



Carbon Reporting Manager

10 Week Programme

SUBSIDISED BY UK GOVERNMENT

Industry recognised achievement:
CMI Level 4 Award in Management Report Writing



The Growing Scope of Emissions Reporting

Consumer pressure and requirements within supply chains are adding to growing legislative demands on organisations to understand and report on their carbon emissions.

There is increasing need for employees in all sectors to report accurately on their departmental and organisational carbon emissions, contributing to the delivery of their organisation's strategy for Net Zero.

A 10-week programme for aspiring employees, mid-managers and business leaders to enhance or contribute to their organisation's carbon reporting and Net Zero strategy.

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Level 4

Carbon Reporting Manager

Skills Bootcamps

Aimed at those colleagues interested in meaningfully contributing to organisational sustainability strategy.

A 10-Week, CMI Level 4 programme for aspiring employees and mid-managers to effectively contribute to their firm's Net Zero delivery and grow their careers in the new green economy.

Learners develop an understanding of the existing and approaching legislative requirements around Net Zero, with a view to utilising carbon reporting tools and techniques required to measure organisational emissions.

Applying content delivered through live online sessions, expert masterclasses, case studies, tutorial support and trainer-led communication workshops, learners will immediately add value across their department, instilling and incorporating sustainable thinking across their team. They will develop the skills and knowledge required to support compliant and accurate organisational carbon reporting. As well as supporting organisational strategy, this can be a step towards a career in sustainability.

Join an open-access cohort or hold within your organisation.



Overview

Audience	Sustainability champions, individuals and team-members keen to contribute to organisational carbon reduction as part of their career development.
Outcomes	Commercial and technical knowledge, supportive network and confidence to contribute to sustainable business transition.
Qualification	CMI Level 4 Award in Management Report Writing.
Format	Trainer-led communication workshops, in-person events, live-online workshops, online masterclasses, CMI Carbon Report written assignment plus one-to-one wraparound support to aid implementation.
Funding Alignment	£3,950 +VAT (70% subsidised for large enterprises, 90% subsidised for SMEs and 100% for individuals.)
Time	60 hours across 10 weeks.
Next Delivery Dates	17 th May - 26 th July 2024.

In detail

Module	Content
Induction	Overview of programme content and team support offered by <i>Estu</i> . Opportunity for us to understand participants' learning objectives.
Sustainability – the foundations	The Net Zero landscape: key terminology, key drivers and the role of business and organisations in addressing the Net Zero challenge.
Management reporting and Net Zero	<p>Understanding the necessity and differing purposes of management reporting.</p> <p>Examining types of management reports, through the lens of Net Zero (eg. SECR regulations).</p>
Principles of data collection, analysis and presentation	Reviewing the principles, concepts, methods and ethics of data collection. Investigating methods of gathering high quality, accurate and reliable data, to drive organisational success.
Carbon reporting framework	<p>Overview of environmental and carbon reporting standards.</p> <p>Building a consistent framework for carbon reporting and strategies for carbon reduction.</p>

Timetable

Session	Date	Time	Activity	Format
1	Choose from 10 th , 13 th or 14 th May	30 mins	Onboarding session	Live online
2	17 th May	9-5pm	<ul style="list-style-type: none"> • Net Zero Foundations • Winning hearts and minds • How to complete an SECR compliant report 	In-person event
3	20 th May	2-5.30pm	<ul style="list-style-type: none"> • Qualification overview • Legal status of organisations • Assessing governance 	Live online
4	24 th May	2-5.30pm	Organisational Structures, Mission, Vision and Values	Live online
5	7 th June	2-5.30pm	<ul style="list-style-type: none"> • Leadership and management – ‘one subject or two?’ • Management styles and their impact 	Live online
6	17 th June nb. Monday	2-5.30pm	<ul style="list-style-type: none"> • Management and leadership styles • Culture, values and ethics 	Live online
7	21 st June	9-5pm	<ul style="list-style-type: none"> • Net Zero in action • UK Net Zero strategy in theory and in practice • The race to zero 	In-person event
8	26 th June	12-2pm	Masterclass: Sustainability Market Influences & Trends	Live online
9	28 th June	2-5.30pm	<ul style="list-style-type: none"> • Knowledge and skills • Managing behaviours 	Live online
10	5 th July	2-5.30pm	Managing change – and the skills and behaviours required	Live online
11	12 th July	2-5.30pm	Communication techniques for effective managers	Live online
12	17 th July	12-2pm	COP 28 Masterclass	Live online
13	19 th July	9-5pm	<ul style="list-style-type: none"> • Managing Net Zero strategy • Risk assessment and scenario planning • Navigating difficult conversations 	In-person event
14	26 th July	2-5.30pm	<ul style="list-style-type: none"> • Developing an effective workplace culture • Careers education, information, advice and guidance • Assignment review 	Live online

- All face-to-face sessions take place at venue in Herts.
- For any diary clashes please contact the team.

Learner Outcomes and Experience

Over the course of the programme learners will develop the knowledge, skills and behaviours to:

- Understand the drivers for carbon accounting, reporting neutrality and Net Zero.
- Confidently develop and apply effective data collection and analysis to support your carbon footprint/accounting strategy and process.
- Ensure the quality and accuracy of emissions data and the reliability of the resultant carbon footprint.
- Contribute to the reporting of an organisation's Net Zero and carbon reduction programme.
- Utilise learning to take on additional responsibilities and create a career pathway to the Level 4 Corporate Responsibility and Sustainability Practitioner Apprenticeship.
- Join a supportive community of sustainability leaders, and benefit from post-programme support, to maximise learning and career advancement.
- Explore a range of communication tools for influencing organisational change.

Core learning and support

In-person and live-online workshops

Teaching, masterclasses and trainer-led communication workshops with leading thinkers in sustainability, communication and organisational change.

Focussed tutorials

Deep-dives into key areas with peers.

Digital learning

One-to-one support to maximise the impact of your learning.

Resources centre

Legislation, guides, templates and explainers.

Wraparound care

To support your post-programme implementation and opportunities to progress your career.

Estu training - what people are saying

“The support was excellent from day one. It was very clear that this was not a normal course... It was exceptional.”

Adam Morse, Managing Director - *Sustain Homes Ltd*

“Anybody who has to communicate an important message... communication is absolutely a critical part of the course. I highly recommend it.”

Max Czech, Programme Manager - *Smith & Nephew*

“The networking element was fantastic because every business is also interested in sustainability. I’d say it’s rare you’re in a room with people like that.”

Oliver Eggenton, Director - *TwoEighty Consultants*

“It was pitched in a way that was non-judgmental, with an understanding of what we can and can’t do. It just felt the right level. Really perfect... It will make a difference not only to you as an individual, but it could help you change your organisation’s impact.”

Laura Stewart, Early Intervention Manager, *Herts Young Homeless Group*

“This is for everybody. It’s not just for sustainability managers. If you want to learn about what you can do, practical steps you can take, it’s really important.”

Christopher Luff, CEO - *Watford & West Herts Chamber of Commerce*

Directors and Tutors



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David Hawes, Co-Founder – *Net Zero International*

After a 30-year corporate career David co-founded *Net Zero International* with a team of passionate experts committed to supporting businesses to reduce their carbon footprint and reach Net Zero by 2050. With senior roles at *Sky*, *Centrica* and *British Gas*, David is an operational management expert, with proven success leading long-term change to cultures and practices.



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Fran Ellington, Sustainability and Business Development Director – *Triple Bottom Line Accounting*

Fran is certified as carbon literate by the *Carbon Literacy Project* and has undertaken social and environmental impact courses from the *New Economics Foundation*, the *Economy for the Common Good* and *CSR-A*.

After 23 years teaching history, she uses her experience to run workshops on carbon literacy, carbon accounting and reporting, and creating successful Net Zero strategies.

Her company *Triple Bottom Line Accounting* became a certified B-Corporation in September 2023 for helping SMEs adapt to climate change and to report on their “triple bottom line” (people, planet and prosperity).



Andrea Finegan, ESG Board Advisor to Sequoia Infrastructure Fund – *Schroeders Greencoat Capital*

Andrea was previously COO of *Greencoat* and was also responsible for overseeing the set-up of *Greencoat UK Wind*, *Greencoat Solar* and *Greencoat Renewables*. Before joining the company she was responsible for similar management functions at *Climate Change Capital* and *ING Infrastructure Funds*.

Directors and Tutors



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Simon Littlewood, CEO - *Estu*

Simon has led high performing teams in senior roles in technology and professional services. He is an advisor to central and regional government and has worked with some of the fastest growing businesses in the UK, US and Europe.



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Alasdair Craig, Lead Trainer - *Estu*

Alasdair is an accomplished trainer and coach, creating and delivering programmes of executive education around communication, leadership and personal effectiveness.

Having been a successful actor for over 20 years he is also an Associate Trainer for the *Centre Stage Executive Education Programmes* at *Shakespeare's Globe Theatre*, where he delivers training for clients from all over the world.



Kevin Dowson, Lead Tutor - *Estu*

Throughout his career, Kevin has worked with awarding bodies and sector skills councils, taking regional responsibility for external quality assurance activities and developing new qualifications.

After working as a full-time inspector with the *Adult Learning Inspectorate (ALI)*, in 2007 he started his own company to promote, develop and support organisational improvement across businesses, training providers, colleges and adult and community learning.

He has a Master's Degree in Inspection and Evaluation from *Warwick University* and sits as an advisory board member and mentor to senior leaders and managers.

Course providers



Collaborating with the world's leading academics, industry practitioners and business coaches to deliver meaningful and quantifiable change in the journey towards Net Zero.

We currently work with academics from *Cambridge University, UCL School of Management, Cranfield, UEA, London School of Economics* and the *Royal College of Art*. Together we've worked with thousands of businesses including familiar leading organisations such as *Samsung, NHSX, Adidas, McKinsey, HM Treasury, Google, the United Nations, Philips, Dyson, Pfizer* and *Apple*.



Skills Bootcamps – part of the Government's Lifetime Skills Guarantee, helping everyone gain skills for life.

Charitable contribution

Home-Start Hertfordshire

Estu shares 20% of the client contributions for our *Skills Bootcamps* programmes in Hertfordshire with **Home-Start Hertfordshire**.

Home Start deliver high quality volunteer-led services to support families in Hertfordshire through challenging times.

They do amazing work, offering life-changing support to more than 1,000 people and vulnerable children across Hertfordshire each year. By joining our sustainability *Skills Bootcamps*, learners will help *Home-Start* continue to provide more of these essential services.

Apply

Please fill out a [short application form here](#) and one of the team will be in touch to organise an interview and discuss funding.

To find out more information about any of our *Skills Bootcamps*, Immersion days or Net Zero programmes, please do get in touch with one of the *Estu* team.

We can assist you in enrolling your learners on a scheduled cohort, or create a range of firm-wide propositions that blend funded pathways with your existing L&D activities.

We are happy to discuss funding opportunities and bespoke solutions.

support@estuglobal.com

www.estuglobal.com

0203 394 0219

***Estu* - equipping sustainability leaders
to drive organisational change.**
