

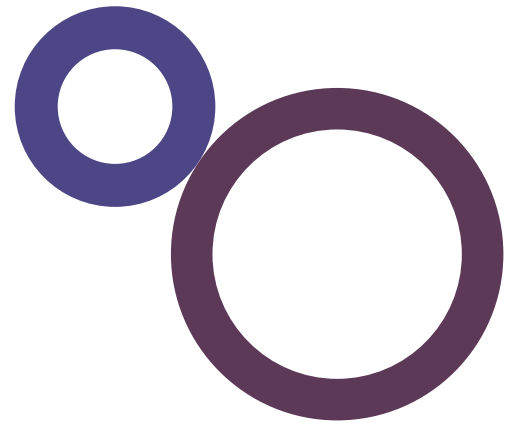
our environment *it's a living thing*



SUSTAINABILITY ADVANTAGE

Staff engagement

STAFF ENGAGEMENT



People now care about the environment more than ever before.¹ You can use this to build organisational loyalty and to entrench sustainability in your daily business practice.

The **Staff engagement** module in the Department of Environment and Climate Change (DECC) NSW **Sustainability Advantage** Program enables you to integrate staff ideas and enthusiasm into your sustainability initiatives.

The module is adaptable, allowing you to build and pursue an engagement strategy that meets your organisation's needs and culture.

You will identify and prepare tools to engage staff, including training, peer and internal forums, communication and signage, partnerships, mentoring, recognition and social events.

You select a Sustainability champion and staff who are critical in implementing and driving your environmental improvements. Our contractors mentor your staff throughout the 18 months (or longer) that you undertake projects in this module.

¹ Who Cares About the Environment in 2006?
Department of Environment and Climate Change (DECC) NSW

People can live sustainably at work, home and play – through recycling, transport choices and efficient use of water and energy. So, to develop your engagement strategy, we also consider what staff do outside work.

You will benefit from choosing this module if you need greater staff support for your environmental vision and priorities, which includes:

- your action plan from the initial Sustainability Management Diagnostic
- your plans in the other **Sustainability Advantage** modules.

Outcomes

The **Staff engagement** module is for managers, supervisors and staff who want to tap staff potential and improve satisfaction and performance.

You will:

- understand why your staff may be motivated to achieve your sustainability goals
- understand what you can do to engage staff for different sustainability efforts
- develop a program that involves staff in planning, implementing and evaluating your sustainability priorities
- engage and motivate staff during the course of your sustainability efforts.

STAFF ENGAGEMENT MODULE

Management overview

Workshop – engagement

Staff engagement plan

Implement plan

Final review

Training and technical support

See the back page for a roadmap of activity for this module.

What is involved?

The module is tailored to meet your organisational culture, priorities and current initiatives.

As an option, you can start with a staff survey we have developed. It will help you understand staff attitudes to the environment and the sustainability role and opportunities they see for the organisation.

This is followed by a management overview and a staff workshop, where you will determine your priorities for staff engagement, develop a comprehensive plan and learn from best practice.

Participants in this module may include:

- management
- your Sustainability Advantage champion
- nominated staff eg a 'Green Team'

Management overview

Senior managers may attend a workshop to increase their understanding of the benefits of engaging with staff and how they will achieve these benefits.

They prioritise what needs to be done to engage with staff and identify a Sustainability Advantage champion/team or designated staff to lead the initiatives.

Workshop – engagement

Your nominated staff attend a half day workshop.

They will increase their understanding of sustainability and the role of engagement, internally and externally. They examine specific sustainability efforts – eg resource efficiency in operations and the supply chain – and how fully engaged staff contribute to successful outcomes.

Your staff use their own experiences and notable case studies to identify effective practices. Most of the workshop involves participants developing an internal engagement plan to meet your organisation's sustainability goals. Plans will address the duration of activity, from start-up to ongoing maintenance.

Staff engagement plan and implementation

After the workshops, you implement your own staff engagement plan during the next 18 months, or longer. You may access additional one-on-one specialist advice provided you are progressing your engagement program.

Support

The results you achieve depend on what you put in. For you to get the most for your efforts we also offer:

- practical workshops
- guides, checklists and templates
- feedback and review of existing documents and processes
- information sharing and networking opportunities through cluster meetings with other participants
- professional support from DECC contractors, including specialist advice at key strategic points.

Recognition



You can promote your achievements through our Sustainability Advantage Partner recognition scheme. There are five levels of recognition.

Register or find out more

Staff engagement is one of seven **Sustainability Advantage** Modules that guide and focus your environmental improvements. All modules help you plan and deliver lasting benefits and continuous improvement as you adopt sustainability as a core business value. The **Resource efficiency** module has the Sustainability Advantage **Energy Saver** component, which offers an energy audit and free technical support to help you save power.



Visit www.savepower.nsw.gov.au

Contact DECC's Business Partnerships by:

Email sustainbus@environment.nsw.gov.au

Phone 02 8837 6000

	Management overview	Workshop – engagement	Staff engagement plan	Implement plan	Final review
Outcomes	<p>Managers:</p> <ul style="list-style-type: none"> understand principles and priorities for staff engagement identify engagement leaders, staff to be involved in next workshop choose a Sustainability Advantage champion/team 	<p>Environmental, HR, communication, operations and other staff:</p> <ul style="list-style-type: none"> understand benefits of staff engagement, methods and case studies draft a staff engagement plan with key actions, timeframes and responsibilities 	<p>Managers and Sustainability Advantage champion/team:</p> <ul style="list-style-type: none"> finalise the staff engagement plan ensure tasks are linked to sustainability actions and goals identify all staff who need to be involved <p>DECC staff engagement contractor reviews your staff engagement plan. Sustainability Advantage champion/team revises the plan (if required) and identifies resources and potential support from DECC</p>	<p>Nominated staff:</p> <ul style="list-style-type: none"> implement actions refine staff engagement plan work together with management to integrate actions with other Sustainable Advantage module activity 	<p>Together we review your projects and successes</p> <p>You set new plans based on your results</p>
Who takes part?	Senior and middle managers DECC staff engagement contractor leads	Environmental, HR, communication, operations and other staff from your organisation Sustainability Advantage champion/team DECC staff engagement contractor leads	Staff identified by senior managers and the Sustainability Advantage champion/team DECC staff engagement contractor Sustainability Advantage champion/team	Staff team	Sustainability Advantage champion/team DECC staff engagement contractor
What is needed?	Information on how you currently engage with staff What other Sustainability Advantage modules you are completing and what has been achieved to date	Current sustainability initiatives DECC's report from the management overview session	Draft staff engagement plan Overall organisational goals for the Sustainability Advantage Program	Staff engagement plan Implementation plans from other Sustainability Advantage modules	Results from your projects Baseline and current data demonstrating environmental outcomes
Where and when?	Your workplace, at the start of the module	Your workplace, after the management overview session	Your workplace, after the engagement workshop	Your workplace, starting after staff engagement plan has been confirmed	Your workplace, at 18 months
How long does this take?	Nominal 2 hours	Nominal half day	1-2 months 1 month	At least 18 months	2 hours

We provide practical, tailored support (workshops, training, technical assistance) to help you plan and implement your environmental projects and overcome issues. For additional support requests, you prepare a summary of your achievements to date and a short overview and supporting data explaining why you need assistance. As you undertake this module you will:

- attend 'cluster' network meetings three or four times a year, meeting with people in other businesses in your local area or industry sector
- report your progress every six months (including verbal reports at cluster network meetings and contributing to project reports)
- collect data and other information for evaluating projects.