

COURSE OVERVIEW HE0903 Certified Sustainability Reporting

Course Title

Certified Sustainability Reporting

Course Reference

HE0903

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Date/Venue

Session(s)	Date	Venue
1	January 05-09, 2025	TBA Meeting Room, Taksim Square Hotel, Istanbul, Turkey
2	April 27-May 01, 2025	Al Khobar Meeting Room, Hilton Garden Inn, Al Khobar, KSA
3	July 07-11, 2025	Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	October 19-23, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

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 “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials 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 Wall Competency Certificates and Plastic Wallet Card Certificates 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:-




Haward Technology Middle East

Certified Sustainability Reporting

Certification Number: 8667-2014-9020-2555
 Certification Date: 14-Nov-2021
 Expiration Date: 14-Nov-2026

This is to certify that **Abdulstar Al Otaibi** has successfully met the requirements of the **Certified Sustainability Reporting** Program, HE0903-3D.

Ms. Maricel De Guzman
Academic Director

Haward Technology is accredited by:




Haward Technology Middle East

Certified Sustainability Reporting

Certification Program

This program is designed to assist companies in identifying professionals who have satisfied the minimum competencies specified in HE0903-3D. Haward Technology does not warrant or guarantee the performance of any professional certified under this program.

Haward Technology is accredited by:



8667-2014-9020-2555

- (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

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Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

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: -

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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.

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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 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. Pete Du Plessis, MSc, BSc, is a Senior HSE Consultant within **Oil, Gas and Petrochemical** industries. His expertise includes **HSE Risk Assessment & Management Concepts, HSE Management Policy & Standards, Sustainability Reporting, HSSE Emergency Response & Crisis Management Operations, Confined Space Entry, Quantitative Risk Assessment (QRA)**, Hazardous Materials & Chemicals Handling, Safety Precaution & Response Action Plan, **Hazard & Risk Assessment, Task Risk Assessment (TRA), Incident Command, Accident & Incident Investigation, Emergency Response Procedures, Risk Assessment** within Production Operation, **Hazard Identification, Safety Auditing, Site Inspection, Quantified Risk Assessment, Process Hazard Analysis (PHA), Process Safety Management, HAZOP Studies & Leadership, FMEA**, Waste Management, Industrial Effluents, **Hazardous Material**, Chemical Handling, Emergency Response Services, **HAZCOM, HAZWOPER and HAZMAT** with over **30 years** of practical experience in the **process** industry. His wide experience also includes **Environmental Management (ISO 14001), Safety Management (OHSAS 18001), Quality Management (ISO 9001)**.

While Mr. Du Plessis has been very active in the process industry he has likewise headed Consultancy projects for major **petrochemical companies**. In all his projects, he utilizes a systems approach which includes **risk management, process safety**, health & environmental management, human behaviour and quality management. Furthermore, he has come to share his expertise through the **numerous international trainings** he has held on **PHA, HAZOP, Risk Assessment**, Handling **Hazardous Materials & Chemicals**, Petroleum Products Handling & Transportation. Moreover, he completed various assignments as a consultant, trainer, facilitator, auditor & designer and conducted numerous licensed international Safety, Technology and Auditing Awareness & Implementing training courses including **IMS, ISO 9001, ISO 14001, ISO 27001, ISO 17799, OHSAS 18001** audits & assessments. With his accomplishments and achievements, he had been a **Safety Superintendent, Senior Safety Official** and **Senior Process Controller** for several international petrochemical companies.

Mr. Plessis has **Bachelor's degree with Honours in Industrial Engineering & Management**. Further, he has gained **Diploma in Quality & Production Management**. He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **British Institute of Leadership & Management (ILM)** and a **Certified Instructor** by **Haward Technology Train-the-Trainer Program**.

Course Fee

Istanbul	US\$ 6,000 per Delegate + VAT . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	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.
Abu Dhabi	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.
Dubai	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.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

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

Practical Sessions

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



Course Coordinator

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