ISO 26000 PPO
Social Responsibility

Basic Training Material on ISO 26000

I. Background
Since the publication of ISO 26000 on 1 November 2010, the standard has been applied by tens of thousands of organizations of many types and sizes and in all parts of the world. In order to further assist the many individuals and institutions that are offering and conducting training on the standard, a basic training material has been developed that can be downloaded and used freely.

The first systematic review of ISO 26000:2010 was conducted between 15 October 2013 and 15 March 2014. Results from the national ISO members bodies were analyzed by ISO 26000 Post Publication Organization (PPO) leadership in consultation with the PPO Stakeholder Advisory Group (SAG). Based on the findings the PPO concluded, among other things, that there was a need to update the previously available training material made available during the development of ISO 26000.

The attached presentation was drafted by PPO after consultation with PPO SAG and PPO NIN (NSB Information Network). The material is based on experiences and several sources, e.g. former WG SR TG2, ISO MENA SR project, and many individual contributions.

II.   Functional recommendations
Training Objective:
To generate a basic understanding of social responsibility based on ISO 26000, to motivate organizations to use ISO 26000, and to give examples of how ISO 26000 can be used.

Training areas
Training on ISO 26000:2010 should at a minimum contain the following areas where relevant:

	Topic in ISO 26000	Examples and comments
1	Background of ISO 26000	The ISO context, sustainable development, international norms, SR/CSR/Philanthropy
2	Process of developing ISO 26000	The stakeholder based process, briefly
3	Scope of ISO 26000	Addressing the scope of ISO 26000 and how to use it as guidance
4	Terms and definitions	For example social responsibility, international norms of behavior, sphere of influence, stakeholder
5	Understanding social responsibility	Sustainable development, trends, stakeholder engagement

6	The seven overarching principles	Understanding the fundamental principles
7	Recognizing the social responsibility and stakeholders	Get the view of the organisation through internal and external stakeholder engagement and the importance of two way communication.
8	The seven core subjects	Address each core subject through examples of value creation and highlight the importance of good governance and decision making processes including monitoring of compliance, relevance and significance of the 37 issues, practical theoretical examples from different sectors
9	Integration	Addressing the business case, due diligence, sphere of influence, relevance and significance, integration, prioritizations for improvements, strategy, risk management, communication and reporting, review, continual improvements, examples of "how to integrate in practice", for example through theoretical case studies and links to management systems or other tools such as GRI G4.
10	Voluntary initiatives	The initiatives that are relevant to the specific audience
11	Examples	Examples of how organisations have used ISO 26000 or how organisations can use ISO 26000: gap-analysis, stakeholder map, communication, etcetera. Use theoretical examples in order to avoid regional or political issues.

For each of the above areas the trainer is recommended to document the following based on the unique audience planned for training:

Topic	Training Objective	Resources and process needed	Output/ deliverables	Estimated time needed	Remark

III. Basic profile for a trainer on ISO 26000
- At least 3 years of professional background in the field of social responsibility/sustainable development and deep understanding of ISO 26000.
- Good understanding of ISO standards and other standards/tools relevant to sustainable development, e.g. ISO 14001, ISO 9001, OHSAS 18001, GRI, UN GC, SA 8000
- Experienced trainer

IV. Recommended training material
Annexed are examples of a presentation material that takes ISO copyright rules into consideration. The user of this material will then use his/her own copy of ISO 26000:2010 to develop final training material.