

# GRI G4 Certified Training 2015

## The first GRI G4 Certified Training in Singapore



National  
Center for  
Sustainability  
Reporting

*National Centre for Sustainability  
Reporting is a GRI Certified Training  
Partner in South-East Asian countries*



Global  
Reporting  
Initiative™

May 2011 -  
August 2014

Training by Corporate citizenship in partnership with the National Center for Sustainability Reporting and in accordance with the Global Reporting Initiative

**DATE:** 29 – 30 June 2015, 2 Oct 2015  
**TIME:** 0900h – 1700h  
**VENUE:** Dempsey House (8D Dempsey Rd, Singapore 249672)

This GRI-certified training program will introduce you to the elements of a good sustainability report and prepare you to co-ordinate the sustainability reporting process using the Global Reporting Initiative's latest GRI G4 standard.

This is a two-day intensive workshop, along with an additional half-day Global Best Practice session later in the year. You will receive your own copy of essential GRI publications and learn how to apply GRI's five-step reporting process – Prepare, Connect, Define, Monitor, Report - from both international and local perspectives.

# THE TRAINING



## Why Report on Sustainability?

A Sustainability Report enables a company to communicate its economic, social and governance performance indicators in a systematic and effective manner. It gives the company credibility while engaging with its stakeholders, investors and the general public, and helps the company improve its risk management through a robust process of stakeholder engagement. It is also an excellent tool and process to identify areas of improvement and facilitate change.

The Global Reporting Initiative's (GRI) framework is among the most widely used guidelines for companies

reporting on their sustainability performance. The latest G4 Reporting Guidelines focuses on Materiality – reporting what is most relevant to the organization and its stakeholders. All companies using the GRI framework must report using G4 standards by 31 December 2015.

## About the Training

This GRI Certified Training Program will enable you to begin or improve your sustainability reporting process using the Global Reporting Initiative's G4 standard (GRI G4).

### DAYS 1 & 2: GRI TRAINING (29 & 30 JUNE, 2015)

This training will introduce you to the elements of good sustainability reporting using GRI's five-step process. It also provides tips on how to engage with employees, customers, regulators, investors and other stakeholders to understand their views and help shape your reporting.

#### INTRODUCTION OVERVIEW: SUSTAINABILITY CONTEXT AND REPORTING

PART I PLAN: Plan your Sustainability Reporting Process

PART II CONNECT: Dialogue with Stakeholders

PART III DEFINE: Focus your Efforts

PART IV MONITOR: Build your Report

PART V REPORT: Check and Communicate

### DAY 3 – BEST PRACTICE (A HALF-DAY SESSION ON 2 OCT 2015)

This 4-hour session is an exclusive Global Best Practice class organized by Corporate Citizenship for its participants. Depending on interest levels, some of the topics that will be covered are:

- Best Practices in Sustainability Reporting (Are you ready for Integrated Reporting?)
- Rankings, Ratings & Awards (What should you benchmark yourself against?)
- How companies measure impact in their community programs
- Communicating and engaging with key audiences

# TRAINING OUTCOMES

## THIS TRAINING WILL ALLOW YOU TO:

- ✓ Understand, interpret and implement the GRI G4 concepts
- ✓ Plan the whole reporting process
- ✓ Apply the Reporting Principles (Stakeholder Inclusiveness, Sustainability Context, Materiality, Completeness, Balance, Comparability, Accuracy, Timeliness, Clarity and Reliability)
- ✓ Identify, prioritise and communicate with your Stakeholders
- ✓ Identify material Aspects (topics) and their Boundaries (internal and/or external to your organisation)
- ✓ Evaluate the quality of your sustainability reports

## WHAT YOU WILL GET



You will receive an **internationally recognized certificate directly from GRI** after successful completion of the training course.



If you opt to be a **Certified Sustainability Reporting Specialist (CSRS)**, you are eligible to receive a CSRS certificate from NCSR after successfully passing NCSR's online examination and submitting the assignment.



**CSRS** is a professional certification in sustainability management and has around 600 graduates since late 2007 in Southeast Asia.



As a professional certification, it is crucial for gauging your proficiency in sustainability reporting. It can be used as a licence to operate in conjunction with the preparation of a sustainability report or CSR/ Sustainability Management at large.

## WHO SHOULD ATTEND THIS TRAINING:

- Professionals with the following portfolios:
  - Sustainability or CSR
  - Human Resources
  - Health, Environment and Safety
  - Corporate Communications
- Consultants in Communications or CSR
- Report users such as:
  - Civil Society Organizations
  - Financial Analysts
  - Government Officials
  - Board Members
  - Media Personnel

## THIS WORKSHOP IS IDEAL FOR YOU IF:

- Your organisation is planning to produce its first sustainability report
- Your organisation is already reporting but you are new to the reporting team
- You are an experienced reporter but want to review your practice and stay up to date.



### Training fee per person

### Fees

Register and pay before 31 May 2015	SGD 1,600 (net)
Register after 31 May 2015	SGD 1,750 (net)

(Payment to be made before class commences)

### REGISTRATION (PLEASE COMPLETE)

To register, please email:  
**Singapore@corporate-citizenship.com**  
with the following details:  
You may also fax this page to: +65 6836 9097  
(Attention to Corporate Citizenship SEA)

Full Name .....

Designation .....

Contact Number .....

Email Address .....

Company Name .....

Company Address .....

.....

.....

Attention Invoice to .....

.....

### PAYMENT METHODS (PLEASE COMPLETE)

**Cheque**  
Please make cheque payment payable to  
**'Corporate Citizenship Southeast Asia Pte Ltd'**  
and send to the address below on or before  
30 May, 2015.

### Bank Transfer

Account Name: **Corporate Citizenship Southeast Asia Pte Ltd**

Account Number: **052-333325-001 SGD**

Bank: **HSBC Bank (7232)**

Branch: **Collyer Quay (052)**

Bank Address: **21 Collyer Quay, HSBC Building Level 1,**  
**Singapore 049320**

Please email a copy of the deposit slip on or before  
30 May, 2015



### About NCSR

The National Centre for Sustainability Reporting is a GRI Certified Training Partner in South East Asian countries. It was established in 1995 to assist, develop, measure, and report the implementation of CSR or corporate sustainability in South East Asian countries. It was founded by corporations, organizations, and individuals which have the vision and commitment in implementing and developing sustainable development in Indonesia.



### About Corporate Citizenship

Corporate Citizenship is a global business consultancy specialised in corporate social responsibility. As pioneers in our field, we use expert insight and a simplified approach to sustainability to deliver growth and long-term value for business and society. The Singapore office was established in 2013 specifically to support clients in the ASEAN region. Since 1997, Corporate Citizenship has helped to produce over 140 sustainability reports, and has published various thought leadership papers on sustainability reporting.

### Contact us:

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