

Training Program on *Conducting an ESG Materiality Assessment*

ABOUT THE PROGRAM

The ESG Materiality Assessment Training Program is a comprehensive and customizable 1-day session designed for executives. It covers the basics of ESG and sustainability, focusing on materiality assessment. Participants will learn about the significance of ESG, popular frameworks, stakeholder engagement, identifying ESG issues, developing a materiality matrix, data collection and analysis, reporting, and best practices. The program includes case studies, practical exercises, guest speakers, and interactive discussions. Participants receive training materials, resources, and a certificate of completion. The program can be tailored to specific needs and is available for on-site or online delivery.

WHO SHOULD JOIN?

Executives, senior leaders, and decision-makers in organizations who are responsible for understanding and implementing ESG practices should join this program. This may include CEOs, CFOs, CIOs, sustainability officers, board members, and other high-level executives who play a role in shaping and driving the organization's ESG strategy. Additionally, professionals involved in sustainability, corporate social responsibility, investor relations, and stakeholder engagement may also benefit from participating in this program.

LEARNING OBJECTIVES:

On completion of this workshop, the participants will be able to:

1. Understand the significance of ESG & its relevance for businesses.
2. Define materiality & its importance in ESG.
3. Recognize the benefits of conducting an ESG Materiality Assessment.
4. Learn how to align the assessment process with recognized frameworks for consistency & comparability.
5. Identify relevant stakeholders & engage them effectively.
6. Gain an understanding of the main ESG categories & subcategories.
7. Identify common ESG issues associated with industries & sectors.
8. Prioritize ESG issues based on their impact on the organization & stakeholder interests.
9. Develop a materiality matrix using identified ESG issues.
10. Learn methods for collecting relevant data & analyzing it accurately.
11. Understand the importance of transparent & effective reporting of materiality assessment results.
12. Communicate assessment results to internal & external stakeholders.
13. Analyze real-life case studies of successful ESG materiality assessments.
14. Engage in practical exercises, such as mock materiality assessments.
15. Identify continuous improvement opportunities & best practices in ESG materiality assessment.
16. Stay updated on emerging trends, regulatory developments, & stakeholder expectations in ESG.
17. Access additional resources for further learning & application.

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TRAINING CONTENT

Introduction to ESG Materiality Assessment

- Define ESG and its significance for businesses.
- Explain the concept of materiality and its relevance to ESG.
- Discuss the benefits of conducting an ESG Materiality Assessment.

Understanding ESG Frameworks

- Familiarize participants with popular ESG frameworks, such as the Global Reporting Initiative (GRI), Sustainability Accounting Standards Board (SASB), and Task Force on Climate-related Financial Disclosures (TCFD).
- Explain the structure, key components, and reporting requirements of each framework.
- Highlight the importance of aligning the assessment process with recognized frameworks to ensure consistency and comparability.

Identifying Stakeholders

- Discuss the importance of stakeholder engagement in the materiality assessment process.
- Identify relevant internal and external stakeholders for the organization.
- Explain how to engage stakeholders effectively through surveys, interviews, focus groups, or workshops.

ESG Issue Identification

- Provide an overview of the main ESG categories (environmental, social, and governance) and subcategories within each.
- Discuss common ESG issues associated with different industries and sectors.
- Guide participants on how to identify and prioritize ESG issues based on their impact on the organization and stakeholder interests.

Materiality Matrix Development

- Explain the concept of a materiality matrix and its role in visualizing the results of the assessment.
- Provide guidelines for constructing a materiality matrix using the identified ESG issues.
- Discuss the criteria for determining the materiality of ESG issues, such as fiscal impact, regulatory requirements, stakeholder concerns, and industry best practices.

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Data Collection and Analysis

- Outline methods for collecting relevant data, such as conducting internal document reviews, analyzing industry reports, and benchmarking against peers.
- Discuss qualitative and quantitative data analysis techniques, including scoring, weighting, and prioritization methods.
- Highlight the importance of data accuracy, reliability, and relevance in the assessment process.

Reporting and Communication

- Explain the significance of transparent and effective reporting of the materiality assessment results.
- Discuss the components of a comprehensive materiality assessment report, including executive summary, methodology, findings, and recommendations.
- Provide guidance on how to effectively communicate the assessment results to internal and external stakeholders, considering different communication channels and formats.

Case Studies and Practical Exercises

- Present real-life case studies showcasing successful ESG materiality assessments conducted by organizations.
- Engage participants in practical exercises, such as conducting mock materiality assessments for fictional companies or specific industry sectors.
- Encourage participants to apply the knowledge gained throughout the training program to their own organizations, discussing challenges, and seeking solutions.
- Continuous Improvement and Best Practices
- Emphasize the iterative nature of the ESG Materiality Assessment process and the importance of continuous improvement.
- Share examples of best practices in ESG materiality assessment from leading organizations.
- Discuss emerging trends, regulatory developments, and evolving stakeholder expectations to encourage participants to stay updated and adapt their assessment approaches accordingly.

Q&A and Discussion

- Allocate time for participants to ask questions and engage in discussions related to the training content.
- Encourage knowledge sharing and exchange of experiences among participants.
- Provide additional resources, reference materials, and tools for further learning and application.

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