

# SCENARIO

## MODULE 2

### Environmental Management and Climate Issues

6 hour scenario



This project has been funded with support from the European Union.  
This publication reflects solely the views of the author and the European Union is not responsible for any use of the information contained therein.

Project: Academy of sustainable development - ESG management KA220-VET - Cooperation partnerships in the vocational education and training sector



GREEN  
INDUSTRY  
FOUNDATION



## WHO IS THIS PROGRAMME FOR?

### This programme is for:

The training course "Environmental management and climate issues" is aimed at managers, mainly in the micro, small and medium-sized enterprise (MSME) sector. Its main objective is to provide participants with specialist knowledge and practical skills that will enable them to effectively manage environmental and climate change issues.

### TRAINING PROGRAMME TITLED "ENVIRONMENTAL MANAGEMENT AND CLIMATE ISSUES":

This module focuses on issues related to the environmental impact of an organization's operations and methods of managing environmental issues. Participants will learn about the challenges posed by climate change, as well as the consequences of irresponsible actions of organizations in this area. This module will enable participants to understand why environmental and climate management is becoming increasingly crucial for today's businesses, especially in the context of the growing importance of sustainability to stakeholders and investors.

Participants will also gain practical knowledge of the tools and techniques used to assess an organization's environmental impact and strategies for managing these issues. The training is an excellent opportunity to expand the competencies necessary for effective environmental and climate management in a dynamic business environment.

### Purpose of the training:

The aim is to present the impact of business activities on the environment and to present the methods of environmental management in the company and to present the current challenges related to and how companies can make changes to make a difference.

## MODULE 2: ENVIRONMENTAL MANAGEMENT AND CLIMATE ISSUES

**Important:** This is a pilot workshop created based on the 16 hour main scenario of Module 6. It has been shortened to 6 hours as a form of testing the workshop and gaining an insight into the participants needs and evaluation.

### **Training objectives:**

- Gaining knowledge about the impact of the organization's activities on the environment and management methods environmental issues
- Getting to know the challenges related to climate and climate change and the consequences of irresponsible actions of organizations in this area
- Understand the need for effective environmental and climate management strategies
- Ability to apply tools and methods of managing environmental issues in practice
- Awareness of the role of the organization in activities for the protection of the environment and reduction of the negative impact on the climate
- Ability to identify and manage risks related to environmental and climate issues within the organization
- Ability to develop effective strategies for environmental protection and counteracting climate change in the organization

### **Programme content:**

**Sub-Module I:** The Impact of Organizations' Activities on the Environment

**Sub-Module II:** Environmental Management Tools and Methods

**Sub-Module III:** Environmental management in the company

**Sub-Module IV:** Climate and Climate Change Issues

**Sub-Module V:** Consequences of irresponsible climate action by organisations

**Sub-Module VI:** Effective strategies for managing environmental and climate issues

### **Teaching methods:**

- Lecture
- Group discussion
- Brainstorming
- Workshop
- Presentations
- Case studies
- Practical exercises

## **Module I: Impact of the organization's activities on the environment**

- Definition of the organization's impact on the environment
- Analysis of the category of impact of business activities on the environment
- Environmental management
- Areas of business impact
- Environmental impact of business activities: greenhouse gas emissions, energy consumption, waste management
- Discussion of the issue of how business can support the Sustainable Development Goals

## **Module II: Tools and methods for managing environmental issues**

- Environmental Management Systems
- ISO 14001 as a standard for tools for effective management of environmental issues
- EMAS - International Environmental Management System
- Green Technologies and Innovations – in the field of sustainable operations of the organization
- The role of employee training and education in the context of counteracting the negative impact on the environment
- Supply chain management strategy from a sustainability perspective

## **Module III: Environmental management in the company**

- Sustainability concept
- Definition and examples of Circular Economy
- Environmental policy
- Certifications & Standards
- Environmental Impact Reporting and Assessment
- Environmental Impact Monitoring System

## **Module IV: Climate and Climate Change Issues**

- Climate change, its causes and effects
- Greenhouse gas emission reduction targets
- The role of companies in reducing emissions and achieving climate goals
- Good practices in climate management

## **Module V: Effects of irresponsible climate action by organisations**

- Climate-related problems
- Risks of acting irresponsibly in the context of climate change
- Examples of long-term impacts of climate hazards
- Tools and techniques for climate risk management

## **Module VI Effective strategies for managing environmental and climate issues**

- Environmental and climate management strategies
- Benefits of implementing the strategy
- Cooperation between actors in environmental and climate management

## ADDITIONAL INFORMATION

### FORMS OF ACTIVITIES

- Lectures
- Exercises
- Workshops
- Seminars
- Debates

### TEACHING RESOURCES AND MATERIALS

- Computer/laptop/smartphone
- Multimedia projector
- Printer
- Flipchart
- Multimedia presentations
- Podcasts
- Tests, quizzes and questionnaires in traditional or digital form

### EVALUATION TEST ANSWERS

A, C, A, C, A, A, B, B

## EVALUATION TEST

1. The UN defines sustainability as:

- a) “meeting the needs of the present without compromising the ability of future generations to meet their own needs.”
- b) "satisfying past, current and future generation's needs"
- c) “meeting the current needs of current resource management using green tools and methodologies”

2. Which ISO is used for Environmental Management Systems?:

- a) ISO 9001
- b) ISO 26000
- c) ISO 14001

3. What is environmental management?

- a) Activities carried out by management firms that affect the environment or may do so
- b) Activities carried out by management firms that are green and do not harm the environment
- c) Activities carried out by management firms as part of non-financial reporting and volunteering

4. LCA stands for:

- a) Local Community Alliance
- b) Land Control Authority
- c) Life Cycle Assessment

5. Water stress is:

- a) An avoidable impact of climate change
- b) An unavoidable impact of climate change
- c) We cannot possibly know

6. EMAS stands for:

- a) European Union's Eco-Management and Audit Scheme
- b) Environmental Monitoring and Assessment System
- c) European Eco-Management and Accountability Standards

7. Climate anxiety ('heightened emotional, mental or somatic distress in response to dangerous changes in the climate system'), is more likely to affect the elderly population rather than young people.

- a) True
- b) False

8. There are 19 Sustainable Development Goals set by the UN to achieve by 2030.

- a) True
- b) False; there are 17
- c) False; there are 20

# Ex-ante survey - made available for participants to complete before the training

Name: .....

**Please indicate your answers to the following questions on a scale of 1 to 5, where:  
1 - means very poor, 2 – poor, 3 – average, 4 high, 5 – very high.**

1. How would you rate your level of satisfaction in joining the training?

1	2	3	4	5
---	---	---	---	---

2. How would you rate the usefulness of the topics covered in the diversity and inclusion in the workplace training?

1	2	3	4	5
---	---	---	---	---

3. How do you assess your knowledge and understanding of:

a/ the definition of sustainability?

1	2	3	4	5
---	---	---	---	---

b/ the definition of environmental management?

1	2	3	4	5
---	---	---	---	---

c/ the term Life Cycle Assessment?

1	2	3	4	5
---	---	---	---	---

d/ the definition of climate change?

1	2	3	4	5
---	---	---	---	---

e/ the environmental management systems available in the EU?

1	2	3	4	5
---	---	---	---	---

4. How do you assess your knowledge and understanding of:

a/ climate change and how it may affect businesses?

1	2	3	4	5
---	---	---	---	---

b/ ISO 14001?

1	2	3	4	5
---	---	---	---	---

c/ the Sustainable Development Goals?

1	2	3	4	5
---	---	---	---	---

5. How do you assess your skills in:

a/ carrying out a Risk Analysis?

1	2	3	4	5
---	---	---	---	---

b/ implementing environmental goals and targets in the workplace?

1	2	3	4	5
---	---	---	---	---

c/ educating others on sustainability and climate change issues in businesses?

1	2	3	4	5
---	---	---	---	---

6. To what extent do you think participation in the training will influence:

a/ your knowledge and understanding of the concepts: sustainability, climate change, EMS, LCA, ISO14001, and EMAS?

1	2	3	4	5
---	---	---	---	---

b/ your ability to explain the concepts: sustainability, climate change, EMS, LCA, ISO14001, and EMAS yourself?

1	2	3	4	5
---	---	---	---	---

c/ willingness to expand competence in the training topics?

1	2	3	4	5
---	---	---	---	---

7. How do you assess your opportunities and aptitude for implementation of environmental management techniques in your organisation?

1	2	3	4	5
---	---	---	---	---

8. To what extent will your participation in the project influence your self-assessment of your knowledge, skills and attitudes towards the subject matter of the training?

1	2	3	4	5
---	---	---	---	---

**Scoring scale:**

1. 18-36 - negative score, participant must review all materials,
2. 37-54 - unsatisfactory score, the learner must return to the elements identified in the assessment,
3. 55-72 - good score - the course material can serve as a refresher and a source of inspiration,
4. 73-90 - very high score



# Ex-postsurvey - made available for participants to complete after the training

Name: .....

**Please indicate your answers to the following questions on a scale of 1 to 5, where:  
1 - means very poor, 2 – poor, 3 – average, 4 high, 5 – very high.**

1. How would you rate your level of satisfaction in joining the training?

1	2	3	4	5
---	---	---	---	---

2. How would you rate the usefulness of the topics covered in the diversity and inclusion in the workplace training?

1	2	3	4	5
---	---	---	---	---

3. How do you assess your knowledge and understanding of:

a/ the definition of sustainability?

1	2	3	4	5
---	---	---	---	---

b/ the definition of environmental management?

1	2	3	4	5
---	---	---	---	---

c/ the term Life Cycle Assessment?

1	2	3	4	5
---	---	---	---	---

d/ the definition of climate change?

1	2	3	4	5
---	---	---	---	---

e/ the environmental management systems available in the EU?

1	2	3	4	5
---	---	---	---	---

4. How do you assess your knowledge and understanding of:

a/ climate change and how it may affect businesses?

1	2	3	4	5
---	---	---	---	---

b/ ISO 14001?

1	2	3	4	5
---	---	---	---	---

c/ the Sustainable Development Goals?

1	2	3	4	5
---	---	---	---	---

5. How do you assess your skills in:

a/ carrying out a Risk Analysis?

1	2	3	4	5
---	---	---	---	---

b/ implementing environmental goals and targets in the workplace?

1	2	3	4	5
---	---	---	---	---

c/ educating others on sustainability and climate change issues in businesses?

1	2	3	4	5
---	---	---	---	---

6. To what extent do you think participation in the training will influence:

a/ your knowledge and understanding of the concepts: sustainability, climate change, EMS, LCA, ISO14001, and EMAS?

1	2	3	4	5
---	---	---	---	---

b/ your ability to explain the concepts: sustainability, climate change, EMS, LCA, ISO14001, and EMAS yourself?

1	2	3	4	5
---	---	---	---	---

c/ willingness to expand competence in the training topics?

1	2	3	4	5
---	---	---	---	---

7. How do you assess your opportunities and aptitude for implementation of environmental management techniques in your organisation?

1	2	3	4	5
---	---	---	---	---

8. To what extent will your participation in the project influence your self-assessment of your knowledge, skills and attitudes towards the subject matter of the training?

1	2	3	4	5
---	---	---	---	---

**Scoring scale:**

- 1. 18-36 - negative score, participant must review all materials,
- 2. 37-54 - unsatisfactory score, the learner must return to the elements identified in the assessment,
- 3. 55-72 - good score - the course material can serve as a refresher and a source of inspiration,
- 4. 73-90 - very high score

# Environmental Management and Climate Issues

## MODULE 2

**Duration:** 6 teaching hours in total, split into four lesson workshops of six sub-modules

### Materials needed:

- Screen and projector
- Laptop
- Flip chart or A2/A3 paper
- Coloured pens/markers
- Printer

## 1. Welcoming and introduction (1 hour)

### 1.1 Introduction of the leader and welcoming of participants on arrival (10 minutes)

Make an introduction using the following questions. You might want to include a welcome message and put them on a board or display them on the screen.

- Name, educational background, and professional experience
- Interests and areas of expertise
- Signposting of the venue e.g., toilets, bins, emergency exits/fire alarms

### 1.2 Agenda (5 minutes)

Print off or display the agenda and provide information on how the breaks will be used for the benefit of all attendees. Emphasise the potential advantages of involvement, emphasising the gain of particular abilities or information. Ask the attendees if they have any questions.

### 1.3 Introduction to the programme (5 minutes)

This comprises a synopsis of each module that will be studied. Provide the key takeaways and the knowledge that the attendees will acquire. Check to see if anyone has any queries. Pay attention to both your verbal and nonverbal clues (intonation, sentence length, motions, gestures) when introducing the course in order to excite participants and stress your expectations.

## Highlight the specific module aims to the group:

- Issues related to the environmental impact of an organization's operations and methods of managing environmental issues.
- Challenges posed by climate change, as well as the consequences of irresponsible actions of organizations in this area.
- To gain practical knowledge of the tools and techniques used to assess an organization's environmental impact and strategies for managing these issues.

### 1.4 Group rules (10 minutes)

Allocate two to three minutes to the participants. After that, ask them to gather the sticky notes, read them out, and write or put them somewhere that can be seen by everybody, such the main board or flipchart.

Add further rules and have a discussion about the concepts with the participants. At the end of the session, summarise the rules and be sure to bring them up again when necessary.

### 1.5 Icebreaker (20 minutes)

Icebreakers are important as people can increase their energy before a long day of training and education. It can also be helpful to reduce tension and create an open space and trusting atmosphere. **Examples include:**

**SUPERPOWERS:** ask participants to choose their "superpower" related to their work or interests. Then have them share this information in small groups or in an open forum. Example: "If your job was a superpower, what would it be?".

**Map of interests and similarities:** ask participants to paint a map on a piece of paper on which they will mark their interests (e.g. books, movies, hobbies, travel). Then, ask them to find other participants with similar interests and discuss what they have in common.

### 1.6 Verification of expectations (10 minutes)

Complete the pre-evaluation form found at the end of this document which includes pre-reflection in relation to the workshop. The form might display certain topics of interest that the participants need to learn more about, queries, or misunderstandings to be cleared up, and confirmation of group members' present levels of expertise. Thank the participants.

## **2. Module I: Impact of the organization's activities on the environment: (1 hour)**

### **2.1 PowerPoint slides 1-12 (15 minutes)**

Present the following slides in a lecture format, taking extra time to read aloud the SDGs on slide 3, making sure participants understand their scope. Leave time for questions from the participants. Ask participants if they have any further questions or thoughts.

### **2.2 Mind map activity (25 minutes)**

Hand out a piece of paper to participants, asking them to put the name of their organization in the centre as a bubble. Around it, instruct participants to map areas of their business impact in terms of greenhouse gas emissions, energy consumption, and waste management. Go around the room, prompting participants in the right direction through asking open ended questions in relation to the content.

### **2.3 Discussion (15 minutes)**

Now, using the mind map and showing slide 3 again, ask participants which SDGs link to their organisation. This can be in terms of past, current, or future initiatives. Ask them if it is possible to create company targets to relate to every SDG and why.

## **3. Module II: Tools and methods for managing environmental issues and Module III: Environmental management in the company. (1 hour)**

### **3.1 PowerPoint presentation (45 minutes)**

Present slides 13-16, 36-47 and 56-77. This is a substantial chunk of the presentation, which is necessary to present participants with foundation knowledge for the rest of the modules. Ask participants to write down any questions they have on a scrap piece of paper, and at the end go around the room, answering all questions.

### **3.2 Discussion (15 minutes)**

Ask participants if they feel adoption of a circular economy would be beneficial for their organisation and why. Ask open ended questions to stimulate further discussion and encourage varied points of view.

## **4. Module IV: Climate and Climate Change Issues and Module V: Effects of irresponsible climate action by organisations (1 hour)**

### **4.1 PowerPoint slides 17-33 and 48-55 (20 minutes)**

Present the following slides to participants in a lecture format. Clarify any points from participants.

### **4.2 Case studies 1-3 (20 minutes)**

Hand out a copy of the case study and questions equally between participants (1/3 of participants receive case study 1, 1/3 case study 2, 1/3 case study 3 - participants may work in groups). Ask the participants to work through the worksheet for the first 10 minutes.

After the time is up, ask each group to share what they have found in their case study, what they find interesting, and what they did not know previously.

### **4.3 Work card 5 (20 minutes)**

Hand out a copy of work card 5 to each individual participant. Ask the participants to work through the content independently for the first 10 minutes. After the time is up, ask each participant to share what they have decided to implement into their organisation and why.

## **5. Module VI: Effective strategies for managing environmental and climate issues (1 hour)**

### **5.1 Case study 4 (20 minutes)**

Split the participants into pairs or groups of three to compare their answers and points of view. Hand out a copy of the case study and questions, read out the case study as a group, then ask the participants to work through the questions independently, in silence, for the first 5 minutes, for the remaining 15, instruct participants to share their answers with each other.

- Ask other participants their opinion and if they agree or disagree with the recommendations.

## 5.2 Work card 7 (20 minutes)

Hand out a copy to each participant. Read through the work card together, as a group. Then, ask participants to give ideas on the first steps they would take and why, prompting discussion. After establishing initial ideas as a group, ask participants to fill in the work card on how they would manage the crisis situation. Walk around the room, asking participants what ideas they have come up with and any reasoning.

## 5.3 Work card 8 (20 minutes)

Hand out a copy to each participant. Read through the work card together, as a group. Instruct participants to fill in the worksheet independently, in context to their organisation and new information they have learnt during the training. After around 15 minutes, ask participants if there are any volunteers who would like to share their strategy with the group. Thank them for their input.

# 6. Conclusion (1 hour)

## 6.1 Final mind map (20 minutes)

1. Using A3 / A2 / flipchart paper, write down 'ENVIRONMENTAL MANAGEMENT AND CLIMATE ISSUES' in the middle and draw a cloud around it
2. Pass around a marker or pen and have each participant write down two new things they have learnt in the workshop.
3. It is required that each participant write down a unique sentence, key word, or drawing; this can not be done again. It is allowed for participants to elaborate on each other's ideas.

## 6.2 Reflection (20 minutes)

Hand out the post-reflection form found at the end of this scenario, encouraging participants to fill it out. Emphasise that before they leave the workshop, this is a good time to write down anything they would like to learn more about. Furthermore, hand out the same survey you did at the start of the workshop. Compare how knowledge has changed from before the training.

## 6.3 Goodbye and refreshments (20 minutes)

Provide refreshments such a tea, coffee, water or juice and biscuits, giving the participants space for networking or chat. This is important so that participants leave with a positive idea of the workshop and can discuss any topics covered with each other when it is fresh in their mind.

**Thank the participants for their attendance.**

# EVALUATION QUESTIONNAIRE

Dear Participants,

We hope that today's training was interesting for you and you had the opportunity to learn many valuable things for your business as managers. We care about your feedback, so we would be very grateful if you would take a moment to complete the survey below.

**The survey is anonymous.**

**1. Did the training provide sufficient knowledge and techniques on environmental management and climate change?**

- DEFINITELY YES
- PROBABLY YES
- RATHER INDECISIVE
- IT DID NOT

**2. Did the training provide practical tools to help plan and implement environmental management in the organization?**

- DEFINITELY YES
- PROBABLY YES
- RATHER INDECISIVE
- IT DID NOT

**3. Were the environmental management tools and techniques presented during the training helpful and can be used in your organization?**

- DEFINITELY YES
- PROBABLY YES
- RATHER INDECISIVE
- IT DID NOT

**4. Which part of the training did you like the most?**

.....

.....

.....

**5. As a manager in an organization, will you use your knowledge and techniques of environmental management in your work?**

- DEFINITELY YES
- PROBABLY YES
- RATHER INDECISIVE
- IT DID NOT



**6. Would you like to take part in other thematic activities?**

- YES
- UNSURE
- NO

**7. If so, please write down topics that would be of interest to you.**

.....

.....

.....

**8. Additional Notes or feedback:**

.....

.....

.....

**Thank you for filling out the survey.**