

Recommended Go Greener Office Challenge Schedule

Activity	Suggested Timeline	Recommended Resources
Confirm room number and time of training	Schedule 2 hours to conduct training	<ul style="list-style-type: none"> E-mail
Send out e-mail invite for training	3 weeks before training session	<ul style="list-style-type: none"> Email
Prepare training materials	2 weeks before training session	<ul style="list-style-type: none"> Training Binder
Draft e-mail from Executive Officer to all IC employees about the upcoming evaluations	2 weeks before training session	<ul style="list-style-type: none"> Email
Send out reminder e-mail that training will be conducted	1 week before training session	<ul style="list-style-type: none"> Email
Review and finalize draft email from Executive Officer	1 week before training session	<ul style="list-style-type: none"> Email
Conduct Go Greener Office Challenge Training	Date of training session	<ul style="list-style-type: none"> Training Binders
Send out Email from Executive Officer to IC employees	1 day after training session	<ul style="list-style-type: none"> Email
Conduct evaluations	Allow 2-3 weeks	<ul style="list-style-type: none"> Evaluation Worksheet Awareness Fact Sheets
Determine office challenge results	1 day after evaluation due date	<ul style="list-style-type: none"> Ratings Calculator
Use results to set environmental objectives and targets	1-2 weeks after evaluation due date	<ul style="list-style-type: none"> Green Team Objective and Targets Sheet