CSR/Sustainable Procurement Training Planning and Operations Manual

**1. Event Overview**

|  |  |
| --- | --- |
| **Event name** | CSR/Sustainable Procurement Training |
| **Date and time** | Thursday, MM DD YYYY　Time:: from XX:00 until XX:00 |
| **Location** | XXXXXXXXXXXXXX |
| **Persons** | XXX Department procurement or CSR/Sustainable representatives |
| **Sponsor** | XXXXX Corp. XXX Department |
| **Participation fee** | Free |

**2. Purpose and objective of the event (what participants should take away from the event)**

Learn about the overview of CSR/Sustainable procurement and its necessity.

**3. Event persons/segment (more specifically)**

1. XXX Department staff members in charge of procurement or CSR/Sustainable
2. Those who want to learn the basic concept of CSR/Sustainable procurement

**4. Event goal metrics**

1. Target number of participants: 30

Event Preparation

**★ Training Organizing Member List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team | Full name | Company or department name | Full name | Company name |
| Supervisor | XXXX | XXXX |  |  |
| Operations  team | XXXX (Co-Supervisor(Leaders of each team)) | XXXX | XXXX | XXXX |
| XXXX | XXXX | XXXX | XXXX |
| XXXX | XXXX | XXXX | XXXX |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Game team | XXXX (Co-Supervisor(Leaders of each team)) | XXXX | XXXX | XXXX |
| XXXX | XXXX | XXXX | XXXX |
| XXXX | XXXX | XXXX | XXXX |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Reserve | XXXX | XXXX |  |  |

**★ Role Assignments**

|  |  |
| --- | --- |
| Role | Person in charge |
| Supervisor (principal person in charge, overall management) | XXXX |
| Co-supervisors (leaders of each team) | XXXX |
| Prepare contents |  |
| "Introduction to CSR/Sustainable Procurement" lecture material | Operations team |
| Game of Choice | Game team |
| Prepare the temcee's script | XXXX |
| Accept applications, create participant list | XXXX |
| Announce event | XXXX |

**★ Event Announcement**

**[How to announce the event]**

Announce on website or by email, etc.

**[How to accept applications]**

By email. Accept 30 people on a first-come, first-served basis (up to 2 people per company, if external.)

The applications are requested to be sent to the email address XXXX.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event date | Whom to notify and how | Person in charge | Number of people | Reactions and results |
| MM/DD | Post on website XXXX or notify by email, etc. | XXXX |  |  |
| MM/DD | Post on website XXXXXX | XXXX |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Event announcement results]**

|  |  |  |  |
| --- | --- | --- | --- |
| Event date | Number of people | % | Breakdown |
| Number of applicants | 30 | - |  |
|  | //// | - |  |
| Number of participants | //// | % |  |
| Questionnaire responses | //// | % |  |
|  |  |  |  |
|  |  |  |  |

**★ Preparation Tasks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Person in charge | Start date to end date | | |
| **<Venue-related>** | | | | |
| Arrange venue | XXXX |  | to |  |
| Coordinate schedules of Operations Team members | XXXX |  | to |  |
|  |  |  | to |  |
|  |  |  | to |  |
| **<Announce event and accept applications>** | | | | |
| Post on the website | XXXX |  | to |  |
| Send announcement by email | XXXX |  | to |  |
| Accept applications | XXXX |  | to |  |
| Create participant list | XXXX |  | to |  |
|  |  |  | to |  |
|  |  |  | to |  |
|  |  |  | to |  |
| **<Prepare event content>** | | | | |
| Prepare program |  |  |  |  |
| Prepare presentation |  |  | to |  |
| "Introduction to CSR/Sustainable Procurement" lecture material | XXXX |  | to |  |
| Game of Choice | Game team |  | to |  |
| Prepare handouts |  |  | to |  |
| ・Handout material for the lecture | (Print out the Introduction) |  | to |  |
| ・Questionnaire | (Completed) |  | to |  |

On the Event Day

**★ Roles for Event Day**

|  |  |  |
| --- | --- | --- |
| Role | Persons in Charge | Tasks |
| Supervision | XXXX |  |
| Reception | XXXX | Reception preparation and reception |
| Emcee/Timekeeper | XXXX | Facilitation, timekeeping |
| Greetings | XXXX |  |
| Presentation |  |  |
| "Introduction to CSR/Sustainable Procurement" lecture | XXXX |  |
| Game of Choice | General Description: XXXX  Facilitator:  XXXX, XXXX, XXXX, XXXX, XXXX |  |
| Confirmation of venue facilities and equipment | XXXX, XXXX  XXXX, XXXX | Installation/adjustment of projector or screen and PC (including cable checks) |
| Photos | Take a photo of the event for reporting purpose |
| Guidance | XXXX, XXXX | Guide partcipants to reach the venue |
| Recording | XXXX | Record the lecture on a computer (after the training) |
| Arrange PC for presentation | XXXX | Presenter brings own PC |
|  |  |  |

**★ Preparations for Event Day**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Item / number of copies | Preparation/responsibility | | Brought by |
| Venue | * Copy of venue use permit | | (Attach at end of document) | XXXX |
| For staff | * Operations Manual | | XXXX | Individual  Spares XXXXXX |
| Handouts  (40) | * Handout material for lecture material | |  | XXXX, XXXX |
| * Questionnaire | |
| Reception | * Participant list | | XXXX | XXXX |
| * Reception roster | | XXXX |
| * Participant roster (about 5 copies for operations side) | | XXXX |
| * Name holders (enough for participants + staff) | | XXXX |
| Confirm equipment | * Projector (venue) | | XXXX  XXXX  XXXX |  |
| * Screen/display (venue) | |  |
| * Computer for presentation | | Presenter brings own computer |
| * Computer for game | | Game team |
| * Whiteboard for game | | Game team |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item / number of copies | Preparation/responsibility | Brought by |
| Game equipment  < "Game of Choice" | * Supply chain diagram x 1 sheet of A0 size paper (for description), 5 sheets of A1 size paper (for game) * Incident cards (2 cards/group) x 5 sets * Selection cards (24 cards/group) x 5 sets * Lottery paper x 5 sets * A4-size blank paper (5 sheets/group) x 5 sets * Display at each table (A-J) * Timer and bell for timekeeping | Game team | XXXX, XXXX, XXXX |
| Other equipment | * Office supplies (masking tape, post-it notes, thick pens, ball-point pens for reception desk, scissors, garbage bags, etc.) | XXXX | XXXX, XXXX |
| * Timekeeping board (or use a few blank sheets of paper instead) | XXXX |
| * Blank paper | XXXX |
| * Event venue guide | XXXX | XXXX, XXXX |
| * Labels/ signs to show reception desk and other venue information | XXXX |
| * Business card-size "Staff" card (insert in the name card holder instead of name card) | XXXX |

**★ Event Progress Manual**

| Time | Minutes | Action item | Person in charge | Other staff movements,  objects, and remarks |
| --- | --- | --- | --- | --- |
| 12:15  to 13:00 | 45 | **Overall greetings and confirmation of role assignments**  **Venue preparation**   * Set up the tables and chairs using the layout diagram as a guide. * Place the lecture material, surveys, and name holders on the table. | **Everyone** |  |
| 13:00 | 30 | **Doors open: reception begins**   * Check participant list | **XXXX** | Guide to reception desk  Guide to seats after reception |
| 13:30 | 5 | **Opening: Opening declaration and various confirmations from the emcee**   * Supervisor's greeting * Overall event flow * Venue information (toilets, smoking areas, evacuation routes, etc.) * Check the event day handouts (lecture material, questionnair) * How to use the name holders * About taking photos | **XXXX** |  |
| 13:35 | 45 | **Lecture (1) "Introduction to CSR/Sustainable Procurement"**  **Q&A** | **XXXX** | Take photos for report purpose  Prepare game |
| 14:20 | 10 | **Self-introduction & sharing time**  Announce the start time of the game and let the break be taken as the program flows. |  | Take photos for report purpose  Prepare game |
| 14:30 | 10 | **Break** |  |  |
| 14:40 | 60 | **Game of Choice** | **XXXX, XXXX, XXXX, XXXX, XXXX, XXXX** | Take photos for report purpose |
| 15:40 | 30 | **Group discussion** | Take photos for report purpose |
| 16:10 | 5 | **Closing: the emcee requests completion of the questionnaire (accepting questions throughout), offers closing remarks, makes administrative announcements, etc.** | **XXXX** | Collect feedback questionnaires |
| 16:15 |  | **Clean up room and put away furniture and equipment**  Take the trash home | **Everyone** |  |

**Workshop flow**

12:15 **45 minutes** Preparation

13:00 Reception begins

13:30　**5 minutes**　Opening, greeting

13:35　**45 minutes**　Lecture, Q&A

14:20　**10 minutes**　Self-introduction & sharing time

14:30 **10 minutes**　Break

14:40 **60 minutes**　Game

15:40　**30 minutes**　Group discussion

16:10　**5 minutes**　Closing, greeting

16:15 Cleanup

**★ Personnel Required on Training Day**

**Lecture**

XXXX

**Supervisor,**

**Co-Supervisor**

**(Leaders of each team)**

**(overall flow, instructions)**

XXXX, XXXX

**Emcee**

XXXX

**Reception/venue facilities confirmation**

XXXX, XXXX

**Bring handouts and supplies, venue staff (preparations, etc.)**

XXXX, XXXX, XXXX, XXXX, XXXX

**Game team**

**XXXX, XXXX, XXXX, XXXX, XXXX, XXXX**

**★ Training Venue Layout**

Chair　Staff　　　Participant

Large LCD display, etc.

Emcee

Lecturer, PC

Reception

Extra tables

**★ Print preview of lecture material for handout (1 booklet for the Introduction)**

Print two material, one on top of the other, per A4 sheet

**★ Venue use permit (attachment)**