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Office Eco Consultant – ECCO



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 through 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 eco-friendly consumption of energy 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 is designed to implement the idea of CO₂ reduced mobility and transport in the planning and organization of green offices. It describes activities in three basic aspects (everyday work in the office, meetings, bigger events). The module bases on self-learning exercises for individual or small working groups, moderated and supported by trainers. The module’s aim is to empower the participants to compile an inventory of the current situation and to develop ideas and concrete activities for their own behavior and their office (enterprise). 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 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 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, measurable 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

1."New occupational profile: "Office ECO Consultant"

1.1. 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.

1.2 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.

1.3 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.

1.4 Networking

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

2. “Office ECO Consultant” training course

2.1 Basic information

Brief description; aims and focus areas of the foreseen training course.

2.2 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.

3. Certification

3.1 What is the goal of the certification

Learning about the goal and benefits of the certification of the programme.

3.2 How it is done: taking the test, validation

Learning and preparing for taking the test, learning about the validation process.

3.3 The certificate

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

1 – Energy

1.Introduction

1.1 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.

1.2 About energy

To learn about energy that have an impact on the environment in the office settings; energy efficiency benefits and technology connected to that.

1.3 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.

2. Everyday work in an office

2.1 Choosing solutions that reduce waste of energy

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.

2.2 Energy sources

To learn about different types of energy resources and related emissions.

2.3 Renewable energy

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.

3. Meetings in the office

3.1 Choosing solutions that save energy

To learn how to conserve and adjust energy consumption during the meetings (customizing environment depending on the size and duration). Preparing only necessary meals and coffee in one delivery. Using electronic documents during meeting with centralized viewing (less paper and monitors).

3.2 Eco-friendly policies

To understand that conscious organization begins on the ground level - it is crucial for staff to believe in eco-friendly office vision and practice environmentally-friendly habits in the office.

3.3 Introducing and implementing sustainability concepts

To learn how to engage and motivate employees and colleagues to save energy at work in a subtle way: educate the employees, make it personal.

4. Events for 20+ people

4.1 Microgeneration and larger investments

To learn about microgeneration (concept, technical challenges, opportunities, community collaboration). Learning to choose the right venue with energy efficient or low-carbon footprint.

4.2 Indoor climate

To understand the concept of creating a proper indoor climate.

4.3 Health

To get familiar with healthy activities to offer the staff in the office for meeting breaks.

2 – Procurement

1. Introduction

1.1 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.

1.2 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.

2. Everyday work in an office

2.1 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.

2.2 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.

2.3 Eco-friendly principles of buying furniture

To know how to 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.

2.4 Procuring refillable and recyclable office equipment.

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.

3. Meetings in the office

3.1 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.

3.2 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.

3.3 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.

4. Events for 20+ people

To get familiar with the following aspects of organizing events:

4.1 Meals

To learn about regional, seasonal, fair trade, healthy products;

4.2 Paper

To understand the principles of saving paper, double-side use, recycling papers.

4.3 Invitation/documentation

To learn about the principles of proper documentation management such as paperless methods.

4.4 Promotionals

To learn about sustainable, useful and ecological products.

4.5 Handouts

To learn about the principles of proper documentation management such as paperless methods.

3 – Mobility

1.Introduction

1.1 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.

1.2 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;

2. Everyday work in an office

2.1 Way to work

Information on CO₂ emissions from different modes of transport. Exercise with the CO₂ calculator; stimulation of discussion on the topic; presentation of ways to reduce the carbon footprint of the way to work.

2.2 Business trips

Reflections on avoiding business trips and promoting climate-friendly mobility. Exercise on environmentally friendly business trips. Discourse on electromobility.

2.3 Measures and know-how

Find out who is responsible for the various measures and what expertise is required. Links for more information.

3. Meetings in the office

3.1 Climatic impact of meetings concerning mobility

To familiarize with the possibilities to limit business trips (videoconferences, virtual meetings). Exercise on the Topic

3.2 Video conferences

To learn more about important aspects of data protection in video conferences.

3.3. Measures and know-how

Overview of measures and necessary know-how. Links for more information.

4. Events for 20+ people

4.1 Climate impact of travelling

Aspects of the environmental impact of conferences caused by travelling.

4.2 Minimize mobility.

To learn how to minimize the environmental impact of conferences; exercise on CO2 footprint and side effects of conferences and pros and cons of exchange without traveling

4.3 Emission compensation

Getting familiar with the idea of emission compensation; Exercise and reflection on the Topic.

4 – Resources

1. Introduction

1.1 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.

1.2 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.

2. Everyday work in an office

2.1 Choosing solutions that reduce waste of resources

To 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.

2.2 Waste separation and recycling

To 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.

2.3 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. Meetings in the office

3.1 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.

3.2 Ways of providing eco-friendly catering services during the meeting

To 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.

3.3 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.

4. Events for 20+ people

4.1 Catering services during the events

To acquire knowledge about waste reduction, such as eco-friendly packaging of food for the catering of the events, unpacked offers, markets, waste separation; to understand the principles of minimizing the water consumption, such as replacement of (plastic-) bottled water, filters systems, etc.

4.2 Indoor climate

To understand the concept of creating a proper indoor climate, such as plans for good climate.

4.3 Health

To get familiar with healthy activities to offer the staff in the office for meeting breaks.

5 – Involvement

1.Introduction

1.1 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.

1.2 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.

2. Everyday work in an office

2.1 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.

2.2 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.

2.3 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.

2.4 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.

3. Meetings in the office

3.1 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.

3.2 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.

3.3 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.

4. Events for 20+ people

To get familiar with the following aspects of organizing events:

4.1 Workshops: Green meetings: how to organize a permanent participating group

4.2 Event: Healthy break: organizing a healthy break with all aspects

4.3 Green post-box: ideas to increase green aspects in meetings

4.4 ECCO Review regarding the special needs of the enterprise: checklist

5. Elements of success

5.1 Approach issues

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.

5.2 How to involve co-workers/colleagues

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.

5.3 The learning process

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 is 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