Empowering Sustainable Workplace Practices: Innovation, Digital Tools, and Green Transition for Non-Academic Staff

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1. Empowering Sustainable Workplace Practices: Innovation, Digital Tools, and Green Transition for Non-Academic Staff

This training programme helps non-academic staff gain practical skills to support innovation, sustainability, and resilience in their daily work. Through interactive sessions, exercises, and case studies, participants will learn how to use digital tools efficiently, plan and run eco-friendly meetings, contribute to innovation projects, and adapt to change. By the end of the programme, participants will be able to apply these skills to make their work more efficient, sustainable, and supportive of the university's goals.

Course objectives:

- Understand the structure and dynamics of innovation ecosystems and identify how university resources and processes can support innovation and knowledge development in day-to-day operations.
- Apply digital tools and sustainable workflows to increase resource efficiency, reduce environmental impact, and align daily administrative and operational tasks with institutional sustainability goals.
- Plan, organize, and facilitate efficient, inclusive, and eco-conscious meetings—both in-person and online—using digital platforms, clear agendas, and participatory methods to maximize outcomes and minimize waste.
- Work better in teams, communicate clearly, and handle conflicts in diverse groups.
- Learn how to adapt to change, improve processes, and make their workplace more resilient.

1.1. Innovation Ecosystem Stakeholders and Processes

Delivered by: University of Primorska (Slovenia)
Trainer: Simona Kustec
Duration: 2,5 contact hours

Contents:

- Define what an "innovation ecosystem" is and differentiate it from an entrepreneurial ecosystem.
- Identify the key components (actors, institutions, linkages) of a thriving innovation ecosystem.
- Understand the processes that facilitate the generation, development, and commercialization of innovations.
- Recognize their potential role in supporting or contributing to an innovation ecosystem within a university or organizational context.

Learning outcomes, new skills, and competences:

- Understand the structure and dynamics of innovation ecosystems.
- Analyse the roles and interdependencies of various stakeholders within innovation networks.
- Evaluate how university resources can be mobilized to contribute to innovation development.

Course activities:

- **Interactive Lecture:** Presentation and discussion on key theoretical concepts and real-world case studies.
- **Stakeholder Mapping Exercise:** Group work identifying and analyzing ecosystem actors and their interrelations.
- **Scenario-Based Discussion:** Scenario planning to simulate innovation challenges and opportunities of non-academic staff in an academic working environment.

1.2. Digital Tools for a Greener Workplace

Delivered by: University of Saarland (Germany)
Trainer: School of Digital Sciences at Saarland University
Duration: 2,5 contact hours

Contents:

- Introduction to digital tools that reduce resource use (digital document management, online collaboration platforms).
- Smart scheduling, digital workflows, and paperless processes.
- Energy efficiency through digital monitoring (smart building systems).
- Cybersecurity and digital ethics in green transformation.
- Aligning digital workflows with institutional sustainability goals.

Learning outcomes, new skills, and competences:

- Understand how digital tools contribute to sustainability and resource efficiency.
- Gain practical knowledge of green IT strategies and digital workflow design.
- Develop awareness of ethical and secure use of digital technologies in green transitions.

Course activities:

- Demonstration and group discussion on selected digital sustainability tools.
- Short case study analysis of smart building or paperless office implementations.
- Group brainstorming on applying digital strategies to participants' own workplaces.

1.3. Managing Efficient Meetings in a Sustainable Framework

Delivered by: University of Alicante (Spain)
Trainer: Antonio Jesús Antón Baeza
Duration: 2,5 contact hours

Contents:

- Planning and facilitating efficient meetings: Understanding how to prepare meeting agendas with clear objectives aligned to sustainability goals within university units and groups. Prioritizing time management and participation to optimize outcomes without resource waste.

- Eco-conscious practices in face-to-face meetings: Implementing green initiatives such as reducing paper usage, choosing sustainable venues, energy-efficient room setups, and minimizing waste in university contexts.
- Sustainability strategies for online and hybrid meetings: Balancing carbon footprint reduction through remote meeting options while maintaining high levels of engagement and inclusion. Using digital tools efficiently and responsibly.
- Managing diverse participant dynamics: Techniques for handling different behaviors and needs of staff and students in meetings, ensuring respectful, inclusive, and productive group interactions that support sustainable decision-making.

Learning outcomes, new skills, and competences:
- Design and facilitate meetings that maximise efficiency and align with sustainability goals in academic environments.
- Apply eco-friendly practices to reduce the environmental footprint of university meetings, including resource management and digital alternatives.
- Utilize appropriate digital collaboration tools to support inclusive and effective remote and hybrid meetings.
- Manage participant behavior to encourage inclusive dialogue and collective decision-making supporting sustainability initiatives.
- Efficient agenda-setting and time management in academic meetings with sustainability in mind.
- Implementing green logistics and resource-conscious meeting practices.
- Conflict management and communication strategies tailored to diverse university groups.
- Mastering digital platforms and tools to optimize engagement and reduce environmental impact.
- Ability to organize professional meetings that balance environmental responsibility with organizational goals.
- Adaptability in communication methods and meeting formats to suit various audiences within universities.
- Leadership in fostering inclusivity, participation, and collaboration in multidisciplinary and multicultural academic teams.

- Commitment to continuous improvement in sustainable practices for university operations.

1.4. Green and Digital Transition for Organizational Resilience

<u>Delivered by</u>: Mariupol State University (Ukraine)
<u>Trainer:</u> Valeriia Podunai
<u>Duration:</u> 2,5 contact hours

Contents:
- Resilience in economics and management during societal transformation.
- External environment and uncertainty as conceptual frameworks of uncertainty.
- Digital transformation as a driver and risk for resilience.
- Green transition as the key to organizational resilience.

Learning outcomes, new skills, and competences:
- Upon completion of the topic, participants will understand the essence and significance of organizational resilience in the context of modern social and digital transformations.
- Participants will acquire practical skills in identifying risks, optimizing administrative processes using digital tools, and effectively adapting to change.
- Participants will develop competences in proactive change management, increasing personal and team effectiveness, and applying digital technologies to ensure sustainable functioning of organization.

Course activities:
- Brainstorm: «Transformations that impacted your organization».
- Case study «Ideas for digital optimization and strengthening resilience»

2. Duration & delivery format

The training consists of **10 contact hours** in total, divided in 4 modules of 2.5 hours each. **Online** (synchronous, but with possibility of following it asynchronous – recorded videos).

3. Calendar

3.1.1. October

• **28/10/2025** - Innovation Ecosystem Stakeholders and Processes (University of Primorska): 10.00-12.30

3.1.2. November

• **20/11/2025** - Managing Efficient Meetings in a Sustainable Framework (University of Alicante): 11.00–13.30
• **26/11/2025**: Digital Tools for a Greener Workplace (University of Saarland): 11.00–13.30

3.1.1. December

• **01/12/2025**: Green and Digital Transition for Organizational Resilience (Mariupol State University): 11.00–13.30

4. How to apply

Non-Academic staff will be able to submit their applications via an online form available through Microsoft Forms at the following link:

https://forms.office.com/e/VVHLVXymMG.

Upon successful submission, applicants will receive a confirmation email