Tips on Forming Your Sustainability Planning Team

Incorporating sustainability into your unit strategic plan represents a new challenge. Be sure to assemble the right people and use the lessons from past experiences.

**Pick the Right People**

Choosing who in your unit or department works on sustainability integration could be one of the most important decisions.

The most effective units involve a small, diverse team in which each member has the following qualities:

- Good listener and communicator
- Well respected within the unit or department
- Positional authority
- Commitment to sustainability as a strategic opportunity for the unit

**Build on the Past**

Discuss similar initiatives from the past to identify what worked and what didn’t: use what works to integrate sustainability effectively.

On a whiteboard or sheet of paper, create two columns and fill them in.

What worked well... What we would do differently...

**Assess Readiness**

Discuss your answers to the following questions:

*How much change is happening right now in your unit?*

*How aware and supportive of sustainability is your unit or department?*

*How aware and supportive of sustainability is your leadership?*

Higher levels of readiness mean your team can go for bolder goals and higher risk strategies. Lower levels suggest a focus on goals that are lower risk and help build buy-in and support.

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Does the team have a clear charge from the unit leader?

Be sure to talk to people in the unit with first-hand experience with past initiatives.

Rate yourself from 1 (low readiness) to 5 (high readiness).

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Worksheet

Assembling Your Team and Preparing for Strategic Sustainability

**Pick the Right People:** Write names below:

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_____________________________________________________________________________________________
_____________________________________________________________________________________________
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**Build on the Past:** What we learned from past initiatives:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

**Assess Readiness:** We rate our readiness as: _____ (1 low – 5 high).
What could be done to increase readiness?

_____________________________________________________________________________________________
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