Mastering Sustainability Reporting: A Comprehensive 1-Week Course

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Geneva (Switzerland)



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Why This Course

Sustainability reporting has become an essential practice for organizations that want to demonstrate transparency, accountability, and long-term value creation. Stakeholders increasingly expect clear information on environmental, social, governance, and climate-related performance, not only as a compliance exercise but as evidence of responsible business practice.

An effective sustainability report does more than present data. It tells a credible story about the organization's priorities, impacts, risks, opportunities, progress, and commitments. To achieve this, professionals need to understand reporting frameworks, engage stakeholders, define material topics, collect reliable data, and communicate results in a way that is clear, balanced, and useful.

This comprehensive 1-week course equips participants with the knowledge and practical skills needed to create effective sustainability reports. Through framework reviews, materiality exercises, data collection activities, report design workshops, and real-world examples, participants will learn how to prepare sustainability reports aligned with global standards and stakeholder expectations.

What You'll Learn and Practice

By joining this program, you will:

- Understand the fundamentals and business value of sustainability reporting.
- Explore the evolution of sustainability reporting and current reporting expectations.
- Learn key reporting concepts, principles, and quality criteria.
- Understand major reporting frameworks, including GRI, SASB, TCFD, and Integrated Reporting.
- Identify and engage stakeholders effectively.
- Conduct materiality assessments and define priority sustainability topics.
- Align material topics with business strategy, risks, opportunities, and stakeholder concerns.
- Collect, analyze, and interpret sustainability data.
- Select relevant sustainability metrics and indicators.
- Ensure data quality, consistency, reliability, and transparency.
- Present sustainability performance using clear reports, visuals, and narratives.
- Apply storytelling techniques to communicate sustainability efforts effectively.
- Understand emerging trends and future directions in sustainability reporting.



The Program Flow

Day 1: Introduction to Sustainability Reporting

- The importance of sustainability reporting in modern business.
- Sustainability reporting as a tool for transparency, trust, and performance improvement.
- Evolution of sustainability reporting and stakeholder expectations.
- Key concepts and principles in sustainability disclosure.
- Understanding ESG, impact, materiality, accountability, and value creation.
- Overview of major reporting frameworks.
- Practical exercise: Reviewing the strengths and gaps of a sample sustainability report.

Day 2: Reporting Frameworks in Detail

- Global Reporting Initiative Standards and their reporting structure.
- Sustainability Accounting Standards Board approach and industry-specific disclosures.
- Task Force on Climate-related Financial Disclosures and climate-related reporting.
- Integrated Reporting Framework and value creation narrative.
- Comparing reporting frameworks and understanding when to use each.
- Aligning framework requirements with organizational reporting needs.
- Workshop: Mapping organizational disclosures to relevant reporting frameworks.

Day 3: Stakeholder Engagement and Materiality

- Identifying and prioritizing stakeholders.
- Methods for engaging internal and external stakeholders.
- Conducting materiality assessments.
- Identifying sustainability topics based on impact, risk, opportunity, and stakeholder relevance.
- Aligning material topics with business strategy.
- Best practices in stakeholder communication.
- Practical exercise: Building a stakeholder map and materiality assessment plan.

Day 4: Data Collection and Analysis

- Sustainability metrics and indicators.
- Environmental, social, governance, and climate-related data categories.
- Data collection methodologies and responsibilities.
- Data analysis and interpretation.
- Ensuring data quality, reliability, traceability, and consistency.
- Managing data gaps and reporting limitations.
- Workshop: Designing a sustainability data collection and validation process.



Day 5: Creating Impactful Reports

- Sustainability report structure and content.
- Building a clear reporting narrative.
- Effective data visualization techniques.
- Storytelling in sustainability reporting.
- Communicating progress, challenges, targets, and future commitments.
- Future trends in sustainability reporting.
- Final activity: Developing a sustainability report outline and communication approach.

Individual Impact

- Strengthen your understanding of sustainability reporting standards and practices.
- Build confidence in applying global reporting frameworks.
- Improve your ability to conduct stakeholder engagement and materiality assessments.
- Gain practical skills in sustainability data collection, analysis, and presentation.
- Enhance your ability to communicate sustainability performance clearly and credibly.
- Develop a stronger understanding of emerging reporting trends and expectations.

Work Impact

- Improve the quality, credibility, and usefulness of sustainability reports.
- Strengthen stakeholder trust through clearer and more transparent reporting.
- Support better alignment between sustainability priorities and business strategy.
- Improve sustainability data quality, governance, and reporting consistency.
- Enhance communication of ESG performance, risks, opportunities, and impact.
- Prepare the organization for evolving sustainability disclosure expectations.

Training Methodology

This program uses a practical and reporting-focused approach to help participants apply sustainability reporting concepts directly to organizational contexts. Learning methods include:

- Interactive discussions and guided facilitation.
- Sustainability report reviews and case studies.
- Reporting framework comparison exercises.
- GRI, SASB, TCFD, and Integrated Reporting mapping activities.
- Stakeholder engagement and materiality assessment workshops.
- Sustainability data collection and validation exercises.
- Data visualization and report storytelling activities.
- Group work, peer feedback, and practical report planning.



Beyond the Course

Upon completion, participants will be prepared to contribute to sustainability reporting with greater clarity, structure, and confidence. They will return ready to:

- Create a comprehensive sustainability report aligned with global standards.
- Conduct stakeholder engagement and materiality assessments.
- Collect, analyze, and present sustainability data effectively.
- Build clear report narratives supported by reliable evidence.
- Communicate sustainability performance to stakeholders with credibility.
- Stay ahead of emerging trends and future directions in sustainability reporting.

