



Interpersonal Skills

Procurement and Selection



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Collaborative Procurement for a Sustainable Office

Duration: 90 minutes

Materials Needed:

- Computers or tablets with internet access
- Access to online procurement resources and sustainable product databases
- Whiteboard or flip chart
- Markers
- Notepads and pens

Goals:

- To enhance team working skills in a procurement context.
- To learn effective strategies for selecting sustainable products.
- To practice collaborative decision-making and negotiation.

Why Do This Exercise: Effective procurement and selection are crucial in ensuring sustainability within an organization. Working as a team to achieve these goals is essential for creating a cohesive and sustainable work environment.

Instructions Step by Step:

- 1. Introduction (10 minutes):**
 - Introduce the importance of sustainable procurement and its role in reducing an organization's environmental impact.
 - Discuss the competencies involved in teamwork and effective decision-making.
- 2. Group Formation and Task Assignment (5 minutes):**
 - Divide students into teams of 4-5 members.
 - Assign each team the task of procuring sustainable office supplies for a hypothetical green company, with a focus on collaboration.
- 3. Research and Selection (30 minutes):**
 - Teams will research sustainable office products using online resources and databases.
 - They will evaluate products based on environmental impact, cost, supplier certifications, and company needs.
 - Teams will document their selected products and justify their choices.
- 4. Negotiation and Decision-Making (25 minutes):**
 - Within their teams, students will role-play a negotiation scenario where they must reach a consensus on the final selection of products.
 - Encourage students to use effective communication and negotiation skills to resolve conflicts and make decisions.
- 5. Presentation (15 minutes):**
 - Each team presents their procurement choices and the rationale behind their decisions to the class.
 - Highlight the collaborative process and how they overcame challenges.



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6. Debrief and Reflection (10 minutes):

- Facilitate a class discussion on the challenges and successes of working as a team in the procurement process.
- Reflect on the importance of teamwork and sustainable selection in their future green careers.

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