

Update your professional skills

Sustainability at work: how to go green

A new flexible online course

based on the methodology developed as part of **The Prince's Accounting for Sustainability Project**

Sustainability at work aims to introduce the broad aspects of sustainability encompassed by UK government policy. As you work through the materials you will consider the environmental, social and financial aspects of sustainability and how they relate to the operations of your organisation. The course also aims to enable participants to analyse the actions of their own organisation in the context of sustainability factors and produce a structured analysis that will identify the factors most important to the organisation and then develop measures to monitor and improve performance.

Whether you are a general manager, an accountant or a financial manager, you will be able to use the ideas and approaches here to identify the key sustainability issues for your organisation's products or services – and develop action plans to address these in the overall context of your mainstream activities.

You will learn to:

After studying this course you should be able to:

- Identify those areas of sustainability most relevant to your organisation
- Conduct a review of stakeholder interests and identify those of greatest relevance with regard to sustainability
- Conduct an analysis of your organisation's activities to identify those areas with greatest impact in terms of environmental, social and financial impact
- Rank sustainability factors using a consistent methodology and identify key sustainability performance indicators relevant to your organisation
- Propose a strategy for improvement in performance against the chosen indicators and recommend a reporting structure to monitor future performance improvement.

All our flexible online courses:

- provide structured and evidenced professional development which can form part of your personal skills development
- can be started, studied and completed when and where it suits you
- are conveniently divided into 1-2 hour chunks of learning around your chosen subject
- can be taken over several months to give up to 30 hours of skills development per course
- are affordably priced under £500 – which represents a competitive rate of £15 per hour
- enable you to apply your learning directly to your work and professional practice
- offer support and personal feedback from expert learning advisors
- award an Open University Certificate on successful completion to use in your c.v. and to underpin your CPD portfolio.

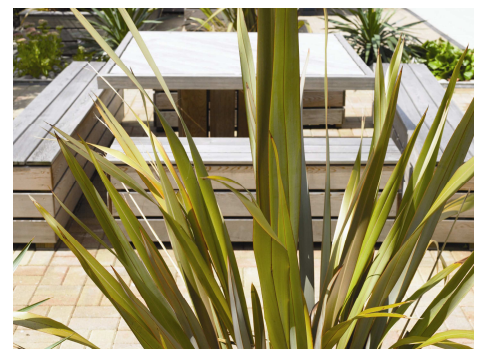
How to sign up for *Sustainability at work: how to go green*, go to

<http://www3.open.ac.uk/courses/bin/p12.dll?C01GT048> or email cpld-enquiries@open.ac.uk for more information.

To view all our CPD courses <http://www.open.ac.uk/cpd/index.php?q=node/49>

Four good reasons to choose the OU for your professional skills development

- 1. Ranked a top UK University for student satisfaction in all four National Student Surveys 2005 to 2008*
- 2. World leaders in learning while you work - and putting it into practice*
- 3. Famous for the quality and ease of use of its learning materials*
- 4. Ranked in Top 5 for teaching quality, Sunday Times University Guide*



New: Corporate social responsibility in practice

Corporate social responsibility (CSR) is not new but nowadays it seems everyone is talking about it. Organisations and businesses everywhere are urged to protect the environment, save energy, recycle, avoid waste, and use ethical trading methods. Increasingly there are requirements to make public statements about such issues. But why is this? Is it simply a transient "fashion"? And does it make a difference? This course is not aimed at those whose whole specialist brief is CSR but rather at those at all levels - in managerial positions or professional positions - who need to know enough about CSR to understand the debate and contribute to CSR policies and practices in their organisation.

You will learn to:

- understand the debate about corporate social responsibility
- contribute to corporate social responsibility policies and practices in your organisation
- recognise the business case for taking a proactive approach to corporate social responsibility
- identify the main corporate social responsibility challenges facing your organisation
- identify the levers for action that you as a manager can use to exert corporate social responsibility
- understand the impact an organisation can have on its environment by the choices it makes.

In this course there are activities that you can use to help you relate your learning to your organisation and your role within it. These should help you to assemble the final work-based activity (WBA), in which you will focus on ways in which you can start to introduce or enhance your CSR agenda.

How to sign up for *Corporate Social Responsibility in Practice* go to <http://www3.open.ac.uk/courses/bin/p12.dll?C01GB070> or email cpld-enquiries@open.ac.uk for more information.

And you might like to consider:

Working together across boundaries

Working together across boundaries provides a way of thinking and operating at a different level, one that involves greater awareness of relationships and more complexity. It will help you understand how to operate in different organisational cultures, and exercise leadership in a non-hierarchical context.

Finance for non-financial managers

This course is a gentle but practical introduction to some financial concepts and techniques. The approach introduces a few basic financial principles, and then shows how you can use them to provide useful management information.

Advancing your personal leadership

The course enables you to review your leadership style and identify ways to improve your leadership effectiveness and create, or contribute to, an environment that empowers and encourages innovative thought.

Managing conflict

This course will help you recognise the causes and sources of conflict and give you skills to help deal with the situation. Whether you are dealing with patients, coping with suppliers, human resources or colleagues, the course will develop your knowledge and skills base so that you can resolve conflicts more effectively.

Becoming an effective project manager

This course blends OU expertise from years of teaching the subject together with CrossKnowledge e-learning modules in project management. It covers project roles and responsibilities, how to launch, control and close projects, project teams and project risks. It will help those new to project management to lead and/or contribute to projects more effectively.

Other courses

There are many more professional skills courses in our flexible online portfolio, Visit www.open.ac.uk/cpd to view them all or call 0845 366 6041 to discuss your needs