

**Carbon Literacy
Action Day**
International



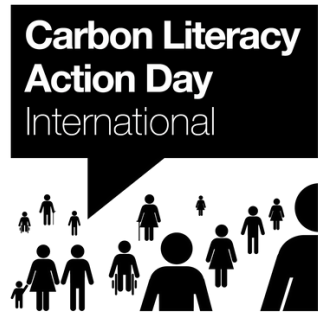
Carbon Literacy Action Day Roadmap

Organisation edition

**Monday 4th
December 2023**



Introduction



This supporting document provides you with an overview of the Carbon Literacy Action Day, along with a roadmap on how you, as an organisation, can get involved in the third edition of this international annual event.

We hope this comprehensive guide provides you with key information on what the Action Day is and how you can successfully take part. That said, if you have any further enquiries after reading this document, please get in touch with our team at CLAD@carbonliteracy.com.

In July 2023 we held a CLAD Introduction Webinar for organisations. You can [watch the replay](#) to meet our team and find out more about the Action Day.

Organisational involvement is an essential part of our CLAD campaign, and we would like to express our appreciation to you all. Without your involvement, we wouldn't be able to certify the number of learners that we aim to in this year's Carbon Literacy Action Day.

Visit our Action Day webpage [here](#).

NB: This resource is written for organisations that aim to deliver Carbon Literacy training to an internal audience. For those that wish to *deliver training independently*, please refer to the CLAD Roadmap for Trainers [here](#).

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Getting Started

What is Carbon Literacy Action Day?

The annual International Carbon Literacy Action Day is the world's largest climate education-and-action training event.

It offers an opportunity for as many learners as possible from all walks of life, organisations, sectors, backgrounds and nations all around the world, to complete their Carbon Literacy training simultaneously on a single day, and as a result, pledge positive action to reduce carbon emissions and become officially certified as Carbon Literate.

Each year, the Action Day coincides with the UN Climate Change Conference; this year will see the 28th annual conference, COP28. And so, while our world leaders gather in Dubai, UAE, this winter to negotiate on climate, Carbon Literacy learners everywhere will undergo training that educates and inspires them to take meaningful action on climate change.

The Action Day is fully inclusive and open to all, and we hope to witness hundreds, if not thousands of people from all walks of life participate and complete their days' worth of Carbon Literacy training – but we can't achieve this without you.

When does it take place?

Monday 4th December 2023

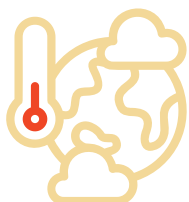


Why take part?



Get involved in an exciting event on the ground whilst COP28 takes place in Dubai.

Generate increased levels of involvement, activity and excitement about Carbon Literacy within your community, organisation or way of life on this unique day.



Take immediate and effective action to tackle climate change.

Be a part of the breadth and diversity of Carbon Literacy, as people from different backgrounds and countries around the world, all come together and complete their days' worth of Carbon Literacy training.



Opportunity to reach a group that may be particularly hard to engage, for example, a senior leadership team.


Opportunity to showcase your commitment to climate action to your audiences.



Learners receive a unique Action Day certificate.

Action Day Certificate Example

**Carbon Literacy
Action Day
International**




1 of XXX trained on the

Carbon Literacy Action Day 2022

This is to certify that via

has met all the requirements of the Carbon Literacy Standard
and thus for the purposes of workplace, education and
community should be regarded as Carbon Literate.


signed



Dr. Ali Abbas, Chair, on behalf of The Carbon Literacy Trust.
Registered Charity Number 1156722

date **certificate no.**

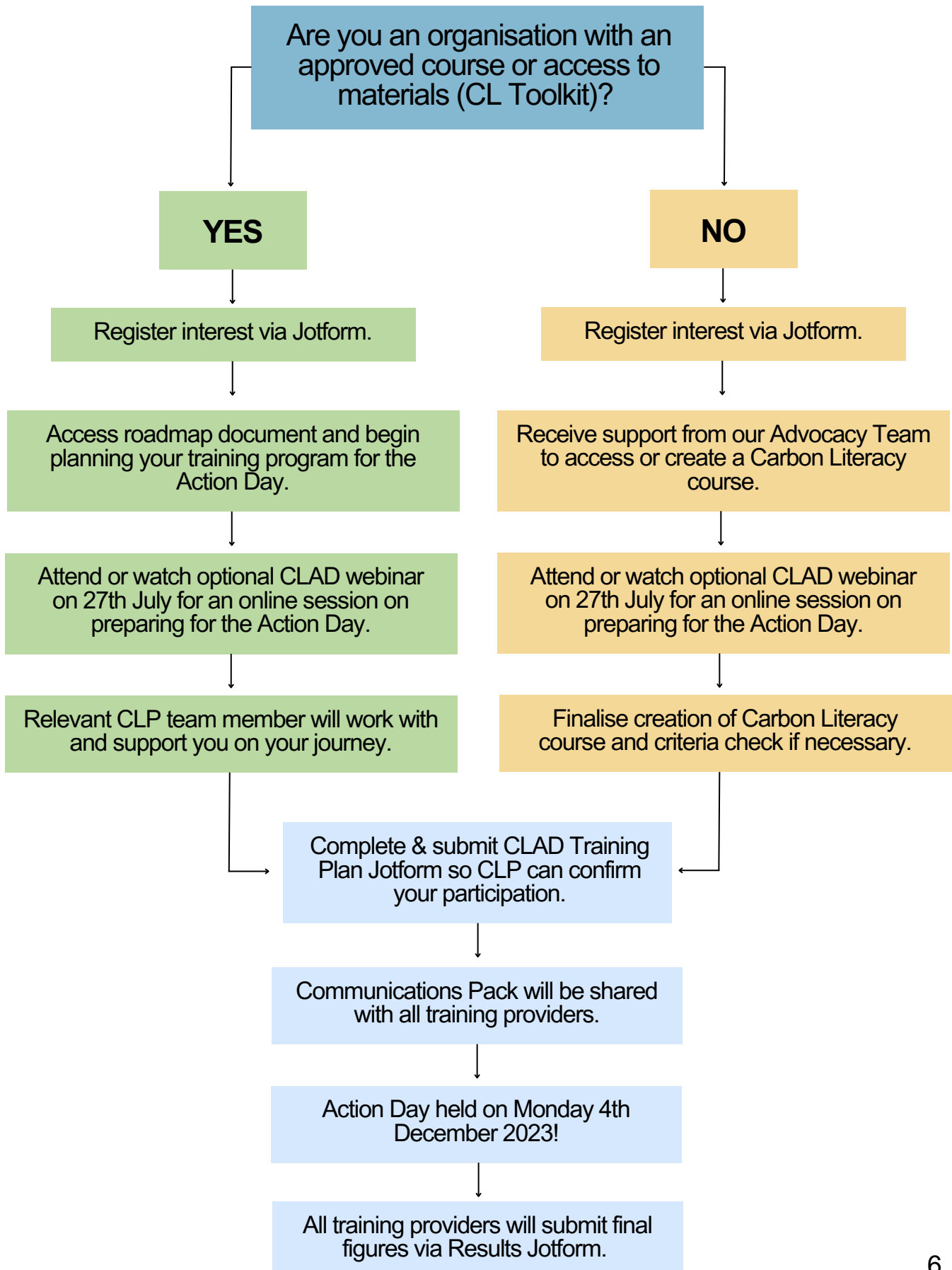
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certificate



How the process works



How to get involved

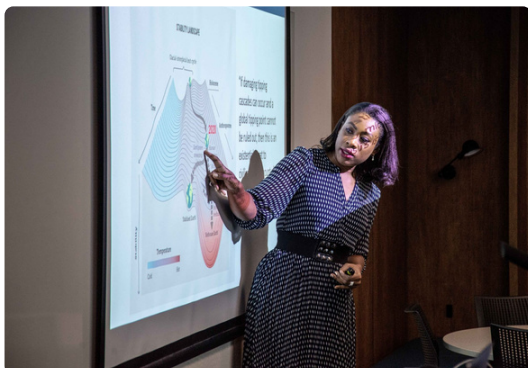
As part of your preparations for the Action Day, there are some factors for you to consider before finalising plans for your training activities.

As an organisation, there are 3 main considerations:



1. Your course

2. Your audience



3. How you'll train

Step 1: Your course

What course can you use?

Depending on your organisation's circumstances, there are various options for getting involved in the Action Day.

Organisations with an Accredited Course

If you are an organisation with an accredited course or access to a Carbon Literacy Toolkit, then either of these can be used to train learners within your organisation or community group, and there need be no delay in your taking part.

Accessing a Toolkit Course

We have a range of Carbon Literacy Sector Toolkits, meaning there are ready-made materials for certain sectors that organisations can access and use to deliver training without needing to design and accredit a course. Currently, we have Toolkits for Automotive, Civil Service, Healthcare, Local Authorities, Museums, Social Housing, Sport and Universities & Colleges.

Find out more about our Sector Toolkits [here](#).

If you are successful in finding materials suitable for you, please get in touch with CLAD@carbonliteracy.com with the subject line 'Action Day 2023', to kickstart your journey and explore being part of the activity in your own sector.

Writing a Course

If you don't already have an accredited course and there are no other suitable materials for you to use (e.g. a Toolkit), then you will need to write a Carbon Literacy course for your chosen audience and have it criteria checked ahead of the Action Day. But don't worry, our Advocacy team can help by providing resources and support in your course creation process. Please contact advocacy@carbonliteracy.com if you'd like to begin writing your own course.

How will you structure your course?

For a training programme to qualify for the Action Day, it must end on Monday 4th December by 11.59pm. That said, your course(s) can be structured and divided into numerous modules, or in any way you see fit.

Here are a few examples of formats in which your course can be run:

- 1 full-day session on Monday 4th December
- 2 half-day sessions, ending on Monday 4th December
- 4 2-hour modules, ending on Monday 4th December

In order to decide how many sessions you'll need for your course(s), it's firstly best to consider the number of courses you are running altogether. If you are running one course, you'll have more freedom to choose course dates and times. However, if you plan to run numerous courses, you may want to be more attentive to how you schedule and organise these.

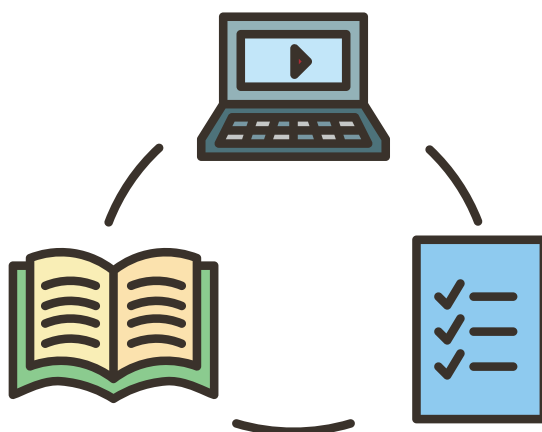
How many courses will you run?

You will need to consider how many courses, in total, you'll run for the Action Day. This will depend on several factors such as what audiences you'd like to train, how much training capacity you have and the demand from your audience(s).

If you plan to deliver training to different audiences, you will need to plan separate dates for your CLAD courses, all ending on 4th December.

If you receive high demand from your audience, it may be worth running an additional course to accommodate all interested learners and ensure that training is manageable and engaging for both you and the learners alike.

If you'd like to run additional training courses but don't have the capacity, please see page 12 where we explore training capacity in more depth.



Step 2: Your audience

What audience will you train?

The second step is to consider what audience(s) you'd like to train for the Action Day.

Current Audience

If you already have materials for, or deliver Carbon Literacy training to a specific audience(s), you can simply continue to plan training for your usual audience; whether that be for businesses, charities, community groups or something more niche.

New Audience

Your organisation could be in a position to deliver training a new or wider audience that you haven't previously delivered Carbon Literacy to.

Could this be the time when you engage a new organisation or community to become Carbon Literate, or even a highly impactful group, such as Senior Leadership or Directors?

Alternatively, you could open your course up to the wider sector, local community or a geographical area. By doing this, you can introduce Carbon Literacy to a wider audience, and even give people who might not otherwise be able, the opportunity to do Carbon Literacy.

If engaging a new audience sounds interesting to you, you may need to accredit new materials so learners can receive the most relevant training to them. You can begin the process of seeking out how to do this in time for the Action Day by visiting page 8 for more information on what courses or materials you can use or create.

How many learners will you train?

You should consider approximately how many learners, in total, you would like to train for the Action Day. Not only does this give you a goal to work towards, but it will help guide you as you plan ahead for the day, and understand what capacity and effort is needed to make your training a success.

The number of learners you decide to train is completely up to you and will depend on several factors such as the type of audience(s) you'll train, how much training capacity you have, and the demand from your audience(s).

In general, a Carbon Literacy course will see around 10-25 learners per cohort. That being said, given the nature of this exciting event, we do ask you to **think big and go the extra mile** so we can have the greatest collective impact possible!

Open vs. closed training?

There are 2 types of training that you can deliver as an organisation.

Closed Training

Closed training means delivering training internally within a specific organisation or audience, that is **not available** to the public. *For example, a Trainer is hired by a council to deliver internal training to their staff.*

Open Training

Open training means offering your course out to a sector or audience that is **available for the public** to freely book on to. *For example, a Trainer hosts a session for council staff which is externally advertised, and learners from a variety of councils can book a place.*

Step 3: How you'll train

How will you deliver training?

You will need to consider how you plan to deliver your training, what training capacity you currently have, and if you may need additional trainer capacity (internal or external) for your Action Day activities.

Internal trainers

If you have an experienced internal or in-house trainer, they can deliver Carbon Literacy training within your organisation or group for the Action Day.

That said, please do consider how your current trainer capacity and goals for the Action Day align. For example, if you plan to run more or bigger courses than normal, this may highlight the need to train additional members of your organisation or group to deliver training or hire an external trainer.

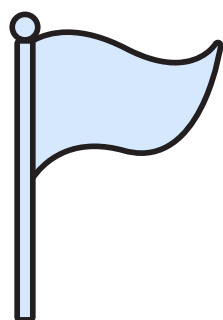
External trainers

If your organisation or group does not have internal training capacity, or you need extra capacity to meet the size or number of courses you are delivering, you may be interested in hiring an external trainer.

Please visit our [Trainer Directory](#) to find out what Carbon Literacy Trainers may be available to hire for your Action Day training. Each Trainer will specialise in different sectors, be based in different locations and will have individual pricing guidelines.

Facilitators

You can also hire Carbon Literacy Facilitators, who don't deliver training, but can support with course delivery and admin. To find out more about hiring CLFs, please email clt@carbonliteracy.com.



Once you have considered the three main steps of your course, audience and how you'll train, and you have an idea of what kind of training like to run for CLAD, you can begin to cement your plans and a member of our team will continue to guide and work with you on your journey.

For those who are advertising open training, the next section explains how you can promote your course.

Promotion

This section details information on how you can promote your course, and what promotional support is available from The Carbon Literacy Project.

NB: this information is directed to those planning to run open training sessions for the Action Day. Please visit page 11 for information on what an open training course is.

Promoting your course

Here we have collated some tips that will help you promote your Action Day course, reach your intended audience, and hopefully see your course fully booked.

These tips have been extracted and condensed from a blog post that you can read in full [here](#).

1. Create a booking page

The first step in promoting your CLAD course is to create a booking page that provides key information about your course offering. You can make a booking link using ticketing platforms such as Eventbrite, Ticket Tailor, or your website if you have one.

Your course booking page should clearly state:

- Course date(s)
- Times
- Course description
- Contact information

You'll also need to ensure that your booking page addresses your audience. It should be clear from your course booking page:

- Who your CL course is for.
- What your attendees can hope to gain from it (bearing in mind the kind of benefits your specific audience may be looking for).
- What audience-specific elements or activities they can expect.



2. Tap into your network

Consider promoting your course within your professional circles (or social circles, if appropriate). You could do this through various channels:

- Directly: Ask people and/or organisations you already have contact with (via email, or face-to-face) to share your course via their channels.
- Social media: Tag relevant contacts/accounts in your social media posts to make it easy for them to spot and reshare.
- Green groups or charities: Those operating within your target sector or location may be willing to share your course with their members if it's relevant.
- Businesses: Consider approaching businesses (both big and small) and offering to train their staff. You could even offer a discounted price if they agree to train a certain number of staff members.

3. Utilise social media

Social media is a great platform for organic promotion. Again, it is essential that you focus on your audience when strategising your social media promotion.



What social media platform(s) to use:

- Targeting businesses? [LinkedIn](#) or [Twitter](#)
- Targeting a local community or group? [Facebook](#) and [Instagram](#)

Whichever you choose, be sure to tag us under our profiles (linked above) so that we can amplify your posts.

What content to share:

- Testimonials: Share authentic feedback from past learners.
- Photos: Share photos from training and the story behind them.
- Infographics: No photos? No problem! Create a visual asset showing information about your course to catch your audience's attention.
- Discussions: Start or engage with conversations relevant to your course that are happening on social media.

How we can support with promotion

Patagonia Action Works

We offer all accredited courses the opportunity to be listed on our Events page, which is hosted by Patagonia Action Works (PAW) but is linked from our website under 'Events'.

Alternatively, you can find the link to our Events page [here](#).

Additionally, PAW offer paid social media ads for courses on our behalf, at no cost to the trainer. So, we also submit requests for ads for all courses, as a standard, when submitting the course listings.

Please visit [this document](#) to find more information on the available support.

Carbon Literacy Website & Social Media

If you are offering an open training course, we can list your course on our Action Day webpage and promote it accordingly via our social media channels.

Once your course booking page is live, please share this, along with any high-quality photos to support the promotion of your course (if any) with media@carbonliteracy.com to have your course featured on our website and social media platforms.

Communications Pack

To further promote your involvement in the Action Day, a CLAD Communications Pack will be made available for all participating organisations and trainers.

The pack will assist with any online promotion via social media, website, email and press. In this pack, you will find:

- CLAD International logos
- Social media graphics
- Training photos
- A communications guide with copy for various platforms
- Press release template
- A copy of our brand guidelines

The Communications Pack will be available in Autumn 2023.

CLAD Catalyst Award

What is the CLAD Catalyst Award?

The CLAD Catalyst is an initiative where we recognise and celebrate those who display catalytic Carbon Literacy, and therefore catalytic action on climate change, for the Carbon Literacy Action Day.

Three training providers who display the best examples of catalytic Carbon Literacy will be awarded CLAD Catalyst 2023 - a badge of special recognition for their dedication to tackling climate change.

To be in the running for the CLAD Catalyst award, all you have to do is:

- Plan and deliver catalytic Carbon Literacy training for the Action Day.
- Tell us in your post-event survey, that you'll receive on 4th December, how you met our theme of 'Bigger, Better, Bolder' and what impact your training will have.

Bigger, Better, Bolder

In order to tackle climate change at the rate at which the science demands, we need to continue educating people all across the globe at speed. That's why this year, our theme for the CLAD Catalyst Award is Bigger, Better, Bolder.

We're encouraging you to go bigger, better and bolder for Carbon Literacy, so your training can have a high, long-term impact in the face of the climate crisis.

How can you go Bigger, Better and Bolder?

This will look different for every organisation that delivers a course on the Action Day, but to help you think big, here are a few ideas of how you can meet our theme for 2023.

- Bigger training, more courses, more trainers.
- Better quality of training, learner interaction and engagement.
- Bolder impact, action planning, audiences, and climate action as a result.

[Click here](#) to read about the CLAD Catalyst winners 2022 and to gain inspiration on how to go the extra mile for the Action Day.

What happens on the Action Day?

Training = complete!

On the Action Day, Carbon Literacy training will take place in locations, and to learners, all around the world.

As training finishes throughout the day, organisations will fill in a Results form, that will allow them to share the final figures and results from their Action Day training with our CLAD team, such as how many courses were run, what audience was trained, and most importantly, how many learners were trained.

From here, we will begin to tally those all-important numbers, learn the impact that the global Carbon Literacy community has had on a single day, and calculate the estimated carbon savings as a result.

Action Day Webinar

At 5pm GMT on 4th December, we will commence our Action Day Webinar – a one-hour-long online event where all participating training providers, from all around the world, can join together in one 'room' to reflect on the day and share stories of their training.

Because training takes place in locations all around the world, this webinar is an incredible opportunity to learn about the global spread and impact of the Carbon Literacy Action Day.



Thank You

Thank you for participating in the Action Day 2023. We are delighted that you have taken the steps to take concrete action on climate change, and are looking forward to witnessing Carbon Literacy training take place all across the globe.

For extra information about the Action Day, you can [watch the replay of our CLAD Introduction Webinar](#) to learn more about getting involved and hear from organisations that took part in previous years.

We hope this document has provided you with everything you need to know for taking part in the Action Day, but for additional queries, please get in touch with CLAD@carbonliteracy.com.

If you have already registered your [initial interest](#) and would like to take the next step of confirming your training, please tell us [your CLAD plans](#).

