



Interpersonal Skills

Procurement and Selection



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2022-1-DE02-KA220-YOU 000085086

Selecting Sustainable Products for a Green 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 practice selecting sustainable products based on specific criteria.
- To enhance decision-making skills in procurement contexts.

Why Do This Exercise: Selecting sustainable products is essential for reducing an organization's environmental impact. This exercise provides hands-on experience in making informed procurement decisions.

Instructions Step by Step:

- 1. Introduction (10 minutes):**
 - Introduce the importance of selecting sustainable products in procurement.
 - Discuss key criteria for evaluating product sustainability (e.g., lifecycle analysis, certifications, environmental impact).
- 2. Group Formation and Task Assignment (5 minutes):**
 - Divide students into teams of 4-5 members.
 - Assign each team the task of selecting sustainable products for a hypothetical green office, focusing on categories such as paper, electronics, and furniture.
- 3. Research and Selection (40 minutes):**
 - Teams will research sustainable products using online resources and databases.
 - They will evaluate products based on sustainability criteria and document their selections.
- 4. Presentation and Justification (25 minutes):**
 - Each team presents their product choices and the rationale behind their decisions to the class.
 - Highlight the criteria used for selection and how the chosen products contribute to sustainability.
- 5. Debrief and Reflection (10 minutes):**
 - Facilitate a discussion on the challenges and successes of the product selection process.
 - Reflect on the importance of sustainable procurement in their future green careers and how these skills can be applied in real-world settings.



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2022-1-DE02-KA220-YOU 000085086

These activities are designed to develop critical thinking and procurement skills, preparing young professionals for effective and sustainable decision-making in their green careers.

This work is licensed under a Creative Commons Attribution 4.0 International License.



**Co-funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
Project number: 2022-1-DE02-KA220-YOU 000085086