

GREEN OFFICE MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Offices consume energy, water, paper, and materials every single day, often without anyone tracking the true cost. The Green Office Management Training Course gives administrators and facility teams the practical systems they need to cut that waste and run greener workplaces. Participants learn to measure consumption, design recycling and waste-reduction programmes, and apply recognized green building frameworks to day-to-day operations. Furthermore, the course covers sustainable procurement, staff engagement, and the reporting that proves real environmental results. In addition, it links environmental performance directly to cost savings and corporate sustainability targets. As a result, organisations gain offices that are cleaner, cheaper to run, and fully aligned with modern environmental expectations.

Green Office Management Course Objectives

- Conduct a baseline environmental audit of energy, water, paper, and waste.
- Apply ISO 14001 environmental management principles to office operations.
- Use the LEED OM and BREEAM In-Use frameworks for existing office buildings.
- Build waste segregation, recycling, and e-waste disposal programmes.
- Design energy-saving measures for lighting, HVAC, and IT equipment.
- Reduce paper consumption through digital workflow and print management policies.
- Implement sustainable procurement and green supplier selection criteria.
- Measure and report carbon footprint using the GHG Protocol scopes.
- Engage staff through green teams, awareness campaigns, and behaviour change.
- Track performance with environmental KPIs and continuous improvement cycles.

Course Methodology

- Instructor-led sessions blending environmental science with office practice.

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- Guided audits of a sample office using real checklists and meter data.
- Case studies from corporate green office programmes across several sectors.
- Group workshops to build a waste and energy reduction action plan.
- Role-play exercises on influencing staff and negotiating green procurement.
- Continuous knowledge checks and a final applied improvement project.

Who Should Take This Course

- Office managers and administrative supervisors.
- Facilities and building operations managers.
- Sustainability officers and CSR coordinators.
- Environment, health and safety (EHS) practitioners.
- Procurement officers responsible for green purchasing.
- Operations managers pursuing cost reduction goals.

Green Office Management Course Outlines

Day 1: Foundations of Green Office Management

- Environmental impacts of typical office operations.
- Cost, compliance, and reputation drivers for going green.
- ISO 14001 framework and the plan-do-check-act cycle.
- Green building standards: LEED OM and BREEAM In-Use.
- Conducting a baseline audit for energy, water, and waste.
- Setting measurable environmental objectives and targets.
- Workshop: mapping one office's environmental baseline.





Day 2: Energy and Water Efficiency

- Energy auditing methods and metering for offices.
- Lighting upgrades: LED, occupancy sensors, and daylight control.
- HVAC optimisation and temperature set-point policies.
- Efficient use of computers, servers, and standby power.
- Water-saving fixtures and leak detection routines.
- Renewable energy options and green tariffs.
- Workshop: building an energy reduction plan with payback estimates.

Day 3: Waste Reduction and Recycling Systems

- Waste hierarchy: prevent, reuse, recycle, and recover.
- Station design for paper, plastic, glass, and organic waste.
- E-waste handling and responsible disposal channels.
- Paper reduction through digital workflows and print policies.
- Composting and single-use plastic elimination programmes.
- Contractor selection for recycling and waste reporting.
- Workshop: designing a full office waste segregation scheme.

Day 4: Sustainable Procurement and Staff Engagement

- Green procurement criteria and supplier evaluation matrices.
- Life-cycle thinking for furniture, IT, and consumables.
- Eco-labels such as Energy Star, EPEAT, and FSC.
- Building and leading a workplace green team.
- Awareness campaigns and behaviour change techniques.

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- Green leasing and landlord-tenant cooperation.
- Workshop: drafting a green procurement policy.

Day 5: Measurement, Reporting, and Continuous Improvement

- Carbon footprint calculation using the GHG Protocol scopes.
- Environmental KPIs: kWh per employee, waste diversion rate, water use.
- Data collection systems and simple dashboard reporting.
- Internal and external sustainability reporting requirements.
- Auditing, corrective action, and management review.
- Developing a multi-year green office roadmap.
- Workshop: presenting a green office improvement project.

Conclusion

By successfully completing the Green Office Management Training Course, participants will have acquired the knowledge to audit office environmental performance, cut energy, water, and waste costs, apply ISO 14001 and green building frameworks, and report credible sustainability results. They will also gain the skills to engage colleagues and suppliers in lasting behaviour change. Furthermore, the course prepares teams to support corporate environmental targets with measurable evidence. Gentex Training Center delivers this programme with a strong focus on practical, workplace-ready green office practice.

FAQs for the Green Office Management course





Q1 What is the "Green Office Management" course about?

It is a practical programme on reducing the environmental impact of office operations. It covers environmental auditing, energy and water efficiency, waste and recycling systems, sustainable procurement, staff engagement, and carbon reporting for everyday administrative and facility work.

Q2 What are the key benefits of the "Green Office Management" course?

Participants learn to cut operating costs through lower energy, water, and paper use and better waste contracts. The course also helps organisations meet ISO 14001 and green building expectations, strengthen sustainability reporting, and improve their environmental reputation with clients, staff, and regulators.

Q3 What skills will I gain from the "Green Office Management" course?

Office environmental auditing, energy and water efficiency planning, waste and recycling system design, and environmental KPI measurement and sustainability reporting.

Q4 What tools, methods, or standards are covered in the "Green Office Management" course?

The course covers ISO 14001, the LEED OM and BREEAM In-Use frameworks, the GHG Protocol for carbon accounting, eco-labels such as Energy Star, EPEAT, and FSC, plus energy audit checklists, waste diversion tracking, and environmental KPI dashboards.



Q5 How is the "Green Office Management" course applied in real-world practice?

Graduates run baseline environmental audits on their own offices, then implement lighting, HVAC, printing, and waste improvements with clear payback periods. They build green teams, add sustainability criteria to procurement, and report progress through KPIs to management, auditors, and external stakeholders.