



International Network for Corporate Social Responsibility (IN-CSR)

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## CORPORATE SUSTAINABILITY AND RESPONSIBILITY (CSR)

### LAGOS CENTRE FOR SUSTAINABLE BUSINESS

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#### **2020 Sustainability / CSR Training Brochure**

**All courses are available on call in all African countries and Dubai, UAE**

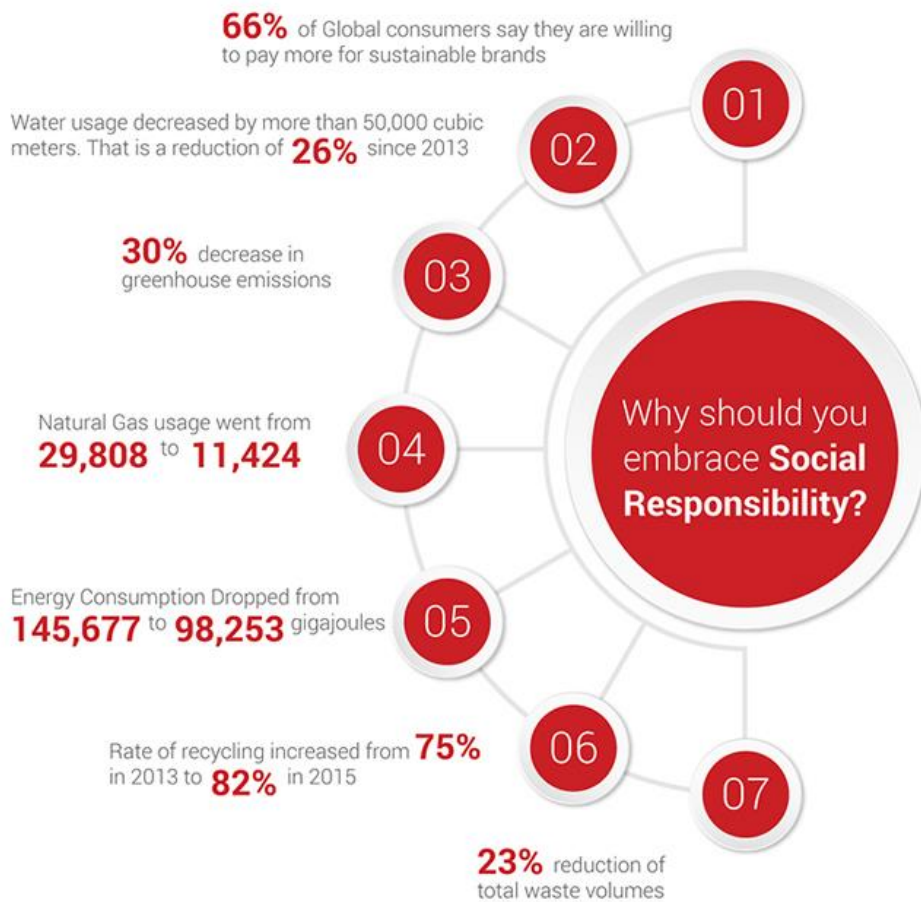
Corporate Sustainability and Responsibility (CSR) has evolved beyond mere “Corporate Philanthropy” as it was understood in the past. In today's economic and social environment, issues related to social responsibility and sustainability are gaining more and more importance, both in the public and private sectors. Business goals are inseparable from the societies and environments within which they operate. While short-term economic gain can be pursued, the failure to take pro-active measures to address longer-term social and environmental impacts makes those business practices vulnerable to a wide range of risks, and therefore unsustainable. CSR can be understood as a management concept and a process that integrates social and environmental concerns in business operations and an organization's interactions with the full range of its stakeholders.

#### **Benefits of Effective CSR to your Organization:**

- ⇒ *Improved financial performance.*
- ⇒ *Enhanced Brand Image & Reputation.*
- ⇒ *Easier Access to Capital.*
- ⇒ *Increased Sales and Customer Loyalty*
- ⇒ *Meeting International Standards and Export Requirements*
- ⇒ *Increased Ability to Attract and Retain Employees*
- ⇒ *Reduced Regulatory Oversight*
- ⇒ *Reduced Insurance Premiums and Increased Bank Guarantees*
- ⇒ *Additional Value for Financial and Insurance Institutions; and*
- ⇒ *Easier Regulatory Functions*

The United Nations Guiding Principles on Business and Human Rights (UNGP) clearly identifies that businesses should operate in a manner that respects human rights. The Global Compact asks companies to embrace, support and enact, within their sphere of

influence, a set of core values in the areas of human rights, labor standards, the environment and anti-corruption. A number of agreements and initiatives have been formulated globally to uphold sustainability and increase transparency. It has become increasingly difficult to ignore the trend and for many organizations, this has resulted to an improved bottom-line. We therefore work to help organizations fulfil this purpose through site audits and a number of training programs.



SOURCE: MODUSLINK CSR REPORT 2015

In partnership with PECB Canada, we provide a range of CSR training for all levels of CSR practitioners all around Africa. All training programs can be tailored to address your organization’s specific needs, certified and may be delivered in-house at a very competitive rate.



Sustainability / CSR Training

### **LIST OF ISO CERTIFICATION COURSES AVAILABLE**

1. ISO 26000 Social Responsibility Lead Implementer & Lead Auditor
2. ISO 45000 Occupational Health and Safety Lead Implementer & Lead Auditor
3. ISO 14001 Environmental Health and Safety Lead Implementer & Lead Auditor
4. ISO 9001 Quality Management System (QMS) Lead Implementer & Lead Auditor
5. ISO 21500 Project Management Lead Project Manager & Lead Assessor
6. ISO 22000 Food Safety Management Systems Lead Implementer & Lead Auditor
7. ISO 20400 Sustainable Procurement Lead Implementer & Lead Auditor

### **LIST OF OTHER PROFESSIONAL DEVELOPMENT COURSES**

1. Social Return on Investment (SROI)
2. ESG Guide for Underwriters and Risk Managers
3. Sector Focused CSR Practitioners' Training
4. Fiduciary Duty – Integrating ESG Issues into Investment
5. Business Risks and Sustainability Management: Principles and Practice in SMEs
6. Understanding and Exploring the Business Opportunities in Sustainability Implementation for the Financial Sector
7. Integrating CSR Principles in the Maritime Industry
8. Social Responsibility – Principles and Practice in the Public Sector



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9. Managing Direct and Indirect Environmental and Social Risks – Manufacturing and Trading Sector
10. Corporate Sustainability and Responsibility – Strategies for Sustainable Agriculture
11. Sustainable Banking – Managing Direct and Indirect Environmental and Social Risks
12. CSR Practitioners’ Training – General
13. SDG Masterclass – Empowering Business to Take Action towards Sustainable Development Goals
14. CSR, Business Ethics and Corporate Governance

## **COURSE DESCRIPTION – ISO COURSES**

### **ISO 26000 Lead Implementer**

**Course Duration: 5 Days**

**Course Fee: NGN 350,000.00**

#### **Why should you attend?**

ISO 26000 Lead Implementer training enables you to develop the necessary expertise to support an organization in contributing to sustainable development based on ISO 26000. During this training course, you will also gain a thorough understanding of the core subjects, principles and practices of Social Responsibility and be able to effectively apply them in an organization in order to improve its Social Responsibility performance, engagement and credibility.

After mastering all the necessary concepts of Social Responsibility, you can sit for the exam and apply for a “PECB Certified ISO 26000 Lead Implementer” credential. By holding a PECB Lead Implementer Certificate, you will be able to demonstrate that you have the practical knowledge and professional capabilities to integrate and promote the practices of ISO 26000 in an organization.

#### **Who should attend?**



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- Managers or practitioners concerned with and committed to Social Responsibility and Sustainability
- Expert advisors seeking to support organizations in contributing to sustainable development and encourage them to go beyond legal compliance
- Individuals responsible for integrating and promoting Social Responsibility behaviour within an organization
- Individuals seeking to gain skilful knowledge of the key principles and practices of Social Responsibility

### **Learning objectives**

- Understand the concepts, terms and definitions of ISO 26000, which are necessary to ensure an organization's contribution to sustainable development
- Master the core subjects of Social Responsibility in order to identify relevant issues and set objectives
- Learn how to interpret the fundamental principles and practices of Social Responsibility
- Acquire the expertise to advise an organization in integrating Social Responsibility behaviour based on ISO 26000 guidelines

### **Educational approach**

- This training is based on both theory and best practices used in the integration of Social Responsibility behaviour in an organization
- Lecture sessions are illustrated with examples based on case studies
- Practical exercises are based on a case study which includes role playing and discussions
- Practice tests are similar to the Certification Exam

### **Course agenda**

Day 1: Introduction to Social Responsibility concepts as defined in ISO 26000

Day 2: Principles and practices of Social Responsibility



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Day 3: Core subjects of Social Responsibility

Day 4: Integration of Social Responsibility behaviour within an organization

Day 5: Certification Exam

### **ISO 26000 Lead Auditor**

**Course Duration: 5 Days**

**Course Fee: NGN 390,000.00**

#### **Why should you attend?**

ISO 26000 Lead Auditor training enables you to gain comprehensive knowledge of the key principles and subjects of social responsibility, which are required to audit the integration of a Social Responsibility Program (SRP) within an organization. The Lead Auditor training will equip you with the necessary expertise to measure an organization's performance in terms of sustainable development, legal compliance and society's welfare based on ISO 26000.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a "PECB Certified ISO 26000 Lead Auditor" credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to measure organizations SRP performance based on best practices.

#### **Who should attend?**

- Auditors seeking to master the skills needed to measure an organization's Social Responsibility performance
- Managers or consultants seeking to master the audit of a Social Responsibility Program
- Individuals responsible for integrating Social Responsibility behaviour within an organization
- Auditors seeking to gain comprehensive knowledge of Social Responsibility principles, core subjects and best practices



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### **Learning objectives**

- Understand the recent trends, characteristics and principles of social responsibility based on ISO 26000 guidelines
- Acknowledge how organizations integrate social responsibility and how ISO 26000 guidelines complement it
- Learn the core principles and subjects of social responsibility
- Understand how ISO 26000 guidelines contribute to sustainable development
- Understand an auditor's role to: plan, lead and follow-up on an audit

### **Educational approach**

- This training is based on both theory and best practices used in SPR audits
- Lecture sessions are illustrated with examples based on Dangote Group case studies
- Practical exercises are based on a case study which includes role playing and discussions
- Practice tests are similar to the Certification Exam

### **Course agenda**

Day 1: Introduction to Social Responsibility Programs (SRP) and ISO 26000

Day 2: Audit principles, preparation and launching of an audit

Day 3: On-site audit activities

Day 4: Closing the audit

Day 5: Certification Exam

### **ISO 45001 Occupational Health and Safety Lead Implementer**

**Course Duration: 5 Days**

**Course Fee: NGN 250,000.00**



## **ISO 45001 Lead Implementer**

### **Why should you attend?**

ISO 45001 is the first global Occupational Health and Safety Management System standard that replaces OHSAS 18001. The ISO 45001 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining an Occupational Health and Safety Management System (OH&S MS) based on ISO 45001. During this training course, you will also gain a thorough understanding of the best practices of an OH&S MS and be able to apply them to continually improve the organization's OH&S performance and ensure the well-being of employees by providing a safe and healthy workplace.

After mastering all the necessary concepts of Occupational Health and Safety Management Systems, you can sit for the exam and apply for a "PECB Certified ISO 45001 Lead Implementer" credential. By holding a PECB Lead Implementer Certificate, you will be able to demonstrate that you have the practical skills and professional knowledge to implement ISO 45001 in an organization.

### **Who should attend?**

- ❖ Managers or consultants involved and concerned with Occupational Health and Safety Management
- ❖ Expert advisors seeking to master the implementation of an Occupational Health and Safety Management System
- ❖ Individuals responsible for maintaining conformance with OH&S MS requirements
- ❖ OH&S MS team members

### **Learning objectives**

- ❖ Acknowledge the correlation between ISO 45001 and other standards and regulatory frameworks
- ❖ Master the concepts, approaches, methods and techniques used for the implementation and effective management of an OH&S management system
- ❖ Learn how to interpret the ISO 45001 requirements in the specific context of an organization





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- ❖ Learn how to support an organization to effectively plan, implement, manage, monitor and maintain an OH&S management system
- ❖ Acquire the expertise to advise an organization in implementing OH&S management system best practices

### **Educational approach**

- ❖ This training is based on both theory and best practices used in the implementation of an OH&S MS
- ❖ Lecture sessions are illustrated with questions and examples that help translate theory into practice
- ❖ Practical exercises include examples and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 45001 and comprehensive knowledge of implementation principles.

### **ISO 45001 Lead Auditor**

**Course Duration: 5 Days**

**Course Fee: NGN 290,000.00**

### **Why should you attend?**

ISO 45001 is the first global Occupational Health and Safety Management System standard that replaces OHSAS 18001. The ISO 45001 Lead Auditor training enables you to develop the necessary expertise to perform an Occupational Health and Safety Management System (OH&S MS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Based on practical exercises, you will be able to master the audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.



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After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a “PECB Certified ISO 45001 Lead Auditor” credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

### **Who should attend?**

- ❖ Auditors seeking to perform and lead Occupational Health and Safety Management System (OH&S MS) certification audits
- ❖ Managers or consultants seeking to master an Occupational Health and Safety Management System audit process
- ❖ Individuals responsible for maintaining conformance with OH&S MS requirements
- ❖ Technical experts seeking to prepare for an Occupational Health and Safety Management System audit
- ❖ Expert advisors in Occupational Health and Safety Management

### **Learning objectives**

- ❖ Understand the operations of an Occupational Health and Safety Management System (OH&S MS) based on ISO 45001
- ❖ Acknowledge the correlation between ISO 45001 and other standards and regulatory frameworks
- ❖ Understand the auditor’s role in planning, leading and following-up on a management system audit in accordance with ISO 19011
- ❖ Learn how to interpret the requirements of ISO 45001 in the context of an OH&S MS audit

### **Educational approach**

- ❖ This training is based on both theory and best practices used in OH&S MS audits
- ❖ Lecture sessions are illustrated with practical questions and examples
- ❖ Practical exercises include examples and case study discussions
- ❖ Practice tests are similar to the Certification Exam



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## **Prerequisites**

A fundamental understanding of ISO 45001 and comprehensive knowledge of audit principles.

## **ISO 14001 Environmental Health and Safety (OHS) Lead Implementer & Lead Auditor**

### **ISO 14001 Lead Implementer**

**Course Duration: 5 Days**

**Course Fee: NGN 250,000.00**

## **Why should you attend?**

ISO 14001 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining an Environmental Management System (EMS) based on ISO 14001. During this training course, you will also gain a thorough understanding of the best practices of Environmental Management Systems, consequently reducing an organization's negative environmental impacts and improving its overall performance and efficiency.

After mastering all the necessary concepts of Environmental Management Systems, you can sit for the exam and apply for a "PECB Certified ISO 14001 Lead Implementer" credential. By holding a PECB Lead Implementer Certificate, you will be able to demonstrate that you have the practical knowledge and professional capabilities to implement ISO 14001 in an organization.

## **Who should attend?**

- ❖ Managers or consultants involved in Environmental Management
- ❖ Expert advisors seeking to master the implementation of an Environmental Management System
- ❖ Individuals responsible for maintaining conformance with EMS requirements
- ❖ EMS team members

## **Learning objectives**

- ❖ Acknowledge the correlation between ISO 14001, ISO 14040 and other standards and regulatory frameworks



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- ❖ Master the concepts, approaches, methods and techniques used for the implementation and effective management of an EMS
- ❖ Learn how to interpret the ISO 14001 requirements in the specific context of an organization
- ❖ Learn how to support an organization to effectively plan, implement, manage, monitor and maintain an EMS
- ❖ Acquire the expertise to advise an organization in implementing Environmental Management System best practices

### **Educational approach**

- ❖ This training is based on both theory and best practices used in the implementation of an EMS
- ❖ Lecture sessions are illustrated with examples based on case studies
- ❖ Practical exercises are based on a case study which includes role playing and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 14001 and comprehensive knowledge of implementation principles.

### **ISO 14001 Lead Auditor**

**Course Duration: 5 Days**

**Course Fee: NGN 290,000.00**

ISO 14001 Lead Auditor training enables you to develop the necessary expertise to perform an Environmental Management System (EMS) audit by applying widely recognized audit principles, procedures and techniques.

### **Why should you attend?**



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During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a “PECB Certified ISO 14001 Lead Auditor” credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

### **Who should attend?**

- ❖ Auditors seeking to perform and lead Environmental Management System (EMS) certification audits
- ❖ Managers or consultants seeking to master an Environmental Management System audit process
- ❖ Individuals responsible for maintaining conformance with EMS requirements
- ❖ Technical experts seeking to prepare for an Environmental Management System audit
- ❖ Expert advisors in Environmental Management

### **Learning objectives**

- ❖ Understand the operations of an Environmental Management System (EMS) based on ISO 14001
- ❖ Acknowledge the correlation between ISO 14001, ISO 14040 and other standards and regulatory frameworks
- ❖ Understand an auditor’s role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- ❖ Learn how to lead an audit and audit team
- ❖ Learn how to interpret the requirements of ISO 14001 in the context of an EMS audit



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- ❖ Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

### **Educational approach**

- ❖ This training is based on both theory and best practices used in EMS audits
- ❖ Lecture sessions are illustrated with examples based on case studies
- ❖ Practical exercises are based on a case study which includes role playing and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 14001 and comprehensive knowledge of audit principles.

### **ISO 9001 Quality Management Systems (QMS) Lead Implementer & Lead Auditor**

#### **ISO 9001 Lead Implementer**

**Course Duration: 5 Days**

**Course Fee: NGN 250,000.00**

#### **Why should you attend?**

ISO 9001 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Quality Management System (QMS) based on ISO 9001. During this training course, you will also gain a thorough understanding of the best practices of Quality Management Systems and consequently improve an organization's customer satisfaction and overall performance and effectiveness.

After mastering all the necessary concepts of Quality Management Systems, you can sit for the exam and apply for a "PECB Certified ISO 9001 Lead Implementer" credential. By holding a PECB Lead Implementer Certificate, you will be able to demonstrate that you have the practical knowledge and professional capabilities to implement ISO 9001 in an organization.

#### **Who should attend?**



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- ❖ Managers or consultants involved in Quality Management
- ❖ Expert advisors seeking to master the implementation of a Quality Management System
- ❖ Individuals responsible for maintaining conformance with QMS requirements
- ❖ QMS team members

### **Learning Objectives**

- ❖ Acknowledge the correlation between ISO 9001 and other standards and regulatory frameworks
- ❖ Master the concepts, approaches, methods and techniques used for the implementation and effective management of a QMS
- ❖ Learn how to interpret the ISO 9001 requirements in the specific context of an organization
- ❖ Learn how to support an organization to effectively plan, implement, manage, monitor and maintain a QMS
- ❖ Acquire the expertise to advise an organization in implementing Quality Management System best practices

### **Educational approach**

- ❖ This training is based on both theory and best practices used in the implementation of a QMS
- ❖ Lecture sessions are illustrated with examples based on case studies
- ❖ Practical exercises are based on a case study which includes role playing and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 9001 and comprehensive knowledge of implementation principles.

**ISO 9001 Lead Auditor**



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**Course Duration: 5 Days**

**Course Fee: NGN 290,000.00**

### **Why should you attend?**

The ISO 9001 Lead Auditor training enables you to develop the necessary expertise to perform a Quality Management System (QMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and the certification process according to ISO/IEC 17021-1.

Based on practical exercises, you will be able to master the audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a “PECB Certified ISO 9001 Lead Auditor” credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

### **Who should attend?**

- ❖ Auditors seeking to perform and lead Quality Management System (QMS) certification audits
- ❖ Managers or consultants seeking to master a Quality Management System audit process
- ❖ Individuals responsible for maintaining conformance with QMS requirements
- ❖ Technical experts seeking to prepare for a Quality Management System audit
- ❖ Expert advisors in Quality Management

### **Learning objectives**

- ❖ Understand the operations of a Quality Management System (QMS) based on ISO 9001
- ❖ Acknowledge the correlation between ISO 9001 and other standards and regulatory frameworks





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- ❖ Understand the auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- ❖ Learn how to lead an audit and audit team
- ❖ Learn how to interpret the requirements of ISO 9001 in the context of a QMS audit
- ❖ Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

### **Educational approach**

- ❖ This training is based on both theory and best practices used in QMS audits
- ❖ Lecture sessions are illustrated with practical questions and examples
- ❖ Practical exercises include examples and case study discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 9001 and comprehensive knowledge of audit principles.

### **ISO 21500 Project Management Lead Project Manager & Lead Assessor**

#### **ISO 21500 Lead Project Manager**

**Course Duration: 5 Days**

**Course Fee: NGN 250,000.00**

ISO 21500 Lead Project Manager training enables you to acquire the expertise to lead an organization and its team to implement, manage and maintain projects based on ISO 21500. During this training course, you will also gain a comprehensive knowledge of the best practices of Project Management and be able to effectively apply them in an organization in order to successfully plan, implement, control and close a project while meeting project objectives.

After mastering all the necessary concepts and processes of Project Management, you can sit for the exam and apply for a "PECB Certified ISO 21500 Lead Project Manager"



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credential. By holding a PECB Certificate, you will be able to demonstrate that you have the professional capabilities and competencies to effectively lead and manage the implementation of projects.

### **Who should attend?**

- ❖ Managers or consultants responsible for managing the implementation of projects based on ISO 21500
- ❖ Expert advisors seeking to gain comprehensive knowledge of the key concepts and processes of Project Management
- ❖ Individuals involved in Project Management
- ❖ Professionals seeking to acquire Project Management skills, which will help them to successfully achieve project objectives
- ❖ Project team members

### **Learning objectives**

- ❖ Acknowledge the correlation between ISO 21500 and other standards, regulatory frameworks and practices
- ❖ Master the concepts, processes, tools and techniques used for the implementation and effective management of projects
- ❖ Learn how to interpret the ISO 21500 concepts and processes in the specific context of an organization
- ❖ Acquire the expertise to support an organization to effectively implement and manage projects based on best practices
- ❖ Master the skills to manage and govern projects through their life cycle

### **Educational approach**

- ❖ This training is based on both theory and best practices used in the management of projects
- ❖ Lecture sessions are illustrated with examples based on case studies



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- ❖ Practical exercises are based on a case study which includes role playing and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 21500 and comprehensive knowledge of Project Management.

### **ISO 21500 Lead Assessor**

**Course Duration: 5 Days**

**Course Fee: NGN 290,000.00**

ISO 21500 Lead Assessor training enables you to effectively evaluate a project's performance and determine whether it is being managed based on ISO 21500 guidelines and best practices. This training course will equip you with the necessary skills and expertise to plan, lead and perform an ISO 21500 assessment.

Based on practical exercises, you will be able to master the methods of assessment and become competent to manage an assessment, assessment team and project.

After mastering the necessary expertise to perform this assessment, you can sit for the exam and apply for a "PECB Certified ISO 21500 Lead Assessor" credential. By holding a PECB Lead Assessor Certificate, you will demonstrate that you have the capabilities and competencies to assess a project based on best practices.

### **Who should attend?**

- ❖ Assessors seeking to perform and lead project assessments
- ❖ Managers or consultants seeking to master an ISO 21500 assessment process
- ❖ Individuals involved in Project Management
- ❖ Technical experts seeking to prepare for a project assessment
- ❖ Expert advisors in Project Management

### **Learning objectives**

- ❖ Learn how to assess whether the project objectives have been met



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- ❖ Acknowledge the correlation between ISO 21500 and other standards and regulatory frameworks
- ❖ Learn how to interpret the guidelines of ISO 21500 in the context of a project assessment
- ❖ Understand the assessor's role to: plan, lead, and follow-up on assessments and accreditation
- ❖ Acquire the competencies of an assessor to: plan an assessment, lead an assessment, draft reports, and follow-up on an assessment

### **Educational approach**

- ❖ This training is based on both theory and best practices used in Project Management Assessment
- ❖ Lecture sessions are illustrated with examples based on case studies
- ❖ Practical exercises are based on a case study which includes role playing and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 21500 and comprehensive knowledge of assessment principles.

**[ISO 22000 Food Safety Management Systems Lead Implementer & Lead Auditor](#)**

**[ISO 22000 Lead Implementer](#)**

**Course Duration: 5 Days**

**Course Fee: NGN 250,000.00**

### **Why should you attend?**

The ISO 22000 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Food Safety Management System (FSMS) based on ISO 22000. During this training course, you will also gain a thorough understanding of the best practices of Food



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Safety Management Systems and be able to apply them in an organization's food supply chain in order to effectively control food hazards and ensure quality and safety.

After mastering all the necessary concepts of Food Safety Management Systems, you can sit for the exam and apply for a "PECB Certified ISO 22000 Lead Implementer" credential. By holding a PECB Lead Implementer Certificate, you will demonstrate that you have the practical knowledge and professional capabilities to implement ISO 22000 in an organization.

### **Why should attend?**

- ❖ Managers or consultants involved in Food Safety Management
- ❖ Expert advisors seeking to master the implementation of a Food Safety Management System
- ❖ Individuals responsible for maintaining conformance with ISO 22000 requirements
- ❖ FSMS team members

### **Learning objectives**

- ❖ Learn how to support an organization to effectively plan, implement, manage, monitor and maintain a FSMS
- ❖ Acknowledge the correlation between ISO 22000 and other standards and regulatory frameworks
- ❖ Learn how to interpret the ISO 22000 requirements in the specific context of an organization
- ❖ Master the concepts, approaches, standards, methods and techniques for the implementation and effective management of a FSMS
- ❖ Acquire the expertise to advise an organization in implementing Food Safety Management System best practices

### **Educational approach**

- ❖ This training is based on both theory and best practices used in the implementation of a FSMS
- ❖ Lecture sessions are illustrated with practical questions and examples



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- ❖ Practical exercises include examples and case study discussions
- ❖ Practice test are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 22000 and comprehensive knowledge of implementation principles.

### **ISO 22000 Lead Auditor**

**Course Duration: 5 Days**

**Course Fee: NGN 290,000.00**

### **Why should you attend?**

ISO 22000 Lead Auditor training enables you to develop the necessary expertise to perform a Food Safety Management System (FSMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a “PECB Certified ISO 22000 Lead Auditor” credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

### **Who should attend?**

- ❖ Auditors seeking to perform and lead Food Safety Management System (FSMS) certification audits
- ❖ Managers or consultants seeking to master a Food Safety Management System audit process
- ❖ Individuals responsible for maintaining conformance with FSMS requirements
- ❖ Technical experts seeking to prepare for a Food Safety Management System audit



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- ❖ Expert advisors in Food Safety Management

### **Learning objectives**

- ❖ Understand the operations of a Food Safety Management System (FSMS) based on ISO 22000
- ❖ Acknowledge the correlation between ISO 22000 and other standards and regulatory frameworks
- ❖ Understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- ❖ Learn how to lead an audit and audit team
- ❖ Learn how to interpret the requirements of ISO 22000 in the context of a FSMS audit
- ❖ Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

### **Educational approach**

- ❖ This training is based on both theory and best practices used in FSMS audits
- ❖ Lecture sessions are illustrated with examples based on case studies
- ❖ Practical exercises are based on a case study which includes role playing and discussions
- ❖ Practice tests are similar to the Certification Exam

### **Prerequisites**

A fundamental understanding of ISO 22000 and comprehensive knowledge of audit principles.

**[ISO 20400 Sustainable Procurement Lead Implementer & Lead Auditor](#)**

**[ISO 20400 Lead Implementer](#)**

**Course Duration: 3 - 5 Days**

**Course Fee: NGN 350,000.00**



## **What is Sustainable Procurement?**

Sustainable Procurement is the adoption and integration of sustainability principles into your procurement processes and decisions while also ensuring, they meet the requirements of your company and its stakeholders.

Sustainable Procurement integrates requirements, specifications and criteria that are compatible with the protection of the environment and the society. It is not simply about not using child labor or illegal chemicals that can damage the environment and peoples' health.

Commitment in sustainable procurement ensures values which are core to the business are integrated through a company's supply chain into the life cycle of the company's products and services. Best practice would be to future proof your company's sustainable procurement and investments with sustainable policies in order to increase the viability for the long term.

## **Integrating Sustainability into the Procurement Process:**

Sustainable procurement conceptually comprises three dimensions, sometimes referred to as the triple bottom line: social, environmental and economic sustainability. Implementing sustainable procurement involves balancing the different and sometimes competing priorities that occur across these three dimensions.

Thus, during a procurement, certain aspects of sustainability may be prioritized over others, depending on the inherent nature of the goods/services, relevant sustainability impacts and supply market conditions.

## **Why is Sustainable Procurement Important for you?**

- ❖ 15-30% measurable brand value increase: Sustainable procurement practices result in brand equity (Source: World economic forum: Beyond Sustainable procurement)
- ❖ 90% have lower cost of capital: 90% of studies on the cost of capital show that sound sustainability standards lower the cost of capital of companies (Source: Oxford/arabesque)
- ❖ 9-16% Sustainable procurement cost reduction: Sustainable procurement practices can reduce costs linked to Sustainable procurement by 9-16% (Source: World economic forum: Beyond Sustainable procurement)

## **Benefits of Sustainable Procurement:**

- ❖ Minimizes risk in a company's business practices
- ❖ Compliance with environmental and social legislations





- ❖ Enhance consumer perception
- ❖ Control costs by adopting a wider approach to whole life costing
- ❖ Creates markets for new products and services
- ❖ Reduce waste and improve resource efficiency
- ❖ Competitive advantage
- ❖ Facilitate access to capital and increase valuation

IN-CSR is offering both open and customized training programmes and consulting services on Sustainable Procurement to address different procurement challenges both in private and public sectors. Below is an overview of the 3 – 5 days training programme also available on call.

1. SCOPE
2. NORMATIVE REFERENCES
3. TERMS AND REFERENCES
4. UNDERSTANDING THE FUNDAMENTALS – Concepts, Principles, Drivers, Core Subjects and Key Considerations of Sustainable Procurement
  - 4.1 Concepts of SP
  - 4.2 Principles of SP
  - 4.3 Core Subjects of SP
  - 4.4 Drivers for SP
  - 4.5 Key Considerations for SP

#### Description

- a. Describes the principles of Sustainable Procurement (SP)
- b. Examines why organisations should undertake SP: the drivers
- c. Sums up the core subjects of SP
- d. Explains the key considerations: risk management, due diligence, setting priorities, exercising influence and avoiding complicity

#### Mainly Intended For:

All

5. POLICY & STRATEGY – Integrating sustainability into the organisation’s procurement policy and strategy
  - 5.1 Committing to SP
  - 5.2 Clarifying accountability
  - 5.3 Aligning procurement with organizational objectives and goals
  - 5.4 Understanding supply chains



## 5.5 Managing implementation

### Description

- a. Describes the main consideration when developing a sustainable procurement policy and aligning it to the organisation's objectives and sustainability policy.
- b. To ensure that the intention, direction and priorities are understood by all parties involved in SP
- c. A key delivery is the SP policy and/or strategy

### Mainly Intended For:

Top Management

6. PROCUREMENT FUNCTION – Organising the procurement function towards sustainability
  - 6.1 Governing procurement
  - 6.2 Enabling people
  - 6.3 Identifying and engaging stakeholders
  - 6.4 Setting SP priorities
  - 6.5 Measuring and improving performance
  - 6.6 Establishing a grievance mechanism

### Description

- a. Describes the organizational conditions and management techniques needed in order to successfully implement and continually improve SP

### Mainly Intended for:

Procurement Management

7. PROCUREMENT PROCESS – Integrating sustainability into procurement process
  - 7.1 Building on the existing process
  - 7.2 Planning
  - 7.3 Integrating sustainability requirements into the specifications
  - 7.4 Selecting suppliers
  - 7.5 Managing the contract
  - 7.6 Reviewing and learning from the contract

### Description

- a. Describe how sustainability considerations should be integrated into the different steps of professional procurement



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b. A key delivery is a sourcing strategy that includes sustainability

Mainly Intended For:

Individuals Responsible for Actual Procurement



Dangote Group Dec. 2019



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## **OTHER PROFESSIONAL DEVELOPMENT COURSES**

### **Fiduciary Duty – Integrating ESG Issues into Investment**

**Course Duration – 2 days**

**Course Fee– NGN 200,000.00**

Fiduciary duties exist to ensure that those who manage other people’s money act in the interests of beneficiaries. The most important fiduciary duties are the duty of loyalty and the duty of prudence. A decade after the original Freshfields report, changes in investment practice and in public policy demonstrate that far from being a barrier, there are positive duties on investors to integrate ESG issues.

Following the launch of the report *Fiduciary Duty in the 21st Century* (2015), the Principles for Responsible Investment (PRI), the United Nations Environment Programme Finance Initiative (UNEP FI) and The Generation Foundation launched a three-year project to clarify investors’ obligations and duties in relation to the incorporation of environmental, social and governance (ESG) issues in investment practice and decision-making. At INCSR, we help African Stock Exchanges through training and capacity building to understand the concept and integrate duties / responsibilities in the marketplace.

Integrating ESG issues into investment research and processes will enable investors to make better investment decisions and improve investment performance consistent with their fiduciary duties. This will result in capital being allocated towards well-governed companies, putting investors in a better position to contribute to the goals of a greener economy and a more sustainable society.

#### **Course Outline**

- Introduction: what is fiduciary duty and why is it important?
- The pri’s six principles for responsible investment
- The changing landscape of fiduciary duty - investment practice
- Why are investors interested in ESG issues?
- Analysing and assessing ESG risks: the case of climate change
- Stakeholders
- The wider challenges – sustainability and materiality
- The treatment of material and non-material issues
- Global roadmap for sustainable value creation
- Institutional investors
- Intermediaries – legal advisers, investment consultants (actuaries), stock exchanges, brokers and data providers
- Policy makers and regulators



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- Integrating ESG issues in compliance with fiduciary duty
- Conclusion and further study

### **Introduction to CSR and Sustainability (Basic Course)**

**Course Duration – 1 day**

**Course Fee– NGN 100,000.00**

#### **Background**

This course was designed in line with CSR global best practices, the UN Global Compact principles and the Sustainable Development Goals.

The objective of this course is to introduce the participant to the concept of Corporate Social Responsibility today, operationalizing the term and ensuring a cohesive definition of CSR and its applications for corporate sustainability. The learning materials and tools available through the courses allow participants acquire relevant introductory knowledge that will help them and their organizations to better address social responsibility concerns as a business risk.

#### **Objectives**

By the end of this course, participants are expected to meet the following learning objectives are to:

- define and summarize the concept of Corporate Social Responsibility;
- review alternative definitions of CSR and their strengths and limitations;
- understand the intrinsic link between CSR and Sustainability
- assess comparative needs for CSR including insurance and investment risks;
- understand how to apply CSR in the public sector; and
- distinguish between the application of CSR in various practical situations.

#### **Course Contents**

The course consists of six modules:

- Introduction
- CSR Definitions Explored – What is and What is Not CSR
- Making a business case – Private Sector Approach
- CSR in the Public Sector
- Applying Definitions in Practice - Practical Examples of CSR - Case Studies
- Exercises and testing understanding

#### **Target Audience**



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The course aims to address the needs of old and new employees who are currently involved in CSR at an implementation level, or would like to be involved in CSR, and wish to apply and be embedded the concept of CSR in their organisation. Also, graduates intending to start a career in CSR, marketing, sustainability, corporate governance are encouraged to register. Business Practitioners, NGOs, International Organisations and Governments intending to understand CSR as a concept of business sustainability and/or national development will benefit from the training program.

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## SDG Masterclass

### Empowering business to take action towards the Sustainable Development Goals

**Course Duration – 2 days**

**Course Fee – N180,000.00**

#### Background

This Master class will provide company practitioners with an interactive and practical crash course on the Intersection between Corporate Social Responsibility and Sustainable Development Goals.

Delegates will learn about CSR and Sustainability strategy that will provide you with the capacity to start / advance action towards the SDGs in your own organisation. Join us to learn and be inspired; to exchange with peers and to drive positive change

#### Day 1: SDGs & Business Transformation



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A deep understanding of the Sustainable Development Goals and the role of business in achieving them

Information, tools and inspiration to tackle the SDGs and transform business practice

### **Day 2: Strategy & Collaboration – from theory to action**

Practical sessions to help you implement or advance the SDGs in your own business (incl. Materiality; Impact measurement; building the internal business case & strategic collaborations)

Delegates will go home with an action plan for organizational transformation and practical next steps to follow in implementing SDGs.

#### **Who is it for?**

- ❖ Company representatives from any sector that are interested in Corporate Governance
- ❖ CSR / Sustainability managers
- ❖ Corporate Communications
- ❖ Any person involved with/responsible for SDGs



May 2016 Session

#### **Course Title: ESG Guide for Underwriters and Risk Managers – Sustainable Insurance**

As risk managers, insurers and investors, the insurance industry plays an important role in promoting economic, social and environmental sustainability in every society. With the adoption of Paris Agreement on Climate Change, Sendai Framework for Disaster Risk Reduction in 2015, and as the global community ushers in the Decade of Action calling for accelerated sustainable solutions to all the world's biggest challenges, there is growing



pressure and urgency on insurance companies to adopt more proactive environmental, social and governance (ESG) management approach.

ESG issues pose a shared risk to insurers, communities, businesses, cities, governments and society at large, providing a strong incentive for innovation and collaboration.

Our customized training and consulting services helps insurance underwriters understand the core process of identifying, evaluating, defining and pricing insurance risks in line with business interests aimed at achieving corporate sustainability

#### TABLE OF CONTENTS –

#### ESG GUIDE FOR SUSTAINABLE INSURANCE

- Introduction
- Definitions – Corporate philanthropy, Corporate Responsibility, Sustainability, Sustainable Development, etc.
- The Guide
- Objectives
- Scope
- Developing your ESG approach
- Establishing your ESG risk appetite
- Integrating ESG issues into your organization
- Introducing the Plan-Do-Check- Act (PDCA) Framework
- Establishing roles and responsibilities for ESG issues
- Escalating ESG risks to decision-makers
- Detecting and analyzing ESG risks
- Decision making on ESG risks
- Reporting on ESG risks
- ESG risks and economic sectors heat map
- ESG risks and lines of business heat map
- Risks mitigation and good practices
- The principles for sustainable insurance





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- Towards deeper understanding between issuers and investors
- Sustainable Investment - types
- . Other National and International Guidelines / Regulations - CBN, FRC, NSE, IFC, etc.

Case studies

ESG reporting priorities

- Strategic relevance • Investor materiality • Investment grade data • Global frameworks • Reporting formats • Regulation and investor communication • Green Revenue reporting • Debt finance • Case studies • Conclusion • Testing Knowledge



August 2019

**Course Title: Sustainable Banking – Managing Direct and Indirect Environmental and Social Risks**

**Course Duration – 2 days**

**Course Fee – N150,000.00**

### **Purpose**

Global experts advise that in order to stir humanity towards sustainability, we need to re-design everything, from our homes to our food, energy, transport and economic systems. This transformation needs to occur on a grand scale and take into consideration people, planet and livelihoods to arrive at a holistic balance as we humbly endeavour to redesign human presence on Earth.

At INCSR, we offer you this short course that highlights what is possible, what is being done, and what remains to be done, to transform society, while addressing the most pressing issues of our times. Banking for Sustainability invites a cross-generational process of critical thinking, the exploration of innovative banking solutions and social entrepreneurship, and is inspired by what Thich Nhat Hanh has called ‘interbeing’ – the connection we share with all living things.



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## **Learning Objectives**

By attending this practical 2-day course you will be able to:

- Learn about the history and evolution of Sustainability
- Understand the principles of sustainable banking
- Improve your appreciation of the role of banking in society
- Understand the importance of sustainable banking to banks and wider society
- Learn about the direct and indirect impacts of banking services
- Understand the foundational elements that need to be in place to foster a high performance and sustainable organization.
- Ensure appropriate level of skill is reached in order to perform sustainable banking roles

## **Course Contents**

### **1. Introduction**

- 1.1 Introduction to Sustainable Development
- 1.2 Principles and Pillars of Sustainability
- 1.3 The Concept of Sustainable Banking
- 1.4 How Conventional Banks Currently see Sustainable Banking
- 1.5 The Role of Banks in Sustainable Development
- 1.6 The Business Case for Sustainability Vs. The Sustainability Case for Business
- 1.7 Conclusion

### **2. History of Sustainability**

- 2.1 UN Conventions and Charters on Environmental and Social issues, MDGs, SDGs, etc.)

### **3. Financial Sustainability Initiatives**

- ❖ UN Global Compact (UNGC)
- ❖ UN Environment Program Finance Initiative (UNEP FI)
- ❖ Equator Principles
- ❖ IFC Performance Standards
- ❖ African Development Bank – Guidelines on Sustainable Banking
- ❖ Principles of Responsible Investment (PRI)

- ❖ Global Reporting Initiatives – Financial Sector (Sustainability Reporting)
- ❖ Global Impact Investing National (NNIN)
- ❖ Nigerian Sustainable Banking Principles (NSBP)

#### **4. Sustainable Business of Banking (Products & Services)**

##### **Value Creation and Sustainable Banking Products**

- 4.1 Green/Responsible investments
- 4.2 Social Finance
- 4.3 Impact Lending
- 4.4 Financial Inclusion Products
- 4.5 Women Empowerment Products
- 4.6 Carbon Finance/trading

#### **5. Direct Environmental and Social Impacts of Banking Services**

- 5.1 Types of Impacts – Direct and Indirect Impacts of Banking
- 5.2 Direct Environmental Impact from internal operations (Paper, Energy consumptions, greenhouse gas emissions, e-wastes, solid wastes, etc)
- 5.3 Direct Social Impact from internal operations (human rights, labour practices, grievance mechanisms, anti-corruption, whistle blowing, Health & Safety, Social Investments/CSR, etc)
- 5.4 How to minimize and mitigate environmental and social footprints in internal operations
- 5.5 How to measure and monitor environmental and social footprints in internal operations

#### **6. Indirect Environmental and Social Impact of Banking Services**

- 6.2 E & S Risks in Credit/Lending Activities
- 6.3 Key Risk Factors
- 6.4 Key Risk Sectors
- 6.5 How to identify, measure and manage E&S Risks in Credit and investment transactions (E & S Risk Categorization, Due Diligence, Corrective Action Plan, etc)
- 6.6 How to Monitor Customers' E & S practices and compliance with agreed Corrective Action Plan
- 6.7 Benefits of effective E & S Risk Management



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**7.0 Environmental and Social Risks in the Supply Chain**

- 7.1 How to identify, measure and manage E&S Risks in the Supply Chain
- 7.2 E&S conditions in Contract Documents
- 7.3 Code of Conduct for Suppliers and Contractors
- 7.4 Effective Monitoring and Sanctions

**8.0 Conclusion and further study**

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**Triple helix of sustainability**



**NAP August 2019 (Nigerian Stock Exchange)**

**CSR Practitioners’ Training**

**Course Duration – 3 / 5 days**

**Course Fee – N250,000.00**

**Background**

This training is designed to enable participants to acquire the skills and competences required to become CSR practitioners through specialized, detailed and highly focused classroom teaching and review of CSR case studies from around the world including Nigeria and other African countries. It provides participants with the tools and necessary practical CSR framework to function as a CSR Practitioner in any part of the world. Emphasis will be on Strategy, Implementation, Reporting and Communication.

**Objectives**

Upon completion of the course, trainees are able to:

- Apply the knowledge and skills gained in middle CSR management levels
- Develop and implement an effective CSR strategy
- Develop CSR reporting and communication models in line with global best practices.
- Acquire a world class certificate in Corporate Social Responsibility (CSR)



## Course Contents

The course consists of the following:

- What is and what is not CSR
- Importance of CSR in Different Sectors of the Economy
- Making a Business Case – Private Sector
- CSR in the Public Sector
- Public Sector CSR Strategies – Analyses and Case Studies
- CSR Strategy and Global Standards – Case Studies
- Corporate Governance and Sustainability
- Global Models: Presentations and Description – Global Reporting Initiative (G3), UN Global Compact, CDP, UN Guiding Principles, ISO 26000, etc.
- Responsible CSR Communications and Strategy
- CSR and the Supply Chain
- Stakeholder Engagement
- Reporting - Integrated Reporting based on GRI and IIRC Guidelines
- External Assurance and how to communicate to gain Reporting Credibility
- The Concept of CSR, Corporate Governance and Business Ethics in Africa
- The Importance of Implementing Effective CSR Programs in Africa – Case Studies
- The Intrinsic Link between CSR and National Development
- The Role of CSR Practitioners and Future Trends in Africa
- Beyond Basic CSR – Importance of Human Rights Due Diligence
- UN Guiding Principles on Business and Human Rights – An African Perspective: The
- HRDD as a Strategic Investment
- Exercises and Testing of Understanding

## Requirements

Even though there are no formal educational requirements, admission is a selective process based on professional achievement and organizational responsibility. We expect participants on this program to have basic understanding of CSR either through education or practice.

## Who should attend?

Company Managers, CSR Practitioners, Public Relations Managers, Marketing Managers, Human Resources Managers, Sustainability and Environmental Professionals who wish to advance their understanding, bring added value to their organization or get hold of a globally accepted CSR Certificate to progress their career.

## Team Attendance



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This program is appropriate for individuals as well as teams of executives from the same organization. When colleagues attend a program together, the organization benefits from their shared knowledge and common vision. This, in turn, enables participants to enhance their ability to pursue business goals as a team, effect critical transformations, and transfer knowledge.

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**Test Audit Nov 2016**

**Executive CSR Workshops - Strategies to Create Shared Stakeholder Value**

**Course Duration – 5 days + 1 year support**

**Course Fee – \$3000.00**

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**Course Background**

In Africa, most businesses know that corporate social responsibility (CSR) is integral to long-term business success, but many CSR programs are either misconstrued to mean “Corporate Philanthropy” or are not part of a coherent portfolio—often they are unstructured, unconnected, poorly managed and have little to do with the company's business goals. The goal of all CSR activities is to create shared value for all stakeholders while delivering business results. Every organization (private or public) will benefit from a strategically planned CSR policy with a unified central vision. Therefore, there is the need to strategically engage all units in the complexities of significance CSR work.

This program is designed to help senior executives to understand global standards for CSR, refocus CSR and sustainability efforts in ways that benefit society and the organization. You will learn how to examine your current CSR programs with a critical eye and develop an overarching CSR strategy that creates value and achieve sustainability. By bringing greater alignment and direction to your CSR activities and identifying the right KPIs to measure results effectively, participants will become better able to maximize the value of CSR budgets or investments for all stakeholders and for the business while building a solid foundation for sustainable business.

**Program Outcomes**



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At the end of the program, participants will be able to:

- ❖ Realistically assess current CSR and sustainability efforts and design an action plan for achieving better impact
- ❖ Design a functional CSR strategy while maintaining a broad array of activities with distinct purposes
- ❖ Prioritize budgets and investments that will incrementally improve organization's ability to deliver shared stakeholder value
- ❖ Make a strong case for an organization's CSR strategy and report effectively on social, environmental, and business impact—internally and externally
- ❖ Adopt global best practice in communicating, reporting and reviewing CSR programs
- ❖ Improve coordination of CSR efforts across the organization
- ❖ Create positive, productive relationships with internal and external stakeholders
- ❖ Successfully engage third party CSR auditors while identifying areas for interest
- ❖ Improve bottom-line through effective CSR programs.

#### **Site / Project Assessment (Audit)**

**The CSR team will attend your site - factory, construction site, shipping yard, agricultural farm, regulatory agency office, bank/insurance office etc., a few days before the 2-day workshop to help you conduct an initial test assessment of your current CSR program with the view of consolidating your efforts around company goals and objectives.**

#### **Study method**

Through presentations, small group discussions, exercises, and recent case studies from around the world, participants will examine the practical approaches successful companies are using to integrate CSR strategies with the long-term needs of the business and evolve their strategies as business needs change.

Participants will learn from our expert team and the diverse experiences of other executives, including how to maximize the shared value delivered by CSR programs—and how to effectively measure and communicate that value.

#### **Core topics include:**

- Understanding CSR
- CSR as Regulatory Tool – Public Sector
- Examining the social and environmental impacts of business activities to identify opportunities
- Conducting an inventory of current CSR programs (Private and Public Sector Approach)
- Creating a blueprint for change

- Redefining environmental and social benefits within three distinct areas—Philanthropy, Operational Impact, and Shared Value
- Consolidating your efforts around company goals and objectives
- Evolving your CSR activities to align with global best practices
- Building your ability to create shared value for all stakeholders
- Making the business case for your CSR strategy
- Implementing Social Responsibility Program
- Training subordinates and capacity building
- Integrating CSR best practices into key business areas, disseminating policy effectively, and embedding CSR within organizational culture
- Integrating social responsibility metrics into general performance management systems
- Measuring social and business impact
- Communicating the goals and impact of CSR efforts to colleagues, shareholders, and other stakeholders

### **Managing Risk and Decision Making**

- Evaluating complex environments and potential impacts before investing capital or making business decisions
- Identifying current vulnerabilities and predicting future pitfalls
- Preparing for crisis scenarios
- Integrating CSR initiatives in vendor and supplier agreements
- Interacting effectively with diverse internal and external stakeholders
- Decision making tools in CSR

### **Who is Right for the Program?**

This program is designed primarily for decision makers who direct corporate social responsibility programs at large established companies and agencies of government or who oversee related departments such as public affairs, philanthropy, sustainability, environmental health and safety, or community affairs.

They include:

- CEO/Founder/Chairman Board of Directors
- Executive Director – CSR, Marketing, Corporate Communications, Sustainability, etc.
- Deputy Director - Corporate Communications, Corporate and Community Relations, Corporate Social Responsibility
- Director of Environmental Health and Safety
- Chief Sustainability Officer
- Head of the Company Foundation, etc.

### **Requirements**





Although there are no formal educational requirements, admission is a selective process based on professional achievement and organizational responsibility. We expect participants on this program to have good understanding on decision making processes in large establishments and multinationals companies. Therefore, we look for professionals who have demonstrated business talent and leadership potential.

**Team Attendance**

This program is appropriate for individuals as well as teams of executives from the same organization. When colleagues attend a program together, the organization benefits from their shared knowledge and common vision. Their combined learning will facilitate rapid and effective implementation of frameworks and approaches. This, in turn, enables participants to enhance their ability to pursue business goals as a team, effect critical transformations, and transfer knowledge.

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**Business Risks and Sustainability Management: Principles and Practice in SMEs**

**Course Duration – 2 days**

**Course Fee – N150,000.00**

**COURSE SUMMARY**

SMEs might think that sustainability is only relevant to large companies—that for a small business, the administrative and financial costs outweigh the benefits. However, the aim of an average entrepreneur (SMEs, owners in particular) extends beyond profit-making. Business growth and expansion constitute key objectives of SMEs. In a study conducted by Idemobi (2012), it was revealed that over 70% of SMEs die within five years of establishment. This means that less than 30% of SMEs can survive various business challenges and risks.

In many ways, SMEs are the original sustainable businesses. Close links to customers, employees and suppliers, and the integration of business with family life mean that SMEs are often better than large firms at understanding communities and the natural



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environment. Sustainability and the legacy of the firm are a part of SMEs' day-to-day activities – even if they don't call it "sustainability." The concept of sustainability as used here is defined as the continuing commitment by businesses to behave ethically and contribute to economic development while improving the quality of life of the workforce, their families, the local and global community as well as future generations (Crals and Vereeck, 2004).

SMEs that integrate sustainability into their core business strategy can benefit from lower costs, reduced risk, access to funds, competition and new opportunities. This course is therefore designed to help participants deepen and strengthen their sustainability efforts, by introducing new research on how sustainability principles and practice can inform goals and actions in small and medium-sized entities (SMEs). The course examines SMEs risks and suggests strategies that could be used in their management in order to enhance their sustainability. It emphasizes sustainability in all its dimensions, including all "three E's" of environment, economics, and equity while also outlining the prerequisites of sustainability to include the three P's of People, Planet and Profit (Crals and Vereeck, 2004).

#### **Benefits include:**

- Describing and Defining Sustainability in line with Global Best Practices
- Analysing SME Business Risks
- Making a Business Case for Sustainability – Role of SMEs in Economic Development
- Understanding the Environmental, Social, and Economic drivers of Sustainability Challenges in Africa
- Knowledge of Effective SME Risk Management Programme
- Formulating Effective Sustainability Programmes
- Success Factors to Sustainable Entrepreneurship
- Appraising and Evaluating New Sustainability Practices and Programmes

#### **Who Should Attend?**

- Entrepreneurs
- Mid to higher management staff in SMEs
- Start-ups

#### **COURSE OUTLINE**

##### **Defining Sustainability - An SME approach**



Developing an SME approach to sustainability in business practice, business support or public policy will rely on understanding the dynamics of such a diverse sector. Firstly, SMEs are not scaled-down versions of large organisations and in fact their needs are extremely varied even within the sector itself. Medium-sized enterprises will, for example, clearly possess more developed managerial and organisational structures than do most small enterprises

### **Role of SMEs in Economic Development**

SMEs have a number of significant contributions to the economic growth and development of Nigeria. Ariyo (2008) affirms that SMEs account for 97% of all businesses in Nigeria employs 50% of Nigeria's workforce and produce 50% of Nigeria's industrial output. Moreso, SMEs enhance the distribution of economic growth in a decentralized and more equitable manner, eliminating concentrated areas of population and enable equitable distribution of wealth in an emerging economy (Nowduri, 2012). SMEs also participate actively in the mobilization of the natural resources and reduce supply in the labour market (Ogechukwu, 2011).

### **Business Risks Facing SMEs**

SMEs and large firms operate in the same business environment but there are evidences that they derive different benefits and opportunities therein. More so, they are exposed to diverse categories of risks. This is because of their differences in economic capacity including asses to human capital and material resources. Kelkar (2008) posits that SMEs are weak in terms of business plan, management structure and in decision making when compared to large organizations. This further increase SMEs' inability to absorb most business uncertainties and risks. According to Suh (2010) SMEs sector is worst affected by the economic environment and is the first to be hit by any external shock. As a result, there are more SMEs closures than establishments, with approximately only 1% of SMEs growing from having five or less employees to ten or more (Mead and Liedholin 1998; cited in Smith and Watkins, 2012). The implication is that SMEs face a wider range of business risks which are rooted in both the internal and external environment of the enterprises (AIRMIC, ALARM and IRM, 2002).

### **SMEs Risks Management**

Head (2009) defines risk management as the process of planning, organizing, directing and controlling resources to achieve given objectives when good or bad events are possible. Vaughan and Vaughan (2001) consider risk management as a scientific approach to dealing with pure risks by anticipating possible accidental losses and designing and implementing procedures that minimize the occurrence of loss or the financial impact of the losses that do occur. The authors further submit that the main objective of risk management is to ensure that the organisation is not prevented from achieving its primary objectives as a result of losses that might arise from its operations.



**SMEs Sustainability**

The aim of an average entrepreneur (SMEs, owners in particular) extends beyond profit-making. Business growth and expansion constitute key objectives of SMEs. However, in a study conducted by Idemobi (2012), it was revealed that over 70% of SMEs die within five years of establishment. This means that less than 30% of SMEs can survive various business challenges.

**Business Perspectives and Future Trends**

Through interactive assignments, participants will explore the advantages of sustainability-related planning in a SME context, focusing on the “triple bottom line” of economic, ecological, and social progress. An interactive project will focus on hands-on sustainability planning for organisations and their staff.

**Wrap-up**

Questions and Answers and further consultations

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**Corporate Social Responsibility (CSR) Principles in the Public Sector**

**Course Duration – 4 days**

**Course Fee – N300,000.00**



**Central Bank of Nigeria Sept 2017**

This is more focused CSR training designed to enable participants acquire the skills and competences required to become CSR regulators and practitioners in the public sector through specialized, detailed and interactive classroom setting and review of CSR case studies from around the world. It provides participants with the tools and necessary practical CSR framework to function as CSR managers in MDAs and other regulatory agencies. Emphasis will be on Oversight, Policy Formulation and Implementation, Reporting and Communication.

**Objectives**



International Network for Corporate Social Responsibility (IN-CSR)

Upon completion of the course, trainees are able to:

- Apply the knowledge and skills gained in middle CSR management levels
- Develop and implement an effective CSR strategy as a Regulatory Tool
- Develop CSR reporting and communication models in line with global best practices.
- Acquire a world class certificate in Corporate Social Responsibility (CSR) and Sustainability

### **Course Contents**

The course consists of the following:

- Overview
- Evolution of CSR
- CSR and the Economy
- Making a Business Case - Private Sector
- Public Sector CSR Strategies - Case Studies
- Effective CSR as an Effective Regulatory Tool
- CSR Strategy and Global Standards - Case Studies
- Corporate Governance and Sustainability
- Global Models: Presentations and Description - Global Reporting Initiative (G3), UN Global Compact, CDP, UN Guiding Principles, ISO 26000, etc.
- Implementing a Responsible CSR Communication
- Wrap up

### **Requirements**

Even though there are no formal educational requirements, admission is a selective process based on professional achievement and organisational responsibility. We expect participants on this programme to have basic understanding of CSR either through education or practice.

### **Who should attend?**

MDA/MNC Employees, CSR Managers, Company Managers, CSR Practitioners, Public Relations Managers, Marketing Managers, Human Resources Managers, Sustainability and Environmental Professionals who wish to advance their understanding, bring added value to their organisation or get hold of a globally accepted CSR Certificate to progress their career.

### **Team Attendance**

This programme is appropriate for individuals as well as teams of executives from the same organisation. When colleagues attend a programme together, the organisation benefits from their shared knowledge and common vision. This, in turn, enables partici-



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pants to enhance their ability to pursue business goals as a team, effect critical transformations, and transfer knowledge.

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### **Integrating CSR Principles in the Maritime Industry**

**Course Fee for non-members – N250,000.00**

**Course Duration: 3 – 5 days + casework**

Over the years, the focus of business has changed; as it is no longer based on return of profit to the social only, otherwise known as “Corporate Philanthropy” but on creating **shared value** for the community at large. It achieves a win-win situation between the State, business and the wider society. Integrating CSR into corporate thought is not about changing how organisations spend their money but it is about how they *earn* them as well.

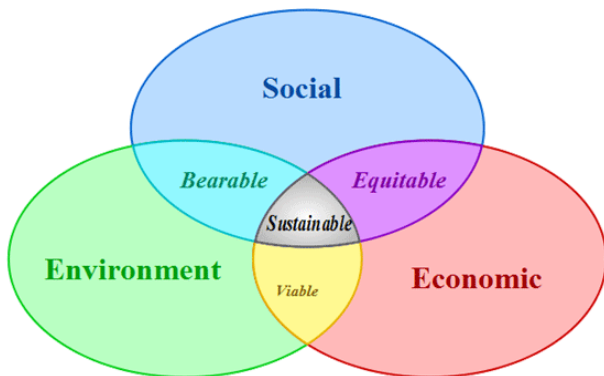
There is now urgent need to institute CSR in line with global best practices in the maritime sector.

#### **Background**

This program is designed to help senior executives to understand global standards for CSR, refocus CSR and sustainability efforts in ways that benefit society and the organisation. They will learn how to examine the current CSR programs (if any) with a critical eye and develop an overarching CSR strategy that creates value and achieve sustainability. By bringing greater alignment and direction to your CSR activities and identifying the right KPIs to measure results effectively, the executives will become better able to maximize the value of their CSR budgets or investments for all stakeholders and for the organisation while building a solid foundation for sustainable nation.

#### **What is Corporate Social Responsibility (CSR)?**

CSR is a code of conduct through which an organization achieves its business goals maintaining the decorum of law, ethical and international standards for safety of people involved in the organization, and protection of environment.



Some of the core training areas include:

- ✚ Importance of CSR as a regulatory tool
- ✚ Making a Business case
- ✚ CSR Concept in the Public Sector
- ✚ CSR Strategy and Global Standards – Case Studies
- ✚ Corporate Governance and Sustainability Management in the Maritime Sector
- ✚ Global Models: Presentations and Description – Global Reporting Initiative (G3), UN Global Compact, CDP
- ✚ Responsible CSR Communications and Strategy
- ✚ Stakeholder Engagement
- ✚ CSR and Integrated Reporting based on GRI and IIRC Guidelines
- ✚ External Assurance and how to communicate to gain Reporting Credibility
- ✚ The Concept of CSR, Corporate Governance and Business Ethics in Africa
- ✚ Current International and Local Legislations
- ✚ The Importance of Implementing Effective CSR Programs in Africa – Case Studies
- ✚ The Intrinsic Link between CSR and Business & Human Rights
- ✚ The Role of CSR Practitioners and Future Trends in Africa
- ✚ Beyond Basic CSR – Importance of Human Rights Due Diligence
- ✚ UN Guiding Principles on Business and Human Rights – An African Perspective
- ✚ HRDD as a Strategic Investment
- ✚ Testing Understanding

**Additional topics on Managing Risk and Decision Making include:**

- ❖ Evaluating complex environments and potential impacts before investing capital or making business decisions
- ❖ Identifying current vulnerabilities and predicting future pitfalls
- ❖ Preparing for crisis scenarios
- ❖ Integrating CSR initiatives in vendor and supplier agreements
- ❖ Interacting effectively with diverse internal and external stakeholders

**Program Outcome**

At the end of the program, participants will be able to:

- Realistically assess current CSR and sustainability efforts and design an action plan for achieving better impact
- Design a functional CSR strategy while maintaining a broad array of activities with distinct purposes
- Prioritize budgets and investments that will incrementally improve organisation's ability to deliver shared stakeholder value
- Make a strong case for an organization's CSR strategy and report effectively on social, environmental, and business impact—internally and externally
- Adopt global best practice in communicating, reporting and reviewing CSR programs
- Improve coordination of CSR efforts across the organisation
- Create positive, productive relationships with internal and external stakeholders
- Successfully engage third party CSR auditors while identifying areas for interest
- Improve bottom-line through effective CSR programs.

**Optional Topics include:**

- ✚ Examining the social and environmental impacts of the organisation's activities to identify opportunities
- ✚ Conducting an inventory of the current CSR programs (if any)
- ✚ Creating a blueprint for change
- ✚ Redefining environmental and social benefits within three distinct areas—Philanthropy, Operational Impact, and Shared Value
- ✚ Consolidating CSR efforts around organisational goals and objectives
- ✚ Evolving organisation's CSR activities to align with global best practices
- ✚ Building organisation's ability to create shared value for all stakeholders
- ✚ Developing an effective social responsibility program
- ✚ Training subordinates and capacity building
- ✚ Integrating CSR best practices into key business areas, disseminating policy effectively, and embedding CSR within organisational culture
- ✚ Integrating social responsibility metrics into general performance management systems
- ✚ Measuring social and business impact
- ✚ Communicating the goals and impact of CSR efforts to colleagues, shareholders, and other stakeholders

**Along with IMO and other Maritime conventions, Do We Need CSR?**

- ✓ Shipping is an internationally governed body by IMO with several regulations for protection of environment (MARPOL), safety of workers (SOLAS), welfare of shipping professionals (ILO-MLC) etc. Therefore, the question arises that do we need Corporate Social Responsibility?





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- ✓ CSR is not imposed on the company but adopted by it and when such initiative is taken, the company or organization will set a fine standard for itself, its employees, and other players of the industry.

**Conclusion: Summing it up!**

**Thus, CSR would help the shipping industry for:**

- Developing green ships right from building and operation to scrapping
- Welfare of ships' crew and their family in term of safety, security, health and communication
- Going a step further than IMO and other international regulations to ensure the basic rights
- Develop unity in diversity whether it's age, sex, or nationality.
- Transparency in company objectives
- Communicating company policy in ethical way to associates and suppliers– supply chain management
- Better employee and organization relationship
- Making a shipping company a Quality shipping organization
- Provide for Efficient National Regulatory System

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### **CSR Strategies for Sustainable Agriculture**

**On Call**

**Fee: N250,000.00**

**Duration: 3 - 5 days**



## Background

Competition of export agricultural products has made it mandatory in most countries of the world to adopt Corporate Social Responsibility (CSR) in order to sustain their business. This includes food beverages and other agricultural products. Africa is not an exception as the world has now become a global community.

Companies sourcing raw materials from the Continent of Africa like other parts of the world are required to meet international regulations and initiatives to remain in business and often times increase their market share. International programs such as the Sustainable Palm Oil initiative requires multinational companies (MNCs) to apply CSR programs globally. Many members of the CSR consortium for food and beverage companies, AIM-Progress, do business here in Africa. These are also large international brands like Unilever, Coca-Cola, McDonald's, Mars, Cargill, Carlsberg, Danone, Pepsico, Diageo, and SAB Miller. They have corporate codes of conduct that they expect all their operations to comply with, wherever they are located. Suppliers must also meet CSR standards for responsible sourcing including large and small agricultural producers. Therefore, irrespective of national legislations, organisations whether small or large are required to follow certain international guidelines. We therefore help both policy makers and the private sector understand CSR sustainability strategies and be able to apply them effectively.

## Top Benefits

At the end of the three days Masterclass, participants will have the confidence and know-how to:

- Communicate effectively on CSR Sustainability Concepts in the sector



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- Aware of global best practices
- Identify organizational risks and opportunities in the Agricultural sustainability scope
- Adhere to and exceed regulatory expectations through Sustainability and CSR excellence
- Practically apply CSR Sustainability concepts in stakeholder management, strategic implementation, operational level actions, and basic level reporting disclosures
- Comprehend CSR communication methodologies
- Be able to apply CSR Sustainability strategy as a competitive advantage in the marketplace – locally and internationally
- Be able to create Investor confidence through effective CSR Sustainability concepts

#### **Key Topics include**

- CSR Sustainability Concepts
- Sustainability and CSR Trends and Legislation
- Stakeholder Engagement
- Sustainability Strategy
- Sustainability Reporting
- Green Marketing

#### **Who should attend?**

Sustainability is a rapidly expanding area of focus for all industries and sectors. This course is recommended for individuals with any experience level and across department functions who currently have some Sustainability and CSR responsibilities or may anticipate such responsibilities in the future. Ideal participants may have duties or roles in:

- CSR/Sustainability
- Governance and Risk Management
- Human Resources
- Marketing/Communications/PR
- Supply Chain/Logistics
- Health and Safety



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- Environment
- Quality
- Operations
- Corporate Philanthropy/Foundations

**Key learning areas include -**

- ✚ Building organisation’s ability to create shared value for their stakeholders including host communities
- ✚ Integrating Sustainability / CSR best practices into key business areas, disseminating policy effectively, and embedding CSR within organisational culture
- ✚ Evolving organisation’s sustainability / CSR activities to align with global best practices
- ✚ Redefining environmental and social benefits within three distinct areas— Philanthropy, Operational Impact, and Shared Value
- ✚ Consolidating Sustainability / CSR efforts around organisational goals and objectives
- ✚ Integrating social responsibility metrics into general performance management systems
- ✚ Measuring social and business impact

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**IEMA Courses in Africa**



**IEMA Accredited Sustainability / CSR Practitioner Training Courses in Africa**

**Accredited Continuing Professional Development (CPD)**

**Fee: NGN350,000.00 (£600) Per Participant**

**Available in Nigeria, London and Dubai**



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The **Certificate in Sustainability Strategy** © is accredited by the Institute of Environmental Management and Assessment (IEMA) the professional body for over 15,000 environment and sustainability professionals from around the globe.

IEMA sets the accreditation criteria for the content and delivery of environment and sustainability training through robust quality assurance processes and provides professional development support in line with the IEMA Environmental Skills Map. IEMA's standards are used to deliver global sustainability and improve sustainability in organisations in all sectors and at all levels. Employees with the knowledge and skills to manage sustainability issues can drive productivity and competitiveness.

IN-CSR is the only IEMA accredited providers for this course in Africa and we have over the years differentiated ourselves as a leading Sustainability / CSR training provider in the region. Our world acclaimed Sustainability / CSR experts will provide you with one day intensive training on CSR Practitioners' course (optional) followed by two days training on Sustainability Strategy to equip you with world class knowledge and skills required to succeed as a Sustainability / CSR Practitioner.

Register for the **IEMA Certificate in Sustainability Strategy** © and receive a **15%** discount on **IEMA Membership**.

Attend our activity based **in-company workshop** or **Public training course** that will review the following modules:

- *Sustainability and Corporate Social Responsibility – Context and Definition*
- *Sustainability and Corporate Social Responsibility Dilemma*
- *Sustainable Strategic Growth Model - a solution to the Sustainability and CSR dilemma*
- *Sustainability Footprints – tools for growth*
- *The Politics of Sustainability*
- *Case studies*

Each Module is delivered using interactive classroom lectures.

**Why Take an IEMA Accredited Sustainability qualification?**



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If your goal is to become a CSR Sustainability practitioner, IEMA qualifications and membership of IEMA will help you achieve that. There are a range of membership levels dependent on your level of knowledge, industry experience and qualifications. IEMA membership provides a wide range of benefits available for people with a level of responsibility for sustainable business. In addition, IEMA qualifications

- Are globally recognised
- Cover sustainability and CSR needs across all industry sectors
- Will help you and your organisation improve sustainability and environmental performance
- Will assist you with your job search or career development

**Requirements** - Even though there are no formal educational requirements, admission is a selective process based on professional achievement and organisational responsibility. We expect participants on this programme to have basic understanding of CSR either through education or practice.

**Who should attend?** Sustainability and Environmental Professionals, MDA/MNC Employees, CSR Managers, Company Managers, CSR Practitioners, Public Relations Managers, Marketing Managers and Directors, Human Resources Managers and anyone who wishes to advance their understanding, bring added value to their organisation or get hold of the highly sort after and globally recognised CSR Sustainability Certificate to progress their career.

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**All courses are also available for one-and-one coaching and can be delivered in-house.**

**Our Expertise**

International Network for Corporate Social Responsibility (IN-CSR) is an international team of Sustainability / Corporate Social Responsibility (CSR) Consultants and Corporate Human Rights advocates working to promote best practices in Sub Saharan Africa.



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## **Advocacy**

Registered as a Non-Governmental Organisation in Nigeria (No 99264), we have a network of Sustainability/CSR experts who are industry leaders in all areas including research, training and auditing. As a hybrid organisation, over sixty percent of work is focused on developmental projects and advocacy for change in public policy and corporate behaviour. Over the past years, we have been supported mainly through corporate donations and worked in partnership with leading organisations such as Dangote Group PLC, Zenith Bank PLC, Oil and Gas Free Zones Authority (OGFZA), Federal Airports Authority of Nigeria, Centre for International Governance and Innovation (CIGI) Canada, Voices4Change/UKAID, University of Lagos.

### **Key Milestone in 2018**

We have successfully advocated for the introduction of a new reporting guidelines by the Nigerian Stock Exchange (NSE). Special thanks to the Centre for International Governance (CIGI), Canada and Zenith Bank PLC for their support.

### **Our Impact in 2019**

#### **Advocacy**

IN-CSR co-sponsored and reviewed the National Action Plan on Business and Human Rights in partnership with National Human Rights Commission of Nigeria (NHRC) and the Nigerian Stock Exchange (NSE). We have also continued to participate at the annual Conference of Experts on Public Administration (CEPA), held annually at the United Nations Head Quarters in New York, contributing to global public governance and was recognised by Prof Louis Meuleman of the United Nations in his book titled “Public Management and the Metagovernance of Hierarchies, Networks and Markets for our work.

#### **Consultancy**

We now certify products, processes, systems, organisations etc. as PECB accredited Management Systems (MS) Auditors in accordance with ISO/IEC 17021 and ISO/IEC 17065. We also trained a record number of practitioners, consulted for some of Africa’s biggest companies in Dangote Group and a number of Oil and Gas companies; arguably setting new standards for an Integrated Health, Safety, Social and Environmental Safeguards for Agency Banking in Nigeria. Recently, we have as well been certified by the Federal Ministry of Environment after a number of presentations and assessment of previous Environmental and Social Impact Assessments (ESIA), Environmental and Social Management Plan (ESMP), Environmental and Social Audits and other Environmental and Social projects completed in recent years, to provide Environmental Consultancy Services including



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Baseline/Post Impact Studies & Compliance Monitoring and Audit, Waste Management Technology, Engineering Oil & Gas Pollution Control & Remediation.

We have continued to provide industry leading consulting and training programmes to support our various advocacy campaigns and more importantly to support the private sector in building sustainable businesses. The implementation of the Nigerian Sustainable Banking Principles (NSBP) has helped institute global best practices in the banking sector. We await further developments with the introduction of the global banking principles which will further help align the sector with the sustainable development goals (SDGs) and the Paris Agreement. We have been very active in this space since 2018 and have recently helped to train high level delegates from the Government of Tanzania on a programme themed – Towards the Consumer Financial Protection Framework for Tanzania – Benchmarking Nigeria’s CFPF. We also provide a number of other corporate sustainability and responsibility (CSR) courses aimed at redefining sustainability practice in line with global best practices. Our previous clients include delegates (company or privately sponsored) from Central Bank of Nigeria, Green Energy International, Zenith Bank PLC, ECO Bank PLC, OGFZA, Nigerian Breweries PLC, NIMASA, Maritime Institute, UNILAG, AIICO Insurance, Save the Child Foundation and a number of other public and private sector as well as civil society organisations.

Please email [admin@incsr.org](mailto:admin@incsr.org) for further enquiries,

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