Course Guide Green Office Model Online Course

Establish your Green Office in less time and in a more effective way

In the Green Office Model Online Course you will learn how to create a Green Office at your university or improve an existing sustainability unit.

The Green Office Model helps you…

▪ Connect existing initiatives, to implement sustainability projects faster accomplish more together.
▪ Create a central contact point, equipped with staff and resources, for anyone interested in sustainability.
▪ Inform, connect and support students and staff to act on sustainability in education, research and operations.
▪ Embed sustainability in the institution’s way of working, instead of leaving it to individuals carrying out one-off projects.
▪ Engage more students on sustainability and motivate them to get involved in social issues.

Learning goals

After completing the online course, you…

▪ Can pitch the Green Office Model to students and staff well.
▪ Know how to argue why the institution should do more on sustainability and why the Green Office Model is a good way forward.
▪ Are motivated and inspired to advance sustainability at your institution and beyond.
▪ Have developed a first design of your Green Office, that you can discuss with your institution’s management, sustainability initiatives and interested students and staff.

About the course

This online course was developed by rootAbility gUG and the UNESCO Chair Higher Education for Sustainable Development at Leuphana University Lüneburg. These organisations are also part of the UNESCO Partner Network to implement the UNESCO Global Action Programme on Education for Sustainable Development. This project emerged as a collaboration through this network. The Deutsche Bundesstiftung Umwelt financed the development and delivery of this online course.
Tutors

The course is facilitated by Felix Spira from rootAbility and Anselm Grahl from Leuphana University Lüneburg. Please email us for any questions or comments that you have during the course.

“Hello! I’m Felix, co-founder of the first Green Office at Maastricht University in 2010. I worked at this GO as operations coordinator for two years next to my studies. In 2012, I co-founded rootAbility to spread the idea of student-led Green Offices across Europe. I supported and inspired students and staff to establish GOs at over 30 institutions in six European countries. In this course, I’m looking forward to working with you and helping you join this movement.”

felix.spira@rootability.com - Telephone: +31 61 808 9598 - LinkedIn

“Hi! I’m Anselm. I worked as the longest-serving Green Office employee at Maastricht University Green Office, leading the team and working on sustainability reporting. In this regard I also developed the University Sustainability Assessment Framework. I now work as scientific staff at the Faculty of Sustainability of Leuphana University Lüneburg. I look forward to sharing my experiences and to help you create your own Green Office!”

anselm.grahl@leuphana.de - Telephone: +49 163 77 38589 - LinkedIn

Course programme

The course consists of four 60-90 minutes course calls. Please make sure you can attend all calls or cancel ahead of time.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Get to know the GO Model and Movement, and the other course participants</td>
<td>Wednesday 24.10.2018</td>
<td>16:00 - 17:30</td>
</tr>
<tr>
<td>Arguments</td>
<td>Develop arguments to convince your institution to do more on sustainability and fund a Green Office</td>
<td>Wednesday 07.11.2018</td>
<td>16:00 - 17:00</td>
</tr>
<tr>
<td>Green Office Design</td>
<td>Adapt the Green Office Model to your institutional context and determine the goals and structure of your Green Office</td>
<td>Wednesday 21.11.2018</td>
<td>16:00 - 17:00</td>
</tr>
<tr>
<td>Lobby process and next steps</td>
<td>Learn from successful initiatives, which steps you can follow to establish your Green Office and plan the lobby process at your institution</td>
<td>Wednesday 05.12.2018</td>
<td>16:00 - 17:30</td>
</tr>
<tr>
<td>Individual support call</td>
<td>Get individual support on your Green Office efforts from us</td>
<td>Arranged with you</td>
<td>30-60 min</td>
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Methodology

Establishing a Green Office is hard, context-specific and practical work. Theoretical lectures and discussions won’t help you much. The course features a mixture of individual work on specific tasks, discussions about your concrete efforts in smaller groups and individual feedback.

- **Course calls**: You take part in four 60-90 minute interactive course calls.
- **Preparation**: You are required to prepare an assignment for each course call. The preparation for each call will take you 30-60 minutes.
- **Individual feedback**: We will give you individual feedback on your preparation assignments and support you/your group with at least one individual support call.
- **Questions**: If you have questions between calls, you can ask them in the Facebook Group or write Felix and Anselm.

Communication

Zoom

For the course calls, we use the webinar software zoom. Please make sure to log on 10-15 minutes before each call via this link. You will have to install a small computer program, so please log on early, especially for the first call.

If you are using a university computer, you may need administrator rights to install the software. If this is an issue for you, please try installing zoom ahead of time and let us know if this is an issue for you.

If you are unable to join on a computer, you can also join via the zoom smartphone app. Enter code 894-017-2767 to join the course calls. The experience is better on a computer, but you will be able to participate this way.

Facebook Group

For questions and discussions between course calls, you can make use of the Facebook Group for this course. We will also post all documents and assignments in the group.

Please join the group before the first course call. If you don’t have a Facebook account and don’t want to permanently set one up, we suggest that you make one purely for this course that you can delete after. Since this is an international course, Facebook is the most commonly used platform for most participants.

Email

Before each course call, we will send you an email with the preparation assignment for the call and an overview of results from the previous call. You can also contact Felix or Anselm via Email with questions or comments.
Technical requirements

For optimal participation in the course, you need:

- A stable internet connection
- A quiet room with no background noise
- A headset or microphone

You will have to install the webinar software zoom. You may need administrative rights to install it on your computer.

No-Show-Policy

Please let us know 24 hours in advance, if you cannot make it to one of the calls.

Certificate

You will receive a certificate for completing the course if you participated in three of the four course calls.