



The Accountability Project provides certified, professional sustainability training in the standards and frameworks you need to know.

Whether you are a seasoned sustainability practitioner or just starting out, [TAP courses](#) provide you with the knowledge, skills and tools to be more effective.

TAP’s suite of sustainability courses is for managers, executives and professionals who need to implement corporate responsibility (CR) programs, report sustainability performance, build trust with stakeholders, and drive improvements in organizational performance.

[Expert sustainability trainers](#) will help you fill knowledge gaps and update your skills in a collaborative and interactive environment. You will have face-to-face conversations with experts and peers about real world sustainability challenges. In one week you will learn how to manage, measure, report and audit key issues using recognized standards and frameworks.

Since 2003 The Accountability Project (TAP) has offered Canada’s first suite of certified training workshops to over 350 professionals. We invite you to join us.

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About TAP

What is The Accountability Project?

Since 1997 [Solstice Sustainability Works](#) has been helping organizations bring their sustainability goals to life through strategy, management, engagement and reporting. To accelerate the shift to sustainability we decided to build capacity for corporate responsibility by training others. So in 2003 we partnered with InterPraxis and AccountAbility to fill a gap for professional sustainability training.

The initial one-day workshop on AA1000 standards grew to two days with the addition of GRI content, and eventually to the full five-day suite. We offer annual courses in eastern and western Canada and through InterPraxis have taken TAP on the road to Australia, Jordan and Portugal. Our 350+ alumni are now applying the leading global standards in companies, government, co-operatives, consulting/audit firms and civil society.

How do we do it?

We mix content with practical application. Participants learn from expert trainers, guest speakers and each other. Exercises are varied and interactive. Participants leave with tools they can put to use the next day.

Why take a TAP course?

Corporate Social Responsibility (CSR) and sustainability issues are now recognized as business drivers and material issues for governance, management and disclosure. Yet many businesses lack the necessary competencies to be successful and accountable. TAP builds your capacity to apply the key global frameworks and standards so that you can more effectively manage sustainability issues such as climate change, human rights, supply chain ethics, environmental performance, community investment and much more.

Courses

TAP provides a challenging four days of workshops that can be taken individually or as a comprehensive **Sustainability Practitioner Course**, plus an extra day **Assurance Master Class** for assurance professionals pursuing certification under the Certified Sustainability Assurance Practitioner (CSAP) program. Every module is based on key international standards such as the AA1000 series, the Global Compact, ISO 26000 and the GRI Guidelines. TAP demystifies the standards and shows you how to use them in practice.

Learn how to:

- Identify material issues for your organization
- Implement CSR and sustainability effectively
- Make reporting more relevant to your business goals
- Engage with stakeholders effectively
- Combine various standards (AA1000, ISO 26000, Global Compact and GRI guidelines) for maximum effectiveness
- Use reporting to drive performance improvement
- Integrate accountability mechanisms with existing management systems
- Build credibility with key audiences
- Get the level and type of assurance services you need

Who Should Attend

The modular format of TAP courses allows you to get a comprehensive foundation in sustainability/CSR or to select only the modules you need to upgrade your skills.

You should attend if you have responsibility for, or provide professional services in:

- Sustainable development
- Triple-bottom line reporting
- Stakeholder relations /engagement
- Environment, health & safety
- Communications
- Internal / External auditing
- Board governance
- Investor relations / public relations
- Performance management
- Human Resource Management

Workshop certification

These workshops have been certified by AccountAbility as qualified training for the Certified Sustainability Assurance Practitioner (CSAP) Program. Contact AccountAbility www.accountability.org for more information on the CSAP program.

Pre-requisites

Pre-requisites apply to some modules and evidence of prior eligible training may be required. Please contact us if you have any questions about your eligibility to attend any of the training modules at susan@theaccountabilityproject.ca

Participant evaluation

Successful participants will receive a certificate upon completion. Participants will be continuously evaluated throughout the workshops and expected to complete a short quiz each day. Participants need to be present and participating throughout the workshop to obtain a certificate.

Limited registration

Class size is capped to ensure quality training. When space is limited, preference may be given to those who register for at least three workshops.

Sustainability Practitioner Course

4 days, 4 specialized & interactive modules

Taken together, all four modules provide a comprehensive grounding in CSR and sustainability management. Seasoned practitioners can also upgrade their skills in one or more areas by selecting individual modules.

Every module is based on key international standards such as the AA1000 series, the Global Compact, ISO 26000 and the GRI Guidelines. TAP demystifies the standards and shows you how to use them in practice.

DAY 1: IMPLEMENTATION

This module, or equivalent training, is a prerequisite for modules 2-4

REVIEWS

“Great overview of the challenges of CSR. Liked the Sharing Knowledge section.”

“Thorough overview of frameworks and useful sharing of experiences by course leaders.”

“Better understanding of the CSR process and how it all fits together.”

“Put into context CSR and how it applies to my organization and Job. Made me think about what I can do internally to improve sustainable development.”

“Broad scope, passion of the facilitators. Facilitators obviously familiar with the subject and able to deliver with a touch of humour.”

Summary:

Drawing on global standards such as the Global Compact and draft ISO 26000 Guidance Standard on Social Responsibility, this module will explain the relationship between accountability, sustainability and corporate responsibility and show you how to apply key concepts when developing and implementing your CSR strategy.

Content:

- Building the business case for CSR / Sustainability
- Trends and recent developments in CSR / Sustainability
- Introduction to the key global CSR standards
- Identifying material issues for your organization and stakeholders
- Implementing CSR / Sustainability in your organization

DAY 2: REPORTING

Pre-requisite: Day 1

REVIEWS

“Definitely valuable. I’ve already put in suggestions for our next report”

“The workshop and the presenters were very well prepared and, perhaps more important from a learning perspective, completely passionate about the topic.”

“Understanding of strategic challenges faced by reporting companies.”

“The way the GRI was presented and the exercises around it were incredibly useful!”

“Solid overview of the nuts and bolts of the GRI from its application to date to how to operationalize it within an organization.”

Summary:

Value-added sustainability reporting is more than public relations. It is an accountability and management tool that actually drives performance improvement. Participants will learn how to apply the GRI Framework to sustainability reporting to create value for both internal and external stakeholders. During the workshop, participants will have ample opportunity to share experiences and learn from a variety of published reports.

Content:

- Establishing the rationale for value-added sustainability reporting
- Trends and recent developments in sustainability reporting
- Applying the GRI (G3) guidelines and application levels
- Key reporting principles and scoping tools (boundary protocol)
- Using reporting as a driver of performance improvement

DAY 3: ENGAGEMENT

Pre-requisite: Day 1

REVIEWS

"A lot of new ideas on how our consultation processes can be improved. A very good tool to assess when to engage and not to engage."

"I feel much more confident in making the case to senior management."

"The planning that is required BEFORE the meeting actually happens."

"Highly relevant to what we do. Will help me better communicate what stakeholder engagement means."

"Excellent facilitation! Variety of techniques is a plus."

Summary:

Stakeholder engagement is at the core of sustainability / CSR, where the rationale for effective stakeholder engagement ranges from avoiding crisis and risk, to embracing opportunities and innovation. Drawing on the most recent research and practical experiences in stakeholder engagement, this module will focus on developing high-quality stakeholder engagement experiences by providing practical guidance and the means to identify, implement and assess quality engagement.

Content:

- Benefits of stakeholder engagement in sustainability
- Introduction to the Stakeholder Engagement Standard
- Approaches for stakeholder identification and mapping
- Appropriate stakeholder engagement techniques
- How-to develop a stakeholder engagement plan for your organization

DAY 4: ASSURANCE

Pre-requisite: Day 1-3

REVIEWS

Great day. Excellent breakdown of AA1000 and its relationship to ISAE 3000."

"Listening to concrete experience from other participants."

"Applying the standards to real reports."

"I thought the workshop was very very good. Thanks for your help and insight."

"Overall, you have used a great combination of training techniques. Each module has a wonderful mix of literature, experience sharing, and assignments."

Summary:

Reporting companies will miss many of the benefits of reporting if their reports are not believed. Independent assurance, as one tool for building credibility, is becoming a key aspect of best practice in reporting. Participants will learn how to assess an organization's assurance needs and design an assurance program which considers issues of scope, materiality, completeness, risk and independence – guided by the AA1000 Principles and Assurance Standard. The workshop leaders, both experienced sustainability auditors, will share their practical experience.

Content:

- The business case for assuring sustainability reports
- Trends and recent developments in assurance
- The AA1000 Accountability Principles Standard (APS)
- The AA1000 Assurance Standard (AS)
- Choosing the right assurance for your organization
- Developing an assurance program

Assurance Master Class

Pre-requisite: Day 4

REVIEWS

"It really clarified the concepts and the way that the assurance providers could work."

"Consolidated learning. Meeting people and learning how they do things."

"It brought all my scattered ideas into one place."

"Master class on assurance was invaluable!"

"Assurance Day 5 was best day of the course."

"Five days were excellent. Group diversity had a lot to do with it, and also the depth of experience of both leaders. Thank you for a great week."

Summary:

The assurance Master Class for assurance professionals uses a case study approach to develop a deeper understanding of the unique aspects of sustainability assurance; planning the engagement; gathering and evaluating evidence; and reporting findings and conclusions.

Content:

- Accepting a sustainability assurance engagement
- Professional responsibilities & competencies
- Planning decisions of scope, level and type of assurance
- Assuring the application of the AA1000APS
- Assuring reported sustainability information
- Writing the assurance report

TAP Trainers

Your workshop leaders, Susan Todd and David Simpson, are among Canada's most respected and experienced sustainability advisors. Drawing from their own experience in working with a wide range of leading organizations, they will guide participants through the standards, case studies, reports, group discussion and applied practice.

Special guests may join us during the course to share their expertise and unique perspectives.

Susan Todd, CA MRM

Principal, [Solstice Sustainability Works Inc.](#)

Susan is Director of The Accountability Project and Principal of Solstice Sustainability Works Inc. Susan was the first independent auditor in Canada to provide assurance using the AA1000 framework. A Chartered Accountant with a graduate degree in environmental management, Susan has a true triple bottom line perspective. She has assisted organizations in the financial, energy, retail, tourism, mining, municipal and not-for-profit sectors to improve their systems for delivering and reporting on sustainability. Several of the organizations she has advised have been recognized for the quality of their reporting. Susan was a member of the inaugural Sustainability Experts Advisory Panel of the International Federation of Accountants and previously served on the GRI's Human Rights Advisory Group.

David Simpson, Lead CSAP

Director, [InterPraxis Consulting](#)

David is Director of InterPraxis, a socio-economic consulting firm specializing in ethics, corporate social responsibility, international development and stakeholder engagement. He has led seminars with the United Nations and lectured at the University of Toronto, Carleton University, McMaster University and York University on social and environmental auditing. He has been involved in a number of CSR consulting assignments in Canada as well as in Latin America and South-East Asia. Currently he is serving as an expert on the International Working Group developing the ISO standard on Social Responsibility. David has been a lead sustainability auditor for a number of organizations. In addition to his AA1000 certification he is also a certified SA8000 Auditor.

Registration Information

There has been no increase in fees from 2010-11. Before you register please read the following information carefully including the cancellation policy. Your registration fee includes refreshment breaks, a comprehensive workshop package, and a certificate upon successful completion. Participants are on their own for lunch. Master Class registration is supplementary. It does not count as a module for the four-day discount table.

Payment in full is required before attending the first day of the course.

Pre-requisites

Module 1 or equivalent is a pre-requisite for Modules 2, 3 and 4. Module 4 is a pre-requisite for Module 5. Evidence of prior eligible training may be required. Please contact TAP Director Susan Todd susan@solsticeworks.ca if you have any questions about your eligibility to attend any of the training modules.

Limited Registration

Places are limited and during busy periods preference may be given to those who register for at least three workshops. Register early to avoid disappointment and take advantage of generous early bird discounts.

	Super Early Bird	Early Bird Rate	Regular Rate
Vancouver & Toronto	Until Oct 31, 2011	Until Dec 15, 2011	
Calgary	Until Dec 15, 2011	Until Feb 15, 2012	
Sustainability Practitioner Course			
All 4 Days (20% discount) Best Value!	\$1520	\$1840	\$2160
Any 3 Days (10% discount)	\$1280	\$1550	\$1820
Any 2 Days (5% discount)	\$900	\$1090	\$1280
1 Day	\$475	\$575	\$675
Additional Day			
Assurance Master Class	\$475	\$575	\$675

Cancellation Policy

All cancellations must be received in writing prior to the Early Bird Rate deadline for that particular course. The amount paid less a 15% processing fee will be refunded for cancellations dated prior to the Early Bird Rate deadline. Following this date, no refunds will be given but substitutes may be sent.

The Accountability Project reserves the right to modify the course program or to cancel or postpone any course. The Accountability Project is not responsible for any expenses incurred for travel or accommodation.

Registration help

If you have questions concerning registration or need to register manually, please contact the Registrar, Dave Peterson of Devon Knight Events at register@theaccountabilityproject.ca or by phone at +1 604-677-2759.

Contact Us

The Accountability Project is an initiative of Solstice Sustainability Works. Contact Solstice Principal Susan Todd for questions about course content.

susan@solsticeworks.ca

+1-604-473-2082

TAP registration is managed by Devon Knight Events. Contact the registrar Dave Peterson for questions about registration, billing or logistics.

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