such as duplex or double-sided printing, reduction of usage of plastic bags, using email and telephone for sending invitations to events, using electronic documents as much as possible, especially for internal office work, etc.; reducing water use in bathrooms by upgrading equipment with new water-saving toilets and taps.

2   Waste separation and recycling

Learn about ways how all types of paper, recyclable plastic including plastic bags, polystyrene, glass, aluminium, and cardboard should be placed in the specific recycling bins "

3   Preparing eco didactic materials

To acquire practical skills needed to develop the eco-friendly working materials; learning how to design and print materials with green messages such as stickers, posters, newsletters and electronic DM letters, etc.

2. Meetings in the office
          1   Choosing solutions that save resources
To be able to identify and choose meeting materials based on resource saving solutions (recyclable / reusable materials, reduction and segregation of waste); learn about ways to reduce solid waste, such as duplex or double-sided printing, reduction of usage of plastic bags, using electronic documents during meeting as much as possible;

          2   Ways of providing eco-friendly catering services during the meeting
Learn about ways how to save resources and reduce waste when providing catering for the participants of the meeting, for example - choosing fruit, nuts and other food items that require less or no packaging, requesting that the catering company does not use disposable plates and cutlery, etc.

          3   Preparing eco didactic materials
To acquire practical skills needed to develop the eco-friendly working materials; learning how to design and print materials with green messages such as stickers, posters, newsletters and electronic DM letters, etc.

3. Events for 20+ people
To get familiar with the following aspects of organizing events:
          1   Catering services during the events Eco-friendly packaging of food, unpacked offers, markets, waste separation, minimizing the water consumption
          2   Indoor climate Plans for good climate
          3   Health Healthy activities in meeting breaks

5 – Involvement
Introduction
          1   Glossary of key terms
To get familiar with key term related to this particular subject and learn the main definitions, using the provided list as a reference to look up the words or terms related to a specific subject or activity and get information about their meanings and other attributes.

          2   European legal regulations and country specific legal regulations
To learn about legal norms and other instruments of legal relevance that have an impact on environmental protection in the office settings; to get familiar both with national and EU legal regulations related to this particular topic.

          3   Innovations
To get familiar with examples of best practices related to innovative environmentally friendly solutions in the office from various European countries; To understand the range of related ideas, from environmentally friendly technological advances in the everyday office life to socially acceptable innovative paths towards sustainability;

1. Everyday work in an office
          1   Promotion and implementation of the principles of sustainable development in the office - increasing the awareness of the staff

To understand the effective principles of sustainable development and their importance in the office

      2   Promotion and implementation of the principles of sustainable development in the office - having a strategy on how to make an office eco-friendly.
Getting familiar with ways of how to make everyday life in the office eco-friendly, for example by enlisting people, responsible for the implementation of green office ideas, allocations of time and resources for aforementioned activities, etc.

      3   Proper management in implementing green-office ideas
Learn how an office can monitor and check the fulfilment of its environmental objectives and action plan on a regular basis; learn how to define key indicators for the activities that have significant environmental impacts and monitor/measure them on a regular basis, etc.

      4   Building the eco image of the company
To receive practical hints on gaining the competences to build the company's eco-friendly image, such as sharing the achievements on the companies' website for other stakeholders to see; inviting in thought leaders and agenda-shapers and having them brief the team and so on.

2. Meetings in the office
      1   Promotion and implementation of the principles of sustainable development in the office - increasing the awareness of the staff
To understand the effective principles of sustainable development and their importance in the office and raising employee awareness on environmental issues through workshops, seminars, film screenings, posters, etc.

      2   Promotion and implementation of the principles of sustainable development in the office - having a strategy on how to make all meetings eco-friendly.
Getting familiar with ways of how to make meetings eco-friendly, for example by enlisting people, responsible for the implementation of Green Office ideas when planning meetings, allocations of time and resources for it, etc.

      3   Building the eco image of the company
To receive practical hints on gaining the competences to build the company's eco-friendly image, such as sharing the achievements on the companies' website for other stakeholders to see; inviting in thought leaders and agenda-shapers and having them brief the team and so on.

3. Events for 20+ people
      To get familiar with the following aspects of organizing events:
      1   Workshops: Green meetings How to organize a permanent participating group
      2   Event: Healthy break Organizing a healthy break with all aspects
      3   Green post-box   Ideas to increase green aspects in meetings
      4   ECCO Review regarding the special needs of the enterprise Checklist

4. Elements of success

1. To learn about the approach issues (categories of clients, typical office eco issues related to involvement, mistakes, problems, clichés), preparation of recommendations for interventions (adapting GP's related to involvement, learning to set priorities, solutions for identified problems); effective communication;
2. To get familiar with ways to involve co-workers/colleagues. To understand the principles of involvement in terms of raising awareness and getting co-workers interested; involvement of co-workers and learners; ongoing improvement of the office environment regarding involvement.
3. To understand the process of learning. To get familiar with means of learning and teaching, principles of sharing academic knowledge, organizing teams and learning groups;

4.   Enrollment Requirements

The course is freely available after registration at the project website / E-Learning Portal, without restriction. No prerequisites and requirements are established.
However, it is helpful, if the student has some experience in environmental studies, office management, economy and/or leadership skills.

5.   Course Activities

The course activities include what a student needs to do in order to accomplish the student learning outcomes.
These are:
- To finish the course through the Interactive E-Learning Portal and/or class room training.
- Using the Competences-assessment and certification tool aimed to evaluate the knowledge and skills of participants.

No homework or assignments form part of this course.

6.   Assessment and Grading Procedures

Grading Methods
This course does not involve any grading or final examination.
However, the use of the Competences-assessment and certification tool is designed to enable the students to evaluate their own proficiency on the subject.

Attendance/Participation
The students are required to follow all Modules and all Lessons of the course of the E-Learning Platform, based on their own schedule and timing.

7.   Course Materials and Resources
The course material if fully available freely via the dedicated E-Learning Platform.
Please follow this link: https://eccooffice.eu/

8.   Policy Statements
This course is not linked to a formal institution, bearing any legal protocols.
However, all relevant legal measures of the EU and the respective national legal frameworks should be observed, especially concerning intellectual rights.
For more info follow this link: https://ec.europa.eu/programmes/erasmus-plus/project-results/useful-terms_en