



Carbon Literacy Trainer Code of Conduct

Professional trainers will probably already do all of these things:

- Accommodate different learning needs and styles – aware of all learning styles
- Customise learning according to learners literacy needs – know your audience, the type of people coming along, be prepared for them
- Non-judgemental
- Be adaptable
- Explain the rules of the day and our expectations from attendees (link to previous point)
- Have a 'come back to later' / 'park it' board to help move the conversation along if veering off topic "Really good question but not for right now", or if the answer needs to be looked up in a break
- Invite other trainers to / sit in on someone else's training once a year where possible – pick up tips, can get comments back from those who've observed
- Be human – be prepared to admit you don't always know the answer, group enquiry, learning together
- Know your audience – don't make anyone feel bad about an answer
- Expect the best of people
- Keep learning and incorporating that into your training
- Maintain high standard of training despite external factors – consistency – best you can do – don't bring your personal baggage

The Project expects CL trainers will:

- Be inclusive (of participants) – be aware of the ‘isms’ (racism, sexism, etc.), gender / neutral language, mental health, learning difficulties, previous education level
- Maintain political and religious neutrality (in line with your group)
- Be positive and passionate – believe and convey that we can and will make a difference
- Celebrate success – within the organisation, in a community, around the world
- Follow the CL Brand Guidelines
- Meet the deadline for submission of evidence and information
- Keep your materials under review and submit them for re-criteria checking when they have materially evolved
- Not do anything to bring The Project into disrepute
- Not deliver a course that is not accredited by The Project, under the name of Carbon Literacy or derivative names.
- Handle PO, invoices and other paperwork and payments efficiently

Other things to think about:

- Not just about the day – How will you follow up? How will you keep people engaged? How will you continue the discussion outside of the ‘classroom’? Engage with the actions beyond the training?
- You may want to complete the Trainer self-reflection document after training, to be used as personal development, as well as to form part of your application if you wish to gain CL trainer accreditation in the future
- You may want to think about collaborating with other trainers within or outside your sector...
- You may want to think about establishing a consortium of likeminded individuals and organisations...