



# Sustainability Management Training Course for Practitioners: Materiality, Targets and KPIs



## **Sustainability Management Training Course for Practitioners: Materiality, Targets and KPIs**

### **Introduction:**

Sustainability management training course for practitioners on materiality, targets and KPIs is a five-day course for officers and coordinators who run corporate sustainability programmes, ending with a Sustainability Programme Plan containing a materiality matrix, targets and a KPI set for a case company. Many organisations announce sustainability ambitions but lack a working programme: priorities are unclear, targets have no baseline and indicator data arrives late and inconsistent. Nominees already coordinate environmental, social or operational initiatives, and the course is taught through case studies drawn from several sectors. CoreConcept Training Center delivers this course on sustainability management.

### **Course Objectives:**

- Define the sustainability practitioner's mandate, reporting lines and a baseline of current initiatives across business functions
- Conduct a materiality assessment with stakeholder inputs and build a validated materiality matrix
- Set baselined sustainability targets and design KPI definition sheets with owners, formulas and collection frequency
- Compile a basic Scope 1 and 2 greenhouse gas inventory and screen energy, water and waste efficiency opportunities
- Embed sustainability criteria into operations, procurement and product decisions through governance roles and a champions network
- Prepare data controls, assurance readiness checks and internal progress communication for the sustainability programme

### **Target Audience:**

- Sustainability units responsible for running the organisation's sustainability programme day to day
  - Environmental and HSE teams accountable for resource, emissions and waste performance data
  - Operations and facilities teams responsible for energy, water and waste improvement initiatives
  - Strategy and performance units that track sustainability targets alongside corporate KPIs
  - Quality and internal control teams supporting sustainability data collection and review
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## **Course Outline:**

### **Day 1: The Sustainability Practitioner Role and Current-State Baseline**

- Triple Bottom Line Dimensions Applied to Organisational Activities
- Sustainability Practitioner Mandate, Remit and Reporting Lines Mapping
- Internal and External Sustainability Drivers Analysis Canvas
- Sustainability Maturity Baseline Diagnostic Across Business Functions
- Existing Initiatives Inventory and Programme Gap Register

### **Day 2: Materiality Assessment and Sustainability Strategy Building Blocks**

- GRI Universal, Sector and Topic Standards for Impact Identification
- Materiality Long List, Scoring Criteria and Significance Thresholds
- Stakeholder Survey and Interview Inputs to Materiality Scoring
- Materiality Matrix Construction and Management Validation Session
- Sustainability Strategy Pillars Linked to Material Topics

### **Day 3: Targets, KPI Design and Data Collection Systems**

- Baseline Year Selection and Absolute Versus Intensity Targets
- SMART Sustainability Target Setting with Milestone Trajectories
- KPI Definition Sheets with Formula, Owner and Frequency
- GHG Protocol Corporate Standard Scope 1 and 2 Inventory Basics
- Data Collection Templates, Data Owners and Submission Calendar

### **Day 4: Embedding, Governance, Data Assurance and Internal Communication**

- Embedding Sustainability in Operations, Procurement and Product Decisions
- Energy, Water and Waste Resource Efficiency Opportunity Screening
- Sustainability Governance RACI, Steering Committee and Champions Network
- Data Quality Controls, Audit Trail and Assurance Readiness Checks
- Internal Progress Dashboards and Stakeholder Engagement Plan Design

### **Day 5: Case Study: Sustainability Programme Plan for a Case Company**

- Case Company Sustainability Baseline and Drivers Review
  - Case Company Materiality Matrix Scoring and Validation
  - Case Company Target Set and KPI Definition Build
  - Governance, Data Collection and Communication Plan Assembly
  - Sustainability Programme Plan Completion and Peer Challenge Review
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## Skills You Will Gain:

- Materiality Matrix Construction
- Sustainability Target Setting
- KPI Definition Design
- GHG Inventory Basics
- Resource Efficiency Screening
- Sustainability Governance Design
- Sustainability Data Quality Control
- Internal Sustainability Communication

## Why Attend This Course:

- Deliver a Sustainability Programme Plan with a materiality matrix, targets and KPI set to the sustainability steering committee or executive sponsor
- Judge which material topics warrant targets now and which KPIs justify the effort of regular data collection
- Avoid targets without baselines, indicators without owners and data that fails internal review late in the cycle
- Equip function data owners and sustainability champions with shared KPI definition sheets and collection templates

## Conclusion:

Back at work, the participant presents the Sustainability Programme Plan to the steering committee or executive sponsor, who uses the materiality matrix and target set to approve programme priorities and assign KPI owners across functions. Function heads then use the KPI definition sheets and collection templates to supply data on an agreed calendar. After the first full data collection cycle, the sustainability unit should review data completeness, progress against target trajectories and whether the material topics still reflect stakeholder feedback, then adjust targets or indicators before the next planning round.

## Frequently Asked Questions FAQ:

### What should participants prepare before a sustainability management course for practitioners?

Participants should already coordinate sustainability, environmental or operational initiatives. Bringing a list of current initiatives, any existing targets and sample performance data from their organisation helps them apply the materiality and KPI exercises to their own context.

## **How does a sustainability management course for practitioners differ from an executive ESG or sustainability reporting course?**

It focuses on running the programme: assessing materiality, setting targets, designing KPIs and collecting data. Executive ESG courses address board oversight and strategic direction, while reporting courses concentrate on preparing disclosures against reporting standards.

## **Why does sustainability management start with a materiality assessment?**

A materiality assessment shows which economic, environmental and social impacts matter most to the organisation and its stakeholders. Without it, targets and KPIs spread effort across low-priority issues and data collection grows without improving decisions.

## **What do participants take back from a sustainability management course for practitioners?**

Participants take back a Sustainability Programme Plan for a case company, with a materiality matrix, baselined targets, KPI definition sheets, governance roles and a data collection and communication plan that can be adapted to their own organisation.

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