



SPaRK

WORKSHOP AGENDA

**APRIL 23, 2009 – CHALLENGER LEARNING CENTER
TALLAHASSEE**

HOW TO CREATE A SUSTAINABILITY PLAN: METHODS AND TOOLS

- 8:30 AM Registration
- 9:00 AM Welcome and introductions
- Agenda overview and outcomes for the two days
 - Introductions of the participants
 - Sustainability plans and assessments
 - What's the difference?
 - When do you need each?
- 10:00 AM Overview of sustainability planning process
- Key steps and components of a sustainability plan
 - Fast-track process for first-timers
 - Variations for more sophisticated organizations
- Overview of SPaRK and how it relates to that process
- 10:15 AM Refining your business case
- Case examples and pointers. Why 'it's the right thing to do' is inadequate
 - Three timeframes
 - Demonstration of Threats and Opportunities exercise as a tool to prepare organizations to challenge their own business model
- 11:00 AM Business Simulation and SPaRK
- Develop preliminary business case for your assigned organization using one of the Biz Case forms in SPaRK
- Noon Lunch
- 1:00 PM Impacts assessments
- Overview of the process, their power and scalability
 - A sustainability framework and model for understanding them
- Business Simulation (cont'd): SPaRK Impacts Assessment form
- 1:30 PM Vision, Metrics and Project Plan
- Relationship to framework(s)
 - BHAGs vs 'realistic' goals
 - Review Major Metrics tab and Progress Chart
 - Backcasting and the project plan
 - Project criteria and plate spinning
- Business Simulation (cont'd): SPaRK Sust Plan tab – define metrics

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- 2:30 PM Break
- 2:45 PM Sustainability reporting
- Explanation of GRI and when it's appropriate and not
 - Review of the other metrics worksheets in SPaRK
 - Discussion: Do's and don'ts in sustainability reporting
 - Corporate Register as a resource
- Business Simulation (cont'd): Mock up sustainability report
- 3:30 PM Systems and Structures
- Sustainability management system—demystified
 - Structures: Common roles and advice for launching teams
 - Communication and training plans
- 4:15 PM Wrapping up
- Remaining questions
 - Rights to the use of SPaRK
- 4: 30 PM Adjourn