

Your Workplace Without Waste

This innovative, lively and fun employee engagement programme is designed to help food and drink manufacturers and retailers reduce food and packaging waste within their operations.

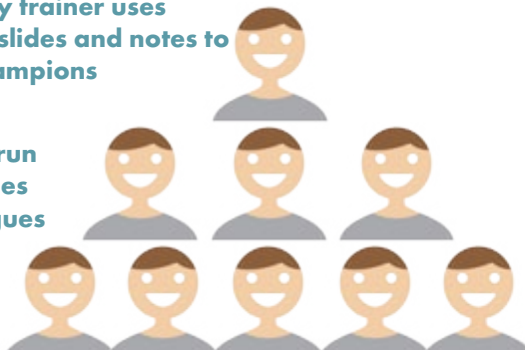
To help embed positive behaviour change (and because it would be impossible to develop training that reflected the specific waste prevention opportunities in every individual business in the food/drink supply chain!) the programme is based on activities that encourage employees to reduce waste by engaging them in 'how to act' rather than 'what to do'.

How it works

The cascade training process

Company trainer uses YWWW slides and notes to train Champions

Champions run the 5 activities with colleagues



The materials have been designed to be delivered **by** your staff **to** your staff so the learning cascades from colleague to colleague. The sessions are therefore easy to understand and deliver.

We have provided full train-the-trainer slides and notes for an appropriate person in your organisation to familiarise a team of Champions with the activities they will run with their colleagues. As well as this face to face training, we've also prepared detailed notes on each of the six activities for the Champions to use to help deliver them in a fun and engaging way.

The interactive training sessions help staff to:

- understand the financial and environmental impacts of workplace waste
- learn how to recognise, measure and cost waste
- generate solutions to reduce waste and put them into practice
- prevent food waste at home, via links to Love Food Hate Waste, to reinforce the waste prevention at work message

This document gives a quick overview of the Your Workplace Without Waste (YWWW) programme. You can also hear more about it, and see some of the materials, in a [30 minute webinar](#).

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The full programme

Toolkit for running a waste prevention engagement campaign

Kick-start a Campaign

A handy guide to running a waste prevention campaign with ideas for activities and information about how to make the best use of communications to get resource efficiency messages across. Also includes an impact assessment survey and customisable templates to support the delivery of an eye-catching campaign.

Train-the-Trainers Guide

Step-by-step notes to help you to understand the programme and train a team of Champions, who then pass on the learning to other members of staff. Plus guidance on working with groups.

Maintain Momentum

Information – and inspiration – to sustain waste prevention activity with messages to incorporate into regular communications with staff, whether you've got one minute, a coffee break or a team meeting.

Training resources

Guide for Managers

A short, self-study guide introducing the business case for reducing food and packaging waste plus straightforward advice on the best ways to do this.

Suite of Six Activities

Six interactive activities, based on key aspects of reducing waste in the workplace, to engage staff in positive behaviour change and equipping them with the skills to take action at work. Includes full session notes for each activity.

Make the content relevant to your company

As well as providing content that is relevant to all food and drink businesses, we've included templates for you to use to add in information specific to your company: you can add your own quiz questions to Activity 1, develop site-specific scenarios in Activity 2, and even have your own staff feature in [posters](#)!

Reinforce the message at home

WRAP's [Love Food Hate Waste](#) programme provides practical tips and advice for reducing food waste **at home** and we encourage you and your staff to find out about the campaign in order to reinforce the waste prevention culture we are trying to create in the workplace.

For further information and to access all of WRAP's research and guidance about food waste prevention at work, please visit our web page:

[Driving out waste in food and drink manufacturing and retailing.](#)

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Activities Overview			
Activity	Focus	Style	Timing
1. What a Waste!	Awareness-raising	Multiple-choice quiz with talking points	30 mins
<ul style="list-style-type: none"> • A fun way to start and find out more about food, drink and packaging waste • Raises awareness of wasting money and contribution to CO₂ emissions • Quiz can be adapted to include questions based on waste data from the business 			
2. Where's the Waste?	Hot-spotting	Scenario & discussion Interactive exercise	10 mins 20 mins
<ul style="list-style-type: none"> • Locates the real waste 'hot-spots' on a plan, schematic or process flow diagram • Introduces the concept of the 'true cost of waste' • Customisable scenario stimulates discussion of opportunities to reduce waste 			
3. Waste 'Treasure' Hunt	Auditing	Waste walkabout Discussion	20 mins 20 mins
<ul style="list-style-type: none"> • Encourages the 'eyes and ears' of the business to take ownership of reducing waste • Involves getting out onto the floor to seek out waste in familiar and unfamiliar areas • Focuses on recording the location, reason/root cause and amount of waste observed • Group/peer discussion encourages solutions for reducing wastes identified 			
4. Getting the Measure	Estimating/measuring	Peer exercise Discussion	30 mins
<ul style="list-style-type: none"> • Demonstrates the steps from visually auditing to measuring waste • Staff work together to estimate the quantities of different waste types identified during walkabout • Helps quantify the best quantities of waste for action 			
5. What we will do about Waste	Prioritising and taking action	Peer exercise	25 mins
<ul style="list-style-type: none"> • Session pulls together the learning from the previous 4 activities • Focuses on prioritising areas for action based on effort vs. impact • Pairs/small groups agree key areas for action • Outputs form action plan to target high-waste areas and potentially significant cost savings 			
6. Feed people or animals not the bin!	Awareness raising and taking action	Quiz, peer exercise, discussion	65 mins
<ul style="list-style-type: none"> • Where waste can't be prevented, this exercise will help companies send more surplus food for redistribution or animal feed • Employees understand the reasons food may become surplus and suggest solutions to divert more of it to humans and animals 			