TCFD 101 Training Instructions

Instructions for facilitators

Context

Established in 2015 by Mark Carney, the Task Force for Climate-related Financial Disclosures (TCFD) identified that further information was needed by investors, lenders, and insurance underwriters to appropriately assess and price climate-related risks and opportunities. To address this, the TCFD developed voluntary recommendations that could be used by organisations to help understand the material risks they face, and will continue to face in the future. Through more comprehensive and transparent on climate-related financial risks and opportunities, investors and other capital providers can make more informed decisions, thus ultimately enabling more stable, resilient markets and facilitate a smoother transition to a low-carbon economy.

Through the TCFD Knowledge Hub, the Climate Disclosure Standards Board (CDSB) has created educational material to support the implementation of the TCFD recommendations. The freely available online courses are designed to educate all users on the fundamentals of climate-related financial disclosure by delving into the key themes and topics.

Recognising the need to further educate market participants, this downloadable training material is intended for individuals to use in their own workshops and training events. To increase the audience and maximise the extent of the market educated on these matters, individuals are encouraged to download these materials and use them when conducting internal education and training on the purpose and requirements of the TCFD recommendations.

Objectives

The purpose of this downloadable training material is to:

- Encourage individuals to conduct internal training workshops within their organisation to help embed the purpose and requirements of the TCFD recommendations.
- Increase the extent of individuals throughout the market receiving training on climate-related financial disclosures.

Content

This training pack includes:

- 01. TCFD 101 Training_Instructions
- 02. TCFD 101 Training_Slides
- 03. TCFD 101 Training_Facilitator Speaking Notes
- 04. TCFD 101 Training_Participant Workbook
- (Optional) 05. TCFD 101 Training_Evaluation Form

Instructions

Facilitators should download the training pack including the documents detailed above. The training slides are accompanied by speaking notes, that can be used by the facilitator during the training session. The content of both the training slides and speaking notes can be adjusted to suit the intended audience. This might include removing or replacing some of the disclosure examples in section 4 of the slides. During the planned session, the facilitator may wish to use the participant activities, which are structured in the participant workbook.

The following agenda provides an example of the planned content and activities for a 2-3 hour session.

Suggested Agenda

Topic	Timing
Welcome and introduction	5 mins
Climate change and financial stability	10 mins
Activity 1	5 mins
An introduction to the TCFD	10 mins

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Activity 2	5 mins
Key themes and topics	10 mins
Activity 3	20 mins
Break	10 mins
The TCFD recommendations and examples of good practice	30 mins
Activity 4	30 mins
Break	10 mins
Practical steps towards implementation	10 mins
Activity 5	10 mins
Reflection and activity 6	5 mins
End	

As good practice, the end of the sessions should include evaluation and feedback from the participants. The facilitator may wish to create their own evaluation form or use the suggested form in the training materials pack.

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