

**Global Leader in Training**

Management Solutions for Management Development

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## **Sustainability Performance Improvements and Reporting**

### **Syllabus / Course Outline**

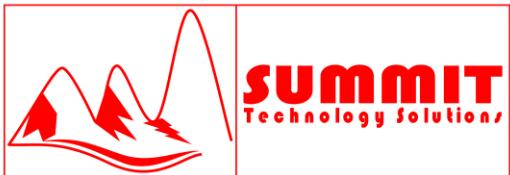
#### **1. Course Description**

This course provides participants with the essential knowledge and tools to improve sustainability performance and develop accurate, meaningful sustainability reports. It focuses on identifying environmental and social performance gaps, implementing improvement initiatives, tracking sustainability KPIs, and aligning reporting practices with recognized standards. The program is designed for organizations seeking to strengthen their ESG performance, meet stakeholder expectations, and enhance transparency through structured sustainability reporting.

#### **2. Learning Objectives**

By the end of the course, participants will be able to:

- Understand the key components of sustainability performance and reporting.
- Identify gaps and improvement opportunities in environmental and social performance.
- Apply tools and frameworks to improve sustainability outcomes.
- Track, measure, and analyze sustainability data effectively.
- Understand reporting standards such as GRI, IASSB, SASB, and SDGs.
- Prepare sustainability performance summaries and structured reports.
- Improve internal communication and stakeholder engagement regarding sustainability efforts.
- Develop a sustainability performance improvement plan aligned with business goals.



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### 3. Target Audience

- Sustainability, CSR, ESG Officers
- Operations, Engineering, Production, Supply Chain teams
- Quality, HSE, and Compliance personnel
- HR and Administration personnel involved in reporting
- Managers and executives responsible for sustainability initiatives
- Anyone involved in collecting, improving, or reporting sustainability data

### 4. Course Outline

#### **Module 1: Introduction to Sustainability Performance**

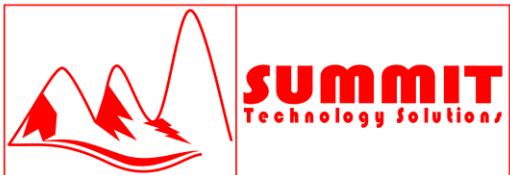
- What is sustainability performance?
- Key environmental, social, and governance indicators
- Why sustainability performance matters to business and stakeholders
- Current global and industry trends

#### **Module 2: Identifying Performance Gaps**

- Understanding baseline assessments
- Identifying gaps in environmental performance (waste, energy, emissions, water)
- Identifying gaps in social performance (workers, community, supply chain)
- Tools for diagnosing sustainability issues

#### **Module 3: Sustainability KPIs and Measurement**

- Types of sustainability KPIs
- Environmental metrics: carbon footprint, energy use, water, waste, biodiversity
- Social metrics: safety, welfare, diversity, community engagement



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- Data collection techniques and verification

#### **Module 4: Implementing Sustainability Improvements**

- Setting targets and milestones
- Designing improvement programs
- Reducing environmental impacts (energy, waste, emissions)
- Improving social performance (safety, welfare, training, engagement)
- Integrating sustainability into operational practices

#### **Module 5: Reporting Standards and Frameworks**

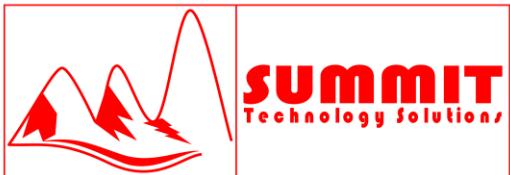
- GRI Standards
- ISSB / SASB
- UN SDGs
- Local regulatory and industry requirements
- How to choose the right framework

#### **Module 6: Sustainability Reporting Structure**

- Key sections of a sustainability report
- Materiality assessment
- Writing performance narratives
- Presenting data clearly (charts, tables, visuals)
- Key do's and don'ts in sustainability reporting

#### **Module 7: Data Management for Reporting**

- Internal data collection processes



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- Accuracy and consistency in reporting
- Gap analysis and data validation
- Common reporting challenges and how to overcome them

#### **Module 8: Stakeholder Engagement in Sustainability**

- Identifying internal and external stakeholders
- Understanding stakeholder expectations
- Engagement strategies to support transparency
- Communicating sustainability results effectively

#### **Module 9: Case Studies and Best Practices**

- Examples of strong sustainability improvements
- Lessons from leading companies
- Real-world reporting examples (environmental & social)