Carbon Literacy for Elected Members – Toolkit Overview

This taster pack should give you an idea of what is included in the Elected Members Carbon Literacy Toolkit

For more information please see our website :
https://carbonliteracy.com/organisation/toolkits/local-authorities/

Getting Started

Welcome to your Carbon Literacy Training Pack. This pack contains all the information you need for your training. Please read the attached documents to understand more about your training pack, how your learners gain certification and what steps to take to ensure your learners get the best Carbon Literacy experience.

Our documents change from time to time. To ensure you're always using the most up-to-date version, please refer [here](#) to find any documents that are starred (*) over these two pages.

Documents to get you ready to deliver Carbon Literacy training:

1. **Getting Started**
   This folder contains our Certificate Marking Guide, Trainer Code of Conduct and Bank Details doc.

2. **Powerpoint Slides**
   The Powerpoint slides are one day's worth of interactive training.
   There is one version of the toolkit

3. **Trainer Manual**
   This manual covers all of the information the trainer(s) will need to deliver the course, including the knowledge and information needed to run the activities.

CARBON LITERACY FOR ELECTED MEMBERS

TRAINER GUIDE

Elected Members - Detailed Trainer Guide

This guide will provide you with all the information you need in order to carry out the Carbon Literacy Elected Members course. Please note that it is not meant to be read as a script but to be used as a guide for the activities. For more succinct delivery notes (flashcard style), please see the slide notes underneath the PowerPoint slides. This guide will provide instructions for every section of the training, including how to set up your training online and how to run the various activities.

Highlighted in blue- customisation needed by trainer/ organisation/ note for trainer
Optional content is highlighted in yellow in the running order and detailed notes are written in this colour (under trainer discretion whether to include or not).
The scientific and policy content around climate change is subject to change as data and political policy evolves. This is a section that trainers are advised to review to ensure that the scientific and policy content is up to date before course delivery.

Materials checklist

- Participant details forms. You can access the online evidence form here.
- Certificate request form. You can access the certificate request form here.
- Activity materials (PDFs)

Layout of trainer guide

Name of section
Timing
Material/preparation
Purpose/aim of activity
(Group size)
Delivery notes – the content which actually needs to be presented to the learners in each section- key points
Additional notes- supporting information on the topic (science/facts/data/stats)

Running Order Colour Coding:

Breakout room activity

Activity (non-breakout room) N.B. Chat box exercises are NOT highlighted but are clear in the notes

Videos are part of this section (links shown above and in the trainer manual and slide notes)

Slides requiring additional input from the trainer / Optional slides

Content	Start time	Duration
MODULE 1		
Intro & What is CL?	9:00:00 AM	0:10:00
Who is CLP/Why CL? / Introductions	9:10:00 AM	0:05:00
Tackling the climate crisis in our sector	9:15:00 AM	0:04:00
All or nothing?	9:19:00 AM	0:15:00
Training Outline	9:34:00 AM	0:02:00
MODULE 1		
Weather vs climate	9:36:00 AM	0:02:00
The Carbon Cycle	9:38:00 AM	0:04:00
The Greenhouse Effect	9:42:00 AM	0:02:00
Greenhouse Gases	9:44:00 AM	0:02:00
Which activity releases which greenhouse gas?	9:46:00 AM	0:03:00
BREAK	9:49:00 AM	0:10:00
Levels of CO2 / GHGs	9:59:00 AM	0:02:00
Relative emissions / Emissions Over Time	10:01:00 AM	0:02:00
Temp change / Extreme weather	10:03:00 AM	0:02:00
Scientific confidence, IPCC & consensus	10:05:00 AM	0:05:00
The business and politics of climate science denial	10:10:00 AM	0:06:00
Emission trajectories & Sky Video	10:16:00 AM	0:04:00
Pathways to our future	10:20:00 AM	0:07:00
Climate tipping points	10:27:00 AM	0:02:00
Global system impacts	10:29:00 AM	0:05:00
The global risks report	10:34:00 AM	0:02:00
How's everyone feeling? Any questions?	10:36:00 AM	0:03:00
MODULE 2		
UK impacts	10:39:00 AM	0:06:00
UK climate change impacts	10:45:00 AM	0:15:00
Hot summers / wetter winters what's the issue?	11:00:00 AM	0:03:00
Local climate change impacts /Adaptation	11:03:00 AM	0:05:00

Carbon budget video	11:08:00 AM	0:03:00
Science / International policy	11:11:00 AM	0:03:00
UK GHG emissions / UK policy	11:14:00 AM	0:04:00
Local authority carbon budget and strategy	11:18:00 AM	0:10:00
BREAK	11:28:00 AM	0:10:00
Stranded assets / Covid / green recovery	11:38:00 AM	0:07:00
Economic opportunities video	11:45:00 AM	0:05:00
How and why do we build back better	11:50:00 AM	0:10:00
Ashden: How climate sits in society video	12:00:00 PM	0:02:00
How do we build back better?	12:02:00 PM	0:20:00
Green recovery recommendations	12:22:00 PM	0:08:00
Lunch	12:30:00 PM	1:00:00
MODULE 3		
The role of Local Authorities	1:30:00 PM	0:03:00
Opportunities in our area	1:33:00 PM	0:03:00
Co-benefits of climate action including video	1:36:00 PM	0:45:00
BREAK	2:21:00 PM	0:10:00
Concern about climate change	2:31:00 PM	0:01:00
Talking about climate change video	2:32:00 PM	0:08:00
Talking about climate change slides	2:40:00 PM	0:07:00
Britain Talks Climate Slides	2:47:00 PM	0:06:00
Britain Talks Climate Activity	2:53:00 PM	0:20:00
The discourses of delay	3:13:00 PM	0:02:00
MODULE 4		
Action planning video	3:15:00 PM	0:24:00
Action planning slides	3:39:00 PM	0:03:00
Action Planning activity	3:42:00 PM	0:30:00
BREAK	4:12:00 PM	0:10:00
Action planning feedback	4:22:00 PM	0:15:00
Home carbon Footprints	4:37:00 PM	0:05:00
Carbon Literacy Evidence Form	4:42:00 PM	0:15:00
Wrap up slides	4:57:00 PM	0:03:00
Close	5:00:00 PM	

Total time = 7 hours
Each module is approximately one and three-quarter hours long

For online training it is suggested that modules 1 & 2 are delivered together; and modules 3 & 4 are delivered together on separate days

Module 1

Learners enter the video conferencing room
Lead trainer and trainer facilitator (if applicable):   ● May be advisable to mute learner's audio and to advise them to turn off their audio when they are not speaking.   ● Mark off in your register who has arrived.   ● Ask learners to put their name on their screen (Zoom – top right of their avatar screen).   ● Advise learners if you prefer for them to leave their video on during the training session. Be aware this is not advised if they have limited connectivity / bandwidth.   ● Inform learners how you intend to answer questions.   ● Make learners aware if you are recording the session.   ● Trainers can help learners keep to time by giving them clear feedback limits e.g. "Please feedback on this question, keep your answer to 2 minutes." This can be 'gamified' by advising learners you will 'count down' their feedback (e.g. you have 1 minute remaining).

Introduction to CL4LAs course; What is Carbon Literacy	
Material:	Slides
Timing:	32 minutes
Purpose of the activity:	Welcome participants, provide background to CL project and overview of training
Preparation:	Once you are familiar with this manual, you can use the slide notes in the PowerPoint for delivery.

- Welcome the participants
- Introduce yourself

SLIDE: Acknowledgements

These materials are funded by the Greater Manchester Combined Authority, the UK Government Department of Business, Energy & Industrial Strategy, and Westford Mill.

SLIDE: Writing group contributors

Organisations who contributed towards the creation of this Carbon Literacy course

SLIDE: Housekeeping

Video conferencing tips, answering questions, audio mute when not speaking, breaks, finish time.

Audio:
Mute audio unless you need to speak (Alt A – Windows).

Engagement:
- Learner videos on (trainer discretion but does assist with active learning and ensures learners are participating more fully) – so we can engage with people's faces
  (if you have internet problems then turn off).
- Learners to add name (top right in your avatar screen) – job role / company.
- Learners to avoid working / internet browsing / using their phones.
  The course offers a certification in Carbon Literacy.
  A clear standard to be met and an evidence form to complete.

Questions:
- We do have a lot to get through so may not be able to answer questions immediately

'By the end of your training you will have...'

- Gained an understanding of the **basic science of climate change** and how climate change will affect us both **globally** and **locally**.

- Gained an understanding of how you, as an elected member, can mobilise change.

- Explored the **low carbon objectives** in the Local Authorities sector.

- Created an **action plan** to help reduce the **carbon footprint** of your Local Authority.

- Explored strategies for **influencing others** to take action on climate change.

Climate change impacts in "your local area"

Find a few local (or regional) examples of extreme weather events…
E.g.
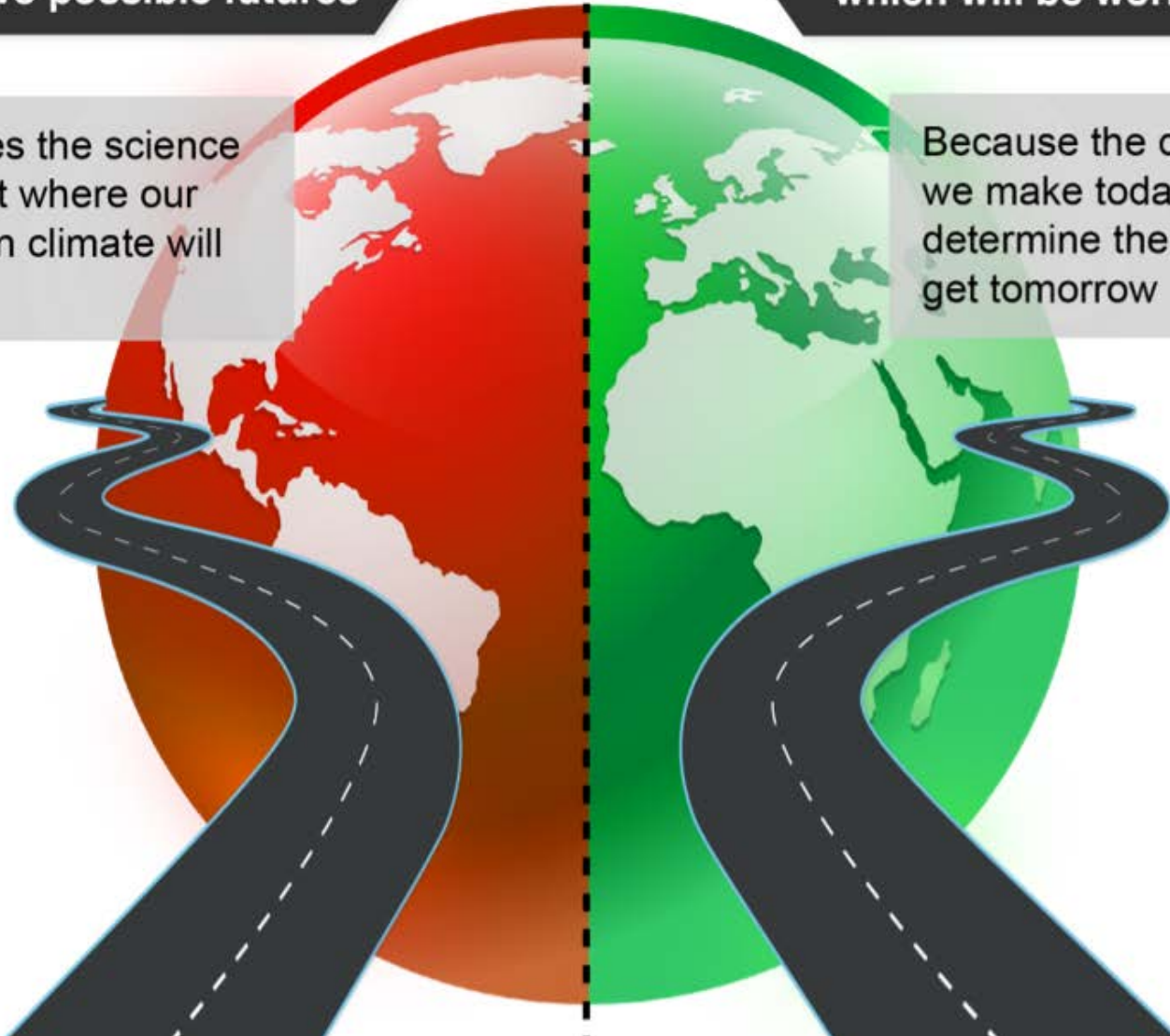
- Flooding
- Storms
- Wildfires
- Heat stress/ Heat waves

Pathways to our future

A story of two possible futures

which will be worlds apart

What does the science say about where our actions on climate will take us?
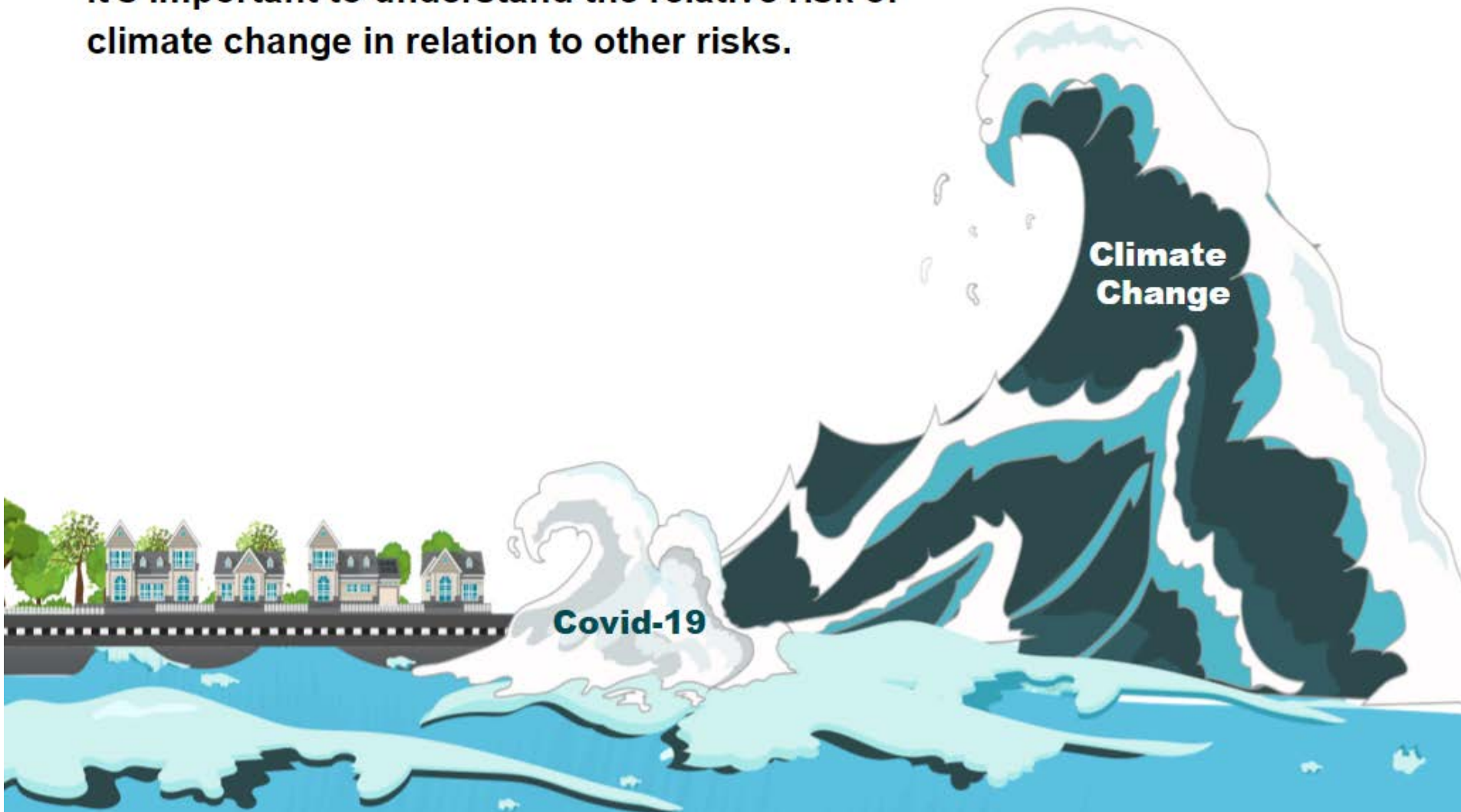
Because the decisions we make today determine the world we get tomorrow

Climate Change and COVID-19

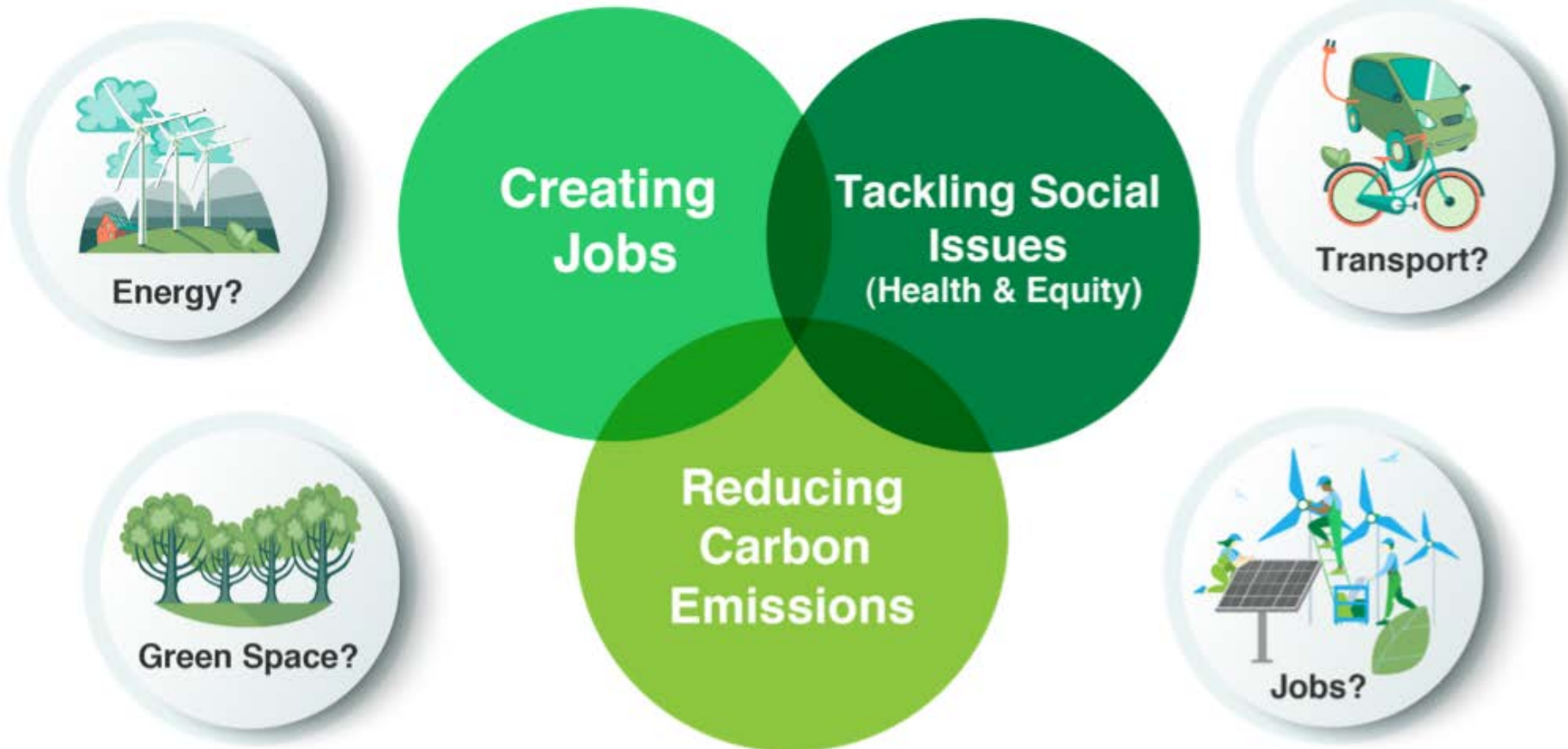**It's important to understand the relative risk of climate change in relation to other risks.**

Climate Change

Covid-19

Activity: How do we 'build back better'?

What policies can the government and local councils enact to <u>build back better</u> whilst <u>tackling climate change</u>?

Why should we do anything?

An empowered public sector can **catalyse action across society**

🟥 **Direct local authority emissions (2% of UK emissions)**

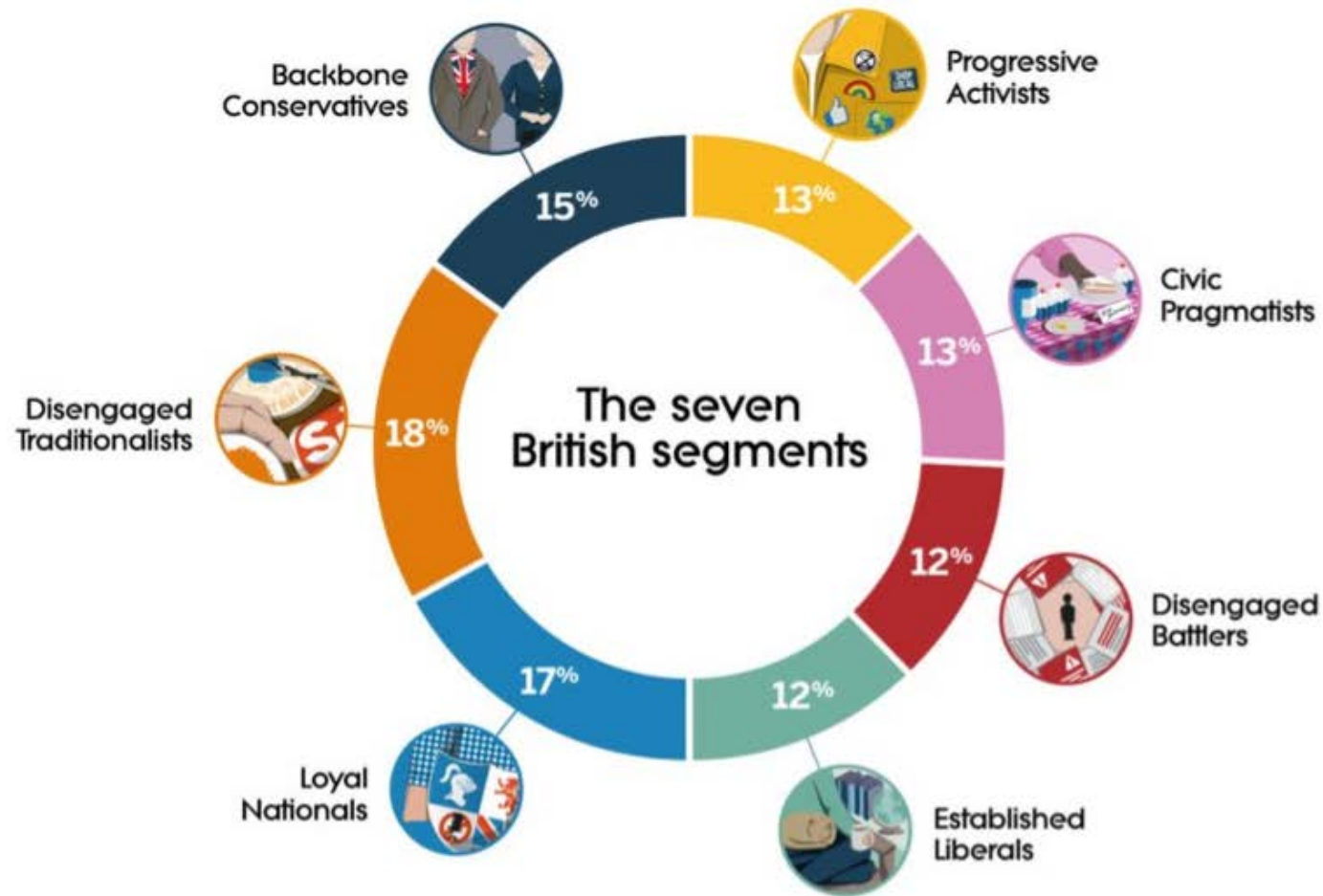🟧 **Emissions under the influence of local authorities (33% of UK emissions)**

2020 Committee on Climate Change report

Britain Talks Climate

The seven British segments

- Backbone Conservatives — 15%
- Progressive Activists — 13%
- Civic Pragmatists — 13%
- Disengaged Battlers — 12%
- Established Liberals — 12%
- Loyal Nationals — 17%
- Disengaged Traditionalists — 18%

Wang, S., Corner, A., and Nicholls, J. (2020). Britain Talks Climate: A toolkit for engaging the British public on climate change. Oxford: Climate Outreach.

Activity: Levers of influence

Direct control

Ensuring your council's activities are net zero in relation to:

- Own Buildings
- Own staff activities
- Council commissioning
- Council procurement

Place-shaping

Applying policies and powers to:

- Shape the quality of new developments
- Direct the purpose and nature of regeneration
- Invest in green infrastructure & economic development

Local Authority

Taking Action: Why is your action pledge important?

- Everyone plays a part in the transition to a **low carbon society.**

- By pledging two actions today, you are one step closer to reducing your **carbon footprint to a sustainable size.**

- This is also essential in order to receive your **Carbon Literacy certificate!**