



Greener Business, Better Workplace

Green Improvement Planning Workshop



International
Labour
Organization



ILO/Japan
Multi-bilateral
Programme

The move to action

Using the knowledge, tools, and your own experience of hotel operations to start making real improvements in your hotels

The Green Improvement Plan helps your team to

- Set priorities and objectives, based on identified problems/ issues to improve
- Think of how to reach your objectives through concrete actions and steps
- Plan through the next steps
- Review your progress and achievements over time

Green Improvement Action Planning

- Group together with the other participants from your hotels
- Gather the flipcharts and outcomes of discussions and exercises your team has produced in the past days
- Go through each broad area of improvement (workplace cooperation, staff engagement, guest participation, energy conservation, waste management, water management, workplace relations and equality, OSH, HR)
- Using brainstorming and group discussion, identify 1 or 2 objectives for each and indicate them on the template
- Under each objective, explain the required actions and steps, people responsible, indicators, resources, and indicate them on the template
- Review what you put in all of the areas of improvement, and set realistic timelines for different actions

Green Improvement Plan - template

Area of improvement (e.g. staff participation, energy conservation, OSH, etc)	Objective	Proposed action	Steps to implement action	Responsible persons (also indicate lead)	Timelines	Indicators, and baselines/ indication of progress	Resources needed (people time, equipment, funding)	Next check	Comments

What is next?

Go back to the hotel and take action!

- ✓ Start by forming an expanded Green Improvement Team and sub-committees (Look in the toolkit for tips on effective teams!)
- ✓ Discuss your initial Green Improvement Plan with your expanded team and carry out hotel walk-through to check out the situation
- ✓ Review the Green Improvement Plan based on the walk-through and your team discussion
- ✓ Start implementing the improvement actions set out in the plan