Haward Technology Middle East

COURSE OVERVIEW HE0903
Certified Sustainability Reporting

Course Title
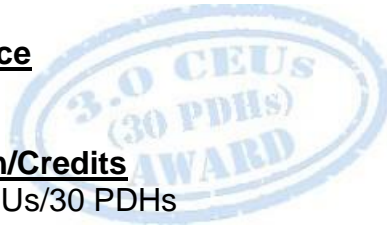Certified Sustainability Reporting

Course Date/Venue
July 01-05, 2024/Boardroom 3, Southern Sun Abu Dhabi Hotel, Abu Dhabi, UAE

Course Reference
HE0903

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Sustainability Reporting. It covers the benefits and frameworks of sustainability reporting covering GRI, SASB, TCFD and integrated reporting; the materiality in reporting, stakeholder engagement, sustainability context and boundary setting; the GRI standards, SASB standards and TCFD recommendations; the integrated reporting framework, combining financial and non-financial factors in a holistic report and choosing the right framework for the organization; gathering qualitative and quantitative sustainability data; and ensuring accuracy, consistency, and reliability of data.

During this interactive course, participants will learn performance metrics and KPIs; choosing and developing effective indicators for sustainability performance; the lifecycle assessments, dealing with challenges in data collection and addressing gaps, inaccuracies, and time constraints; the sustainability reporting and using visual communication in reporting; the digital reporting trends and communicating negative performance; the continual improvement in report content and presentation; the benefits, process, and selection of external auditors and complying with laws, regulations and ethical standards; and the sustainability ratings and rankings, future trends in sustainability reporting and developing a reporting roadmap.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on sustainability reporting

- Discuss the benefits and frameworks of sustainability reporting covering GRI, SASB, TCFD and integrated reporting

- Determine materiality in reporting, stakeholder engagement, sustainability context and boundary setting

- Discuss GRI standards, SASB standards and TCFD recommendations

- Apply integrated reporting framework, combine financial and non-financial factors in a holistic report and choose the right framework for the organization

- Gather qualitative and quantitative sustainability data and ensure accuracy, consistency and reliability of data

- Carryout performance metrics and KPIs and choose and develop effective indicators for sustainability performance

- Apply lifecycle assessments, deal with challenges in data collection and address gaps, inaccuracies, and time constraints

- Write a sustainability report and use visual communication in reporting

- Apply digital reporting trends, communicate negative performance and review and enhance continual improvement in report content and presentation

- Discuss the benefits, process, and selection of external auditors and comply with laws, regulations and ethical standards

- Recognize sustainability ratings and rankings, future trends in sustainability reporting and developing a reporting roadmap

Exclusive Smart Training Kit - H-STK®

Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspect and considerations of sustainability reporting for corporate responsibility thinkers and practitioners including corporate social responsibility managers and directors, sustainability managers and directors, journalists, corporate writers and editors, internal communication professionals, public affairs and communication professionals, health, safety and environmental professionals, corporate strategy professionals, university and research professionals, independent academics, change management consultants, quality improvement professionals and thought leaders.
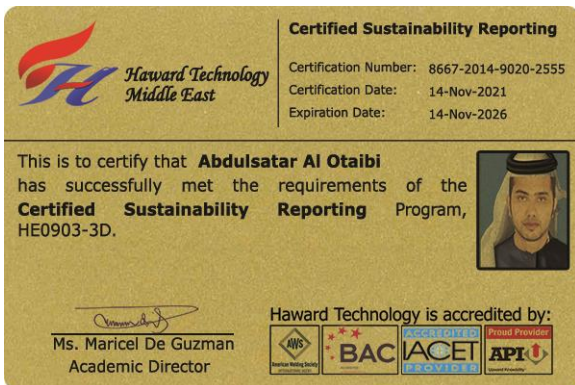
Course Certificate(s)

 (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(1) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date:	14-Nov-21
HTME No.	3558-6717-5364-9527
Participant Name:	Abdulsatar Al Otaibi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0903-3D	Certified Sustainability Reporting	12 Nov-14 Nov, 2021	18	1.8

Total No. of CEU's Earned as of TOR Issuance Date	1.8

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

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Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Steve Magalios, CEng, PGDip (on-going), MSc, BSc, is a **Senior Safety Engineer** with over **40 years** of industrial experience in Hazard Operability (**HAZOP**) **Study**, Hazardous Materials (**HAZMAT**), Hazardous Communication (**HAZCOM**), Hazardous Waste Operations & Emergency Response (**HAZWOPER**), Hazard Identification (**HAZID**), Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Risk Assessment** in Production Facilities, Quantitative Risk Analysis (**QRA**), Qualitative Risk Management (**QRM**), **Chemical Spills**, **Oil Spill Management**, **Safety Precaution & Response Action Plan**, **Operational Upsets & Root Cause Analysis**, Leading **HSSE Principles & Practices**, HSE **Quantitative Risk Assessment**, Fundamentals of **HSSE Audit & Inspection**, **HSSE** Management System, **HSE Industrial Practices**, **Sustainability Reporting**, **Manual Handling**, **Handling Hazardous Chemicals**, **Incidents & Accidents** Reporting, **Waste** Management Monitoring, **Emergency Planning**, **Emergency** Management, **Root Cause Analysis**, **HSE Risk** Identification, Safety Management (**OHSAS 18001**), Environmental Management (**ISO 14001**), Behavioural-Based Safety (**BBS**), Process Design & Troubleshooting, Engineering Problem Solving, **Confined Space Entry**, **Fall Protection**, Work Permit & First Aid, Defensive Driving, Incident & Accident Investigation & Reporting and Safety in Process Design. Currently, he is the **Chartered Professional Surveyor Engineer & Urban-Regional Planner** wherein he is deeply involved in providing exact data, measurements and determining properly boundaries. He is also responsible in preparing and maintaining sketches, maps, reports and legal description of surveys.

During his career, Mr. Magalios has gained his expertise and thorough practical experience through challenging positions such as a **Project Site Construction Manager**, **Construction Site Manager**, **Project Manager**, **Deputy PMS Manager**, **Head of the Public Project Inspection Field Team**, **Technical Consultant**, **Senior Consultant**, **Consultant/Lecturer**, **Construction Team Leader**, **Lead Pipeline Engineer**, **Project Construction Lead Supervising Engineer**, **Lead Site Engineer**, **Senior Site Engineer Lead Engineer**, **Safety Engineer**, **Senior Site Engineer**, **R.O.W. Coordinator**, **Site Representative**, **Supervision Head** and **Contractor** for international Companies such as the Penspen International Limited, Eptista Servicios de Ingeneria S.I., J/V ILF Pantec TH. Papaioannou & Co. – Emenergy Engineering, J/V Karaylannis S.A. – Intracom Constructions S.A., Ergaz Ltd., Alkyonis 7, Palaeo Faliro, Piraeus, Elpet Valkaniki S.A., Asprofos S.A., J/V Depa S.A. just to name a few.

Mr. Magalios is a **Registered Chartered Engineer** and has **Master** and **Bachelor** degrees in **Surveying Engineering** from the **University of New Brunswick**, **Canada** and the **National Technical University of Athens**, **Greece**, respectively. Further, he is currently enrolled for **Post-graduate** in **Quality Assurance** from the **Hellenic Open University**, **Greece**. He has further obtained a Level 4B Certificates in Project Management from the National & Kapodistrian University of Athens, Greece and Environmental Auditing from the Environmental Auditors Registration Association (EARA). Moreover, he is a **Certified Instructor/Trainer**, a **Chartered Engineer** of Technical Chamber of Greece and has delivered numerous trainings, workshops, seminars, courses and conferences internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: **Introduction to Sustainability Reporting**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Overview of Sustainability Reporting:*** *Definition, Benefits & Relevance in Today's World*
0900 - 0930	***Sustainability Reporting Frameworks:*** *An Introduction to GRI, SASB, TCFD & Integrated Reporting*
0930 – 0945	*Break*
0945 – 1100	***Understanding Materiality in Reporting:*** *How to Determine Material Aspects for your Organization*
1100 – 1215	***Stakeholder Engagement:*** *Importance & Methodologies for Effective Stakeholder Engagement*
1215 – 1230	*Break*
1230 – 1320	***Sustainability Context & Boundary Setting:*** *Defining the Scope & Scale of your Sustainability Report*
1320 - 1420	***Case Studies:*** *Review & Discussion on Selected Sustainability Reports*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: **Deep Dive into Reporting Standards**

0730 – 0830	***GRI Standards in Detail:*** *In-Depth Review of GRI Universal & Topic-Specific Standards*
0830 - 0930	***SASB Standards in Detail:*** *Understanding Industry-Specific Sustainability Topics from SASB*
0930 – 0945	*Break*
0945 – 1215	***TCFD Recommendations in Detail:*** *Financial Disclosure Driven by Climate Change & Its Impact*
1215 – 1230	***Integrated Reporting Framework in Detail:*** *How to Combine Financial & Non-Financial Factors in a Holistic Report*
1230 – 1330	*Break*
1330 – 1320	***Choosing the Right Framework for Your Organization:*** *Factors to Consider When Selecting a Framework*
1320 - 1420	***Group Activity:*** *Comparing & Contrasting Different Frameworks through Case Studies*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3: **Data Collection & Quality Assurance**

0730 – 0830	***Data Collection Strategies:*** *Methods for Gathering Qualitative & Quantitative Sustainability Data*
0830 - 0930	***Data Quality & Assurance:*** *Ensuring Accuracy, Consistency & Reliability of Data*
0930 – 0945	*Break*
0945 – 1215	***Performance Metrics & KPIs:*** *Choosing & Developing Effective Indicators for Sustainability Performance*

1215 – 1230	**Lifecycle Assessments:** *Understanding the Environmental Impact of Products, Services, or Operations*
1230 – 1330	*Break*
1330 – 1320	**Dealing with Challenges in Data Collection:** *How to Address Gaps, Inaccuracies & Time Constraints*
1320 - 1420	**Workshop:** *Hands-On Practice with Data Collection & Performance Metrics*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4: ***Reporting & Communication***

0730 – 0830	**Writing a Sustainability Report:** *Key Components, Structure & Language*
0830 - 0930	**Visual Communication in Reporting:** *Effective use of Graphs, Tables & Other Visual Aids*
0930 – 0945	*Break*
0945 – 1215	**Digital Reporting Trends:** *Interactive Online Reports & Other Digital Strategies*
1215 – 1230	**Communicating Negative Performance:** *Strategies for Transparent & Responsible Communication of Setbacks or Shortcomings*
1230 – 1330	*Break*
1330 – 1320	**Report Review & Enhancement:** *Continual Improvement in Report Content & Presentation*
1320 - 1420	**Group Assignment:** *Creating a Mock Sustainability Report*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5: ***Assurance & Beyond***

0730 – 0900	**Third-Party Assurance:** *Benefits, Process & Selection of External Auditors*
0900 – 0930	**Legal & Ethical Considerations in Reporting:** *Complying with Laws, Regulations & Ethical Standards*
0930 – 0945	*Break*
0945 – 1030	**Sustainability Ratings & Rankings:** *Understanding their Role & Impact on Stakeholders*
1030 – 1130	**Future Trends in Sustainability Reporting:** *Overview of Emerging Trends, Technologies & Expectations*
1130 – 1145	*Break*
1145 – 1200	**Developing a Reporting Roadmap:** *Creating a Long-Term Plan for Sustainability Reporting*
1200 - 1300	**Final Review & Certification Exam:** *Review of the Course Content & a Final Examination to Certify Understanding & Competency*
1300 – 1315	**Course Conclusion**
1315 – 1415	**COMPETENCY EXAM**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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