

## **Foundations of Planning Course Syllabus**

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### **Course Overview**

The Foundations of Planning course provides a fundamental understanding of sustainability, exploring its core concepts, significance, and the factors that influence related policies and regulations. This course is designed to equip students with the essential knowledge and practical insights needed to understand how sustainability principles apply across various organizational functions and to begin conceptualizing effective planning strategies.

### **Learning Objectives**

Upon successful completion of this course, participants will be able to:

- Possess critical knowledge regarding energy and sustainability management.
- Apply energy and sustainability management concepts in a variety of settings.
- Understand the relationship between energy and sustainability management.
- Examine central ideas related to sustainability, its importance, and the factors shaping policies and regulations.
- Identify key aspects of sustainability within ecosystems, climate change, and corporate responsibility.
- Recognize the role of sustainability in energy, water, waste, and fleet management.
- Understand the basics of developing a sustainability plan, including stakeholder engagement, planning cycles, and communication.
- Learn how to track and share the outcomes of sustainability projects and adapt plans as needed.

### **Target Audience**

This course is ideal for individuals seeking an introductory understanding of sustainability and planning principles, including those new to energy management, administrative staff, general employees, and anyone interested in contributing to their organization's sustainability efforts. It serves as a foundational course for more specialized energy and sustainability management programs.

### **Course Format**

This is a virtual course, offered in three parts via an online meeting platform. The course incorporates discussions, knowledge checks, and practical exercises to enhance learning and application. Participants will develop an action plan to complete the course.

### **Assessment and Deliverables**

Your performance in this course will be evaluated based on the completion of online knowledge building questions for each module, practical exercises, and a final assessment. Specific details regarding deliverables will be provided within the course platform.

### **Pre-Requisites**

AEM Certification

### **Professional Development Hours**

7 PDH credits, upon successful completion of the action plan

## **Course Modules and Lessons**

### *MODULE 1: INTRODUCTION TO SUSTAINABILITY*

- Lesson 1: Introduction to Sustainability
  - Examine central ideas related to sustainability and why it matters.
  - Explore factors that shape sustainability policies and regulations.
- Lesson 2: Ecosystems, Climate Change, and Corporate Responsibility
  - Discuss whether human civilization is on an unsustainable path.
  - Understand the interplay between ecosystems, climate change, and corporate responsibility.

### *MODULE 2: SUSTAINABILITY IN KEY OPERATIONAL AREAS*

- Lesson 1: Energy and Sustainability
  - What does energy have to do with sustainability?
  - Overview, successful case studies, and replicable best practices.
- Lesson 2: Water and Sustainability
  - What does water have to do with sustainability?
  - Overview, successful case studies, and replicable best practices.
- Lesson 3: Waste Management and Sustainability
  - What does waste management have to do with sustainability?
  - Overview, successful case studies, and replicable best practices.
- Lesson 4: Fleet Management and Sustainability
  - What does fleet management have to do with sustainability?
  - Overview, successful case studies, and replicable best practices.

### *MODULE 3: DEVELOPING AND MEASURING A SUSTAINABILITY PLAN*

- Lesson 1: Basics of a Sustainability Plan
  - Developing a plan.
  - Importance of Stakeholders.
  - Introduction to the Planning cycle.
- Lesson 2: Communication and Transparency
  - Effective messaging for sustainability initiatives.
  - The role of transparency in sustainability efforts.
- Lesson 3: Measuring Sustainability
  - How to track and share the outcome of projects.
  - The importance of accuracy and flexibility in sustainability planning and measurement.