

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!

Citations:

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This template is inspired by and revised from the template for "[The Way We Work](#)" by Deloitte, available from the Miro library of templates - Jo Morris (Sustainability Officer in SEI York) used it as a basis of the format, imagery and concept, but changed all the text.



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e.g. Air Travel, energy use or other



Let the cat out of the bag...

1

xx

2

xx

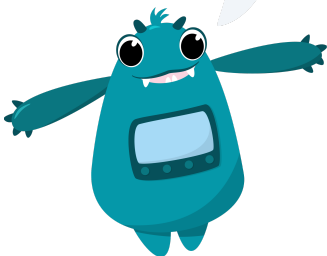
3

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

Facilitation guide/suggestion: Choose e.g. 5 areas in which to focus activities each year, as a way of prioritising action while still keeping the other areas in mind for later.

The post-its within each impact area offer some actions to seed ideas and discussion during the workshop. However, encourage staff to add their own ideas in the impact areas or in another area that is meaningful to them or their work.

The template below has been set up with examples of actions within all the impact areas (themes) of the Green Impact workbook, but adjust these to suit the priorities of your Department/Centre or Team. The actions come from their General and Academic categories, but they also have actions tailored to Catering, Colleges and Laboratories.

You may wish to choose **x** priority area(s) to focus on, and stipulate that **x actions** should be carried out within each.

Extra set of voting buttons



Team, Departmental or Centre Actions

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 **x 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

Waste Reduction and Recycling

Biodiversity & Climate Action

Good Health and Wellbeing

Sustainable Cities and Communities

Water Conservation

Quality Education and Sustainable Research

Teams and Communications

Priority impact areas

Shaping your environmental
action plan

Instructions

1. Discuss the options.
2. Copy across stickies you would prioritise and/or contribute to.

🕒 10 mins per area.



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

Instructions

1. Discuss the options.
2. Copy across stickies you would prioritise and/or contribute to.

⌚ 10 mins per area.



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

Instructions

1. Review the suggestions.
2. Revise if necessary.
3. Discuss tasks, responsibilities and volunteer if and where you can.



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

Addressable	Task	Year	Who will deliver the programme?

Responsible Procurement and Consumption

Addressable	Task	Year	Who will deliver the programme?

Waste reduction and recycling

Addressable	Task	Year	Who will deliver the programme?

Good health and wellbeing

Addressable	Task	Year	Who will deliver the programme?

Biodiversity and Climate Action

Addressable	Task	Year	Who will deliver the programme?

Additional areas:

Sustainable Cities and Communities

Addressable	Task	Year	Who will deliver the programme?

Teams and Communications

Addressable	Task	Year	Who will deliver the programme?

Water conservation

Addressable	Task	Year	Who will deliver the programme?

Quality Education and Sustainable Research

Addressable	Task	Year	Who will deliver the programme?

Initiatives from staff

Addressable	Task	Year	Who will deliver the programme?