

THE GRI PROCESS TRAINING SYLLABUS



16-hour Certified GRI Course

The certified training syllabus is divided into six sections – an overview which includes the business case for sustainability reporting and an overview of the GRI G4 framework and the five phases of the “GRI Process.”

This course is designed for those tasked with leading the company’s development of a sustainability report.

The GRI Five Phase Process



Course Outline

| Training Section | Concepts to be Covered |
|---|--|
| <p>Overview: Introduction to the GRI framework and five-step reporting process</p> | <ul style="list-style-type: none"> • Presenting the business case for sustainability and its relationship to sustainability reporting • GRI Guidelines/Reporting Framework structure and composition • Standard report components for inclusion in GRI-based reports • GRI Principles for report content and quality • G4 objectives and improvements to the reporting framework • Overview of the GRI sustainability reporting process (Phases 1-5) |
| <p>GRI Phase 1: Prepare</p> | <ul style="list-style-type: none"> • Coordinating the reporting process for maximum internal buy-in • Organizing for success – the team and the timeline • External influences on strategy decisions – regulations, certifications, evaluations • GRI reporting options – core and comprehensive • Getting started – linking business goals and sustainability impacts |

| Training Section | Concepts to be Covered |
|--|--|
| <i>GRI Phase 2:</i> Connect | <ul style="list-style-type: none"> • Importance of stakeholder engagement to the reporting process • Stakeholder identification and prioritization • Effective stakeholder communication |
| <i>GRI Phase 3:</i> Define | <ul style="list-style-type: none"> • Identifying material (relevant) sustainability issues for action and reporting • Evaluating existing monitoring systems for realistic goal-setting • Setting goals and performance targets • Appropriately reviewing and modifying internal policies and procedures • Reviewing existing monitoring systems for realistic goal-setting |
| <i>GRI Phase 4:</i> Monitor | <ul style="list-style-type: none"> • The GRI Indicators – GRI’s guidance on what to measure and how to measure it • Checking processes and monitoring activities • Ensuring quality of information |
| <i>GRI Phase 5:</i> Communicate | <ul style="list-style-type: none"> • Communication tactics and formats • Maximizing internal and external report value • Options for incorporating sustainability reporting into a traditional annual report • Designing a report for clarity and readability • External assurance of report information |

Course information is presented using an interactive, discussion-based approach with emphasis on practical application. Participants are also provided a training handbook and supplementary documents as useful tools for implementing strategies learned during the course.

Participants will receive a certificate of completion from GRI and BrownFlynn after successfully finishing the course.