Facilitation guide - overview of the activity

This Miro board is offered as a means of facilitating 1-2 workshop(s) that gather input from the members of your team or department on prioritising actions to focus on for the coming year. Work from left to right.

You may change this format and the template to suit your needs and priorities! Having someone experienced in navigating Miro or similar whiteboard platforms is helpful for facilitating group discussions.

Part 1 (optional):

Set the scene by presenting your activities and their status from the previous year. This may include monitoring indicators, if you measure any.

Part 2:

Individually: Give participants a chance to become acquainted with the variety of suggested actions, offer their own, and vote for three that they would support or like to contribute to.

In breakout groups: look at a particular action area, and a) consolidate ideas and b) prioritise which actions to focus on for the year (e.g. three in each area).

Part 3:

Add detail to the shortlisted actions - what will you do? Who will do it? This can be used as the basis of a team, Centre or Departmental workplan.

Tips for facilitation are contained in these yellow post-it notes, but please do take a copy of and revise the template to suit your needs!

Add to board

Author	
License	
Image	

Example of icon information with usage conditions

Deloitte.

e.g. Air Travel, energy use or other

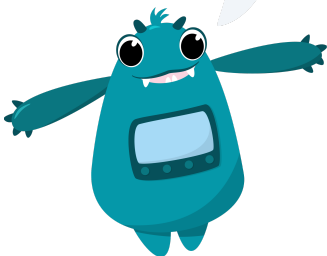Let the cat out of the bag...

1 xx

2 xx

3 xx

⏱ **10 mins**

You can highlight three key messages or reflections here

You can use this space for more detail, e.g. graphs, text, images etc.

Optional: Start the workshop by reflecting on the previous year, and what is already going on. Use frames such as this one to report key figures (if you collect data on travel or energy consumption) and updates on activities in previous year's priority areas

Extra set of voting buttons

Team, Departmental or Centre Actions

UNIVERSITY of York + green impact

We require action to increase the University's sustainability across impact areas
Areas of impact/action in the University Sustainability Strategy include:
- Quality Education - Sustainable Teaching, Empowering Students and Student Experience through action
- Sustainable Research - following our Code of Practice
- Climate Action - toward becoming Carbon Neutral
- Sustainable Cities and Communities - Creating Frameworks and Facilitating Solutions using a Place Making Approach
- Responsible Production and Consumption - via Positive Investments, Proactive Monitoring and Considerate Consumption
- Health and Wellbeing - Happy Students, Staff and Campus

The Green Impact Workbook (example here) includes practical actions in the following areas, which contribute to the areas above:
- Climate Action; Biodiversity
- Energy
- Water
- Waste Reduction; Recycling
- Procurement & Responsible Consumption
- Good Health and Wellbeing
- Quality Education; Sustainable Research
- Sustainable Cities and Communities
- Teams & Communications

You may wish to choose **x actions** to carry out within a priority area(s).

For Green Impact awards - collect 225 points for Gold award and 300 for Platinum

Facilitation note: Edit the seed actions as relevant for you - these are based on General & Academic actions in the Green Impact Workbook

Initiatives proposed by staff

Voting buttons:

Shape your future...
1 Read the actions clustered around each impact area - feel free to add your own suggestions
2 Use the voting buttons to indicate support for up to three stickies in each section

10 mins

Energy

Biodiversity & Climate Action

Waste Reduction and Recycling

Responsible Procurement and Consumption

Good Health and Wellbeing

Sustainable Cities and Communities

Water conservation

Teams and Communications

Quality Education and Sustainable Research

Priority impact areas

Shaping your environmental
action plan

Consolidate

Energy

⬜ ⬜ ⬜

Responsible Procurement and Consumption

⬜ ⬜ ⬜

Waste Reduction and Recycling

⬜ ⬜ ⬜

Good health and wellbeing

⬜ ⬜ ⬜

Biodiversity and Climate Action

⬜ ⬜ ⬜

Facilitation guide/suggestion:
If you have chosen priority areas,
edit the frames below to reflect
them (currently in no particular
order). Use the space to consolidate
a few actions to work on

Additional impact areas

Shaping your environmental action plan

Consolidate

Sustainable Cities and Communities

Teams and Communications

Water

Quality Education and Sustainable Research

Initiatives proposed by staff

Summarising and discussing tasks

Shaping your environmental action plan - this can be a mix of actions for this year, or the coming years, but emphasis should be put on making progress each year

Facilitation guide/suggestion:
As in Part 2b, edit these to reflect the areas you've chosen to work on (currently in no particular order). Use the tables to flesh out the prioritised actions.

Priority areas:

Energy

Action Areas	Tasks	Who?	When/else/once for group event?

Responsible Procurement and Consumption

Action Areas	Tasks	Who?	When/else/once for group event?

Waste reduction and recycling

Action Areas	Tasks	Who?	When/else/once for group event?

Good health and wellbeing

Action Areas	Tasks	Who?	When/else/once for group event?

Biodiversity and Climate Action

Action Areas	Tasks	Who?	When/else/once for group event?

Additional areas:

Sustainable Cities and Communities

Action Areas	Tasks	Who?	When/else/once for group event?

Teams and Communications

Action Areas	Tasks	Who?	When/else/once for group event?

Water conservation

Action Areas	Tasks	Who?	When/else/once for group event?

Quality Education and Sustainable Research

Action Areas	Tasks	Who?	What?

Initiatives from staff

Action Areas	Tasks	Who?	What?