



# **Carbon Literacy for Community Leaders Toolkit Course Overview**

This document gives you an overview of what's included in the Carbon Literacy Community Leaders Toolkit course. This includes extracts from the slide deck, trainer manual and other support documents.

For further details please see our website: <https://carbonliteracy.com/toolkits/local-authorities/>

# Getting Started

Carbon Literacy  
Project



## Sector Specific

Co-developed by people in the sector & designed to be delivered by peers.

## Adaptable

Make it relevant to your organisation and area with customisable sections.

## User Friendly

You don't need to be a carbon expert but we advise attending a CL course before delivery.

## Complete Kit

All materials needed for a day's worth of certified Carbon Literacy training are included.

## Accreditation

The Toolkit is only licensed for certified Carbon Literacy training within the sector - all learners must pledge an individual and group action. The trainer must submit learners' evidence forms to [evidence@carbonliteracy.com](mailto:evidence@carbonliteracy.com) within approx. 2 weeks of the training with a [certificate request form](#).

[Becoming a Carbon Literate Organisation](#) showcases commitment to a low-carbon culture.

## Before starting training

In our getting started pack you will find our bank details document and our invoicing setup form. Before starting training please complete and return our invoicing setup form to [accounts@carbonliteracy.com](mailto:accounts@carbonliteracy.com) and set up The Carbon Literacy Trust on your accounting system. This allows us to issue invoices to cover certification costs and prevents hold-ups in returning certificates. Some organisations bulk purchase certificate applications in advance which reduces admin for both parties. Alternatively, we can invoice you for each batch of learners.

## What does the Toolkit include?

Getting  
Started  
Pack

Slide  
Deck

Trainer  
Manual

Pre &  
Post-  
Course  
Forms

Evidence  
Forms

Activity  
pdf

# Carbon Literacy for Local Authorities

## Trainer Manual

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Community Leaders Course  
CC000441  
V1

2023

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The Carbon Literacy Project

**GMCA** GREATER  
MANCHESTER  
COMBINED  
AUTHORITY



**Northumberland**  
County Council

**Carbon Literacy  
Project**





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This Toolkit is designed and curated for the purpose of certified Carbon Literacy training for community leaders and approved partner organisations. The contents are licenced and in many cases sub-licenced by many contributing organisations for this purpose only. The rights and copyrights of contributing parties still apply.

You may not distribute this course or its contents outside of your organisation without the express permission of The Carbon Literacy Trust or its representatives. The materials can only be used for certified Carbon Literacy training and must remain visibly attributed to The Carbon Literacy Project and any partners or funding providers in line with The Carbon Literacy Brand Guidelines, and in agreement with The Carbon Literacy Trust and its delivery partners. Any edits beyond the customisable slides must be approved by The Carbon Literacy Project before delivery.

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# Carbon Literacy Local Authorities Community Leaders Course - detailed trainer guide

This guide will provide you with all the information you need to carry out the Carbon Literacy for Local Authorities Community Leaders course. Please note that it is not meant to be read as a script but to be used as a guide for running the training. For more succinct delivery notes, please see the slide notes underneath each slide.

## ***Carbon Literacy:***

*“An awareness of the carbon costs and impacts of everyday activities, and the ability and motivation to reduce emissions, on an individual, community and organisational basis”*

## **Pathway options**

You can choose to either deliver the documentary pathway or the workshop pathway in Module 1:

Documentary pathway - ask learners to watch the full 1 hr David Attenborough Climate Change The Facts Documentary, and skip/hide the slides ‘The carbon cycle’ to ‘Wetter winters, what’s the issue?’.

Workshop pathway – don’t play the full 1 hr David Attenborough Climate Change The Facts Documentary. Instead deliver all the remaining slides in Module 1.

## **Materials checklist**

This trainer manual

Slide deck

Activity pdf

Evidence forms - there are three versions of our evidence form. We have an offline downloadable Word version and an offline pdf version which are available here:

<https://carbonliteracy.com/trainer-consultant/documents/> and a live online Microsoft Forms link:



[https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub\\_b0i4Oi28B7V\\_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5IFl](https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5IFl)

Certificate request form. [You can access the certificate request form here.](#)

Pre-course work. Please ask learners to calculate their carbon footprint using the WWF's carbon footprint calculator <https://footprint.wwf.org.uk/> before their training. If the trainer calculates their carbon footprint, it can help to initiate discussion. N.B. Alternatively learners could calculate their carbon footprint as part of the session (at the trainer's discretion).

Evaluation forms (optional – pre course survey can be sent before the training and post course survey sent after the training)

Additional materials if delivering training in-person:

We would recommend asking learners to bring a device such as a laptop/iPad. If there is not a device per table, instead of using the activity pdf, each group will either need a whiteboard and whiteboard marker pens or pens and paper to take notes.

Slide projection equipment

Tables and chairs set up so that learners can see the screen and be easily split into small groups

Basic stationery (pens)



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# Preparing for your training session

## Documents

### Start here

Please read the START HERE document in full which explains what is included in the Toolkit and how to use it.

### Slides

A PowerPoint slide deck is included with accompanying notes underneath each slide. The slide notes are a condensed summary of this trainer manual and a guide of what to cover for each slide.

### Trainer manual

Ensure you have a good understanding of what is outlined in the trainer manual.

### Activity pdf

This is for activities used throughout the course. Please inform learners that the activity pdf is interactive and that they can type/write/tick in the boxes. Please ensure that learners have access to the activity pdf throughout the course. To avoid formatting issues, please advise learners to open this document in an offline pdf viewer.

If delivering in-person training, consider how learners will access the Activity PDF for group work. Learners may need access to a digital device, or activities could be printed out, with pens or pencils provided.

### Evidence form

All learners need to fill in an evidence form. It is best for learners to complete the evidence form during the training session, to ensure timely submission to The Carbon Literacy Project.

There are three versions of our evidence form. We have an offline downloadable Word version and an offline pdf version which are available here: <https://carbonliteracy.com/trainer-consultant/documents/> and a live online Microsoft Forms link:

[https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub\\_b0i4Oi28B7V\\_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJJupg1jFuy5IFl](https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJJupg1jFuy5IFl)



If you would like to use our online Microsoft form, you need to duplicate our template using your own email address. If trainers share the link to the template form without duplicating the form, learners will not be able to submit their answers (the submit button will be greyed out). A guide to duplicating this form can be accessed via:

[https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub\\_b0i4Oi28B7V\\_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5lFl](https://forms.office.com/Pages/ShareFormPage.aspx?id=5h69uub_b0i4Oi28B7V_6j6ypvR5mW5EiBkZsQuk7TBUQUk1SVFGMDRJSkdUQkVZQlpYSDBXUIZTRi4u&sharetoken=cF19PB DJupg1jFuy5lFl)

Currently there is no 'Save and continue later' feature in Microsoft Forms. If learners intend to complete the form later, please ask them to record their answers somewhere else.

### **Pre-course evaluation form**

You will find a pre-course evaluation form in the Getting Started folder. This is optional but is recommended to help you gain feedback.





## Documentary Pathway

Day 1			
		Duration (hrs:mins)	Start time
Module 1	Intro & What is Carbon Literacy?	00:12	9:30
	All or nothing / Icebreaker	00:12	9:42
	Training overview	00:01	9:54
	The difference between weather and climate	00:02	9:55
	David Attenborough - Climate Change The Facts	01:05	9:57
	<b>Break</b>	<b>00:10</b>	<b>11:02</b>
	Climate change in *your local area*	00:01	11:12
	Climate change impacts in *your local area*	00:04	11:13
	How will climate change impact our...	00:15	11:17
	How's everyone feeling ... any questions?	00:05	11:32
	Module 2	<b>Break</b>	<b>00:10</b>
Vulnerability		00:09	11:47
Climate justice		00:23	11:56
Inequality and carbon emissions		00:02	12:19
The cost-of-living crisis		00:02	12:21
Climate policy explained		00:07	12:23
UK policy		00:13	12:30
Role of community		00:20	12:43
<b>Finishing Time:</b>	13:03		
<b>Total Session (M 1 &amp; 2) Time</b>	03:33		

Day 2			
		Duration (hrs:mins)	Start time
Module 3	Co-benefits of climate action	00:28	13:30
	Justice implications of climate action	00:15	13:58
	Just transition	00:04	14:13
	Carbon footprints vs carbon handprints	00:01	14:17
	Your carbon footprints	00:08	14:18
	Higher or lower?	00:04	14:26
	Food: emissions across the supply chain	00:02	14:30



	The carbon footprint of transport	00:03	14:32
	Resource consumption	00:01	14:35
	Greening buildings	00:02	14:36
	Personal choices to reduce your contribution to climate change	00:02	14:38
	Carbon offsetting	00:01	14:40
	<b>Break</b>	<b>00:10</b>	<b>14:41</b>
	<b>Community action</b>	00:07	14:51
	Community action: over to you	00:06	14:58
	<b>You and your influence</b>	00:10	15:04
	Community engagement	00:03	15:14
	<b>Your best idea for community engagement / Dragons' Den</b>	00:20	15:17
	<b>Module 4</b>	<b>Visualisation</b>	00:10
Prioritising actions: ease and effectiveness		00:02	15:47
<b>Break</b>		<b>00:10</b>	<b>15:49</b>
<b>Communicating climate change</b>		00:26	15:59
The discourses of delay		00:02	16:25
Taking action		00:05	16:27
<b>Complete your evidence form</b>		00:42	16:32
<b>Time to act</b>		00:11	17:14
Wrapping up		00:03	17:25
<b>Finishing Time:</b>	17:28		
<b>Total Session Time (M 3 &amp; 4)</b>	03:58		
<b>Total Training Time (M 1, 2, 3 &amp; 4)</b>	07:10		



## Workshop Pathway

Day 1			
		Duration (hrs:mins)	Start time
Module 1	Intro & What is Carbon Literacy?	00:12	9:30
	All or nothing / Icebreaker	00:12	9:42
	Training overview	00:01	9:54
	The difference between weather and climate	00:02	9:55
	The carbon cycle	00:03	9:57
	The greenhouse effect and GHGs	00:04	10:00
	Greenhouse gase game	00:09	10:04
	How is the climate changing?	00:06	10:13
	The scientific consensus	00:05	10:19
	<b>Break</b>	<b>00:10</b>	<b>10:24</b>
	Global impacts	00:07	10:34
	Pathways to our future	00:04	10:41
	Climate change impacts in the UK	00:06	10:45
	Climate change in *your local area*	00:01	10:51
	Climate change impacts in *your local area*	00:04	10:52
	How will climate change impact our...	00:15	10:56
How's everyone feeling ... any questions?	00:05	11:11	
Module 2	<b>Break</b>	<b>00:10</b>	<b>11:16</b>
	Vulnerability	00:09	11:26
	Climate justice	00:23	11:35
	Inequality and carbon emissions	00:02	11:58
	The cost-of-living crisis	00:02	12:00
	Climate policy explained	00:07	12:02
	UK policy	00:13	12:09
	Role of community	00:20	12:22
<b>Finishing Time:</b>	12:42		
<b>Total Session (M 1 &amp; 2) Time</b>	03:12		



Day 2			
		Duration (hrs:mins)	Start time
<b>Module 3</b>	Co-benefits of climate action	00:28	13:30
	Justice implications of climate action	00:15	13:58
	Just transition	00:04	14:13
	Carbon footprints vs carbon handprints	00:01	14:17
	Your carbon footprints	00:08	14:18
	Higher or lower?	00:04	14:26
	Food: emissions across the supply chain	00:02	14:30
	The carbon footprint of transport	00:03	14:32
	Resource consumption	00:01	14:35
	Greening buildings	00:02	14:36
	Personal choices to reduce your contribution to climate change	00:02	14:38
	Carbon offsetting	00:01	14:40
	<b>Break</b>	<b>00:10</b>	<b>14:41</b>
	Community action	00:07	14:51
	Community action: over to you	00:06	14:58
	You and your influence	00:10	15:04
	Community engagement	00:03	15:14
	Your best idea for community engagement / Dragons' Den	00:20	15:17
<b>Module 4</b>	Visualisation	00:10	15:37
	Prioritising actions: ease and effectiveness	00:02	15:47
	<b>Break</b>	<b>00:10</b>	<b>15:49</b>
	Communicating climate change	00:26	15:59
	The discourses of delay	00:02	16:25
	Taking action	00:05	16:27
	Complete your evidence form	00:42	16:32
	Time to act	00:11	17:14
	Wrapping up	00:03	17:25
<b>Finishing Time:</b>	17:28		
<b>Total Session Time (M 3 &amp; 4)</b>	03:58		
<b>Total Training Time (M 1, 2, 3 &amp; 4)</b>	07:10		



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## Community action

**Material:** Slides, chat box (online)

**Timing:** 7 minutes

**Purpose:** To encourage learners to think about the focus of their community action

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### What does a community action mean to you? (02:00)

The aim of this slide is to get an idea of what learners' perceptions are of community action at the beginning of the section (so that we/they can compare with their perceptions at the end of the section).

Ask learners: what does community action mean to you? (using chat if online)

Avoid influencing learners' answers at this stage – we want to see whether their ideas change by the end of the module and the word cloud should provide some prompts.

If there is complete silence after learners have had a moment to think, the trainer can use the following potential prompting questions:

What can a community group influence in their area?

Who is involved? Who carries out the action? Who is the community group trying to influence?

What scope do the community group have?

What areas can they influence?

Should a community group spend more time lobbying government/business or implementing their own projects?

There are no right or wrong answers. It is all relative to each community group.

### Community actions: choosing a focus (05:00)

*Before the training: look up local carbon footprint(s) in advance and include screenshot(s) if you know what geographical areas your learners come from. Use the following tool:*

[Impact | Community carbon calculator \(impact-tool.org.uk\)](https://www.impact-tool.org.uk/)

If you do not know where your learners are based, you can show them how to use the online tool while screen sharing. If online, send the link in the chat box and allow learners a few minutes to look up their own area.



Show how the tool breaks local carbon footprints down into key impact areas, and these areas can be broken down even further.

Learners can use this information to target the area where their community has the highest emissions. For example, if the highest emissions come from heating, then community groups could set up an open house event where someone shows the community what measures they have taken to better insulate their house and people can ask questions about what has worked well for them, any tips they may have etc. This is good on a very local scale as buildings nearby each other are often similar and so people can get more specific advice about what works for their type of property.

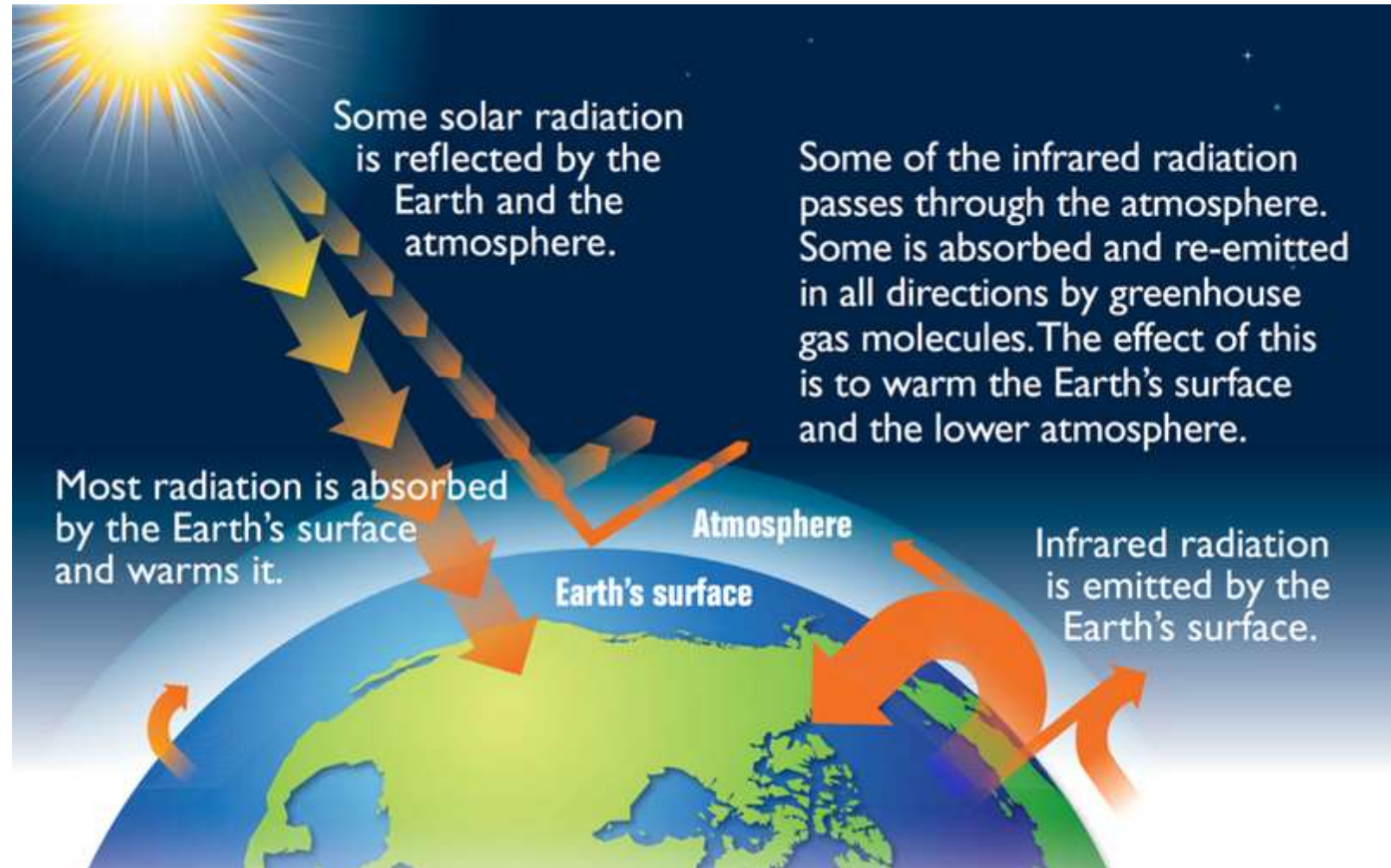
# ‘By the end of your training you will have...’

- 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 climate change will affect your **local community**
- Explored **actions you can take** as a community leader and what help is available
- Created an **action plan** to help reduce your personal carbon footprint and that of your local area
- Explored **strategies for influencing others** to take action on climate change

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# The greenhouse effect



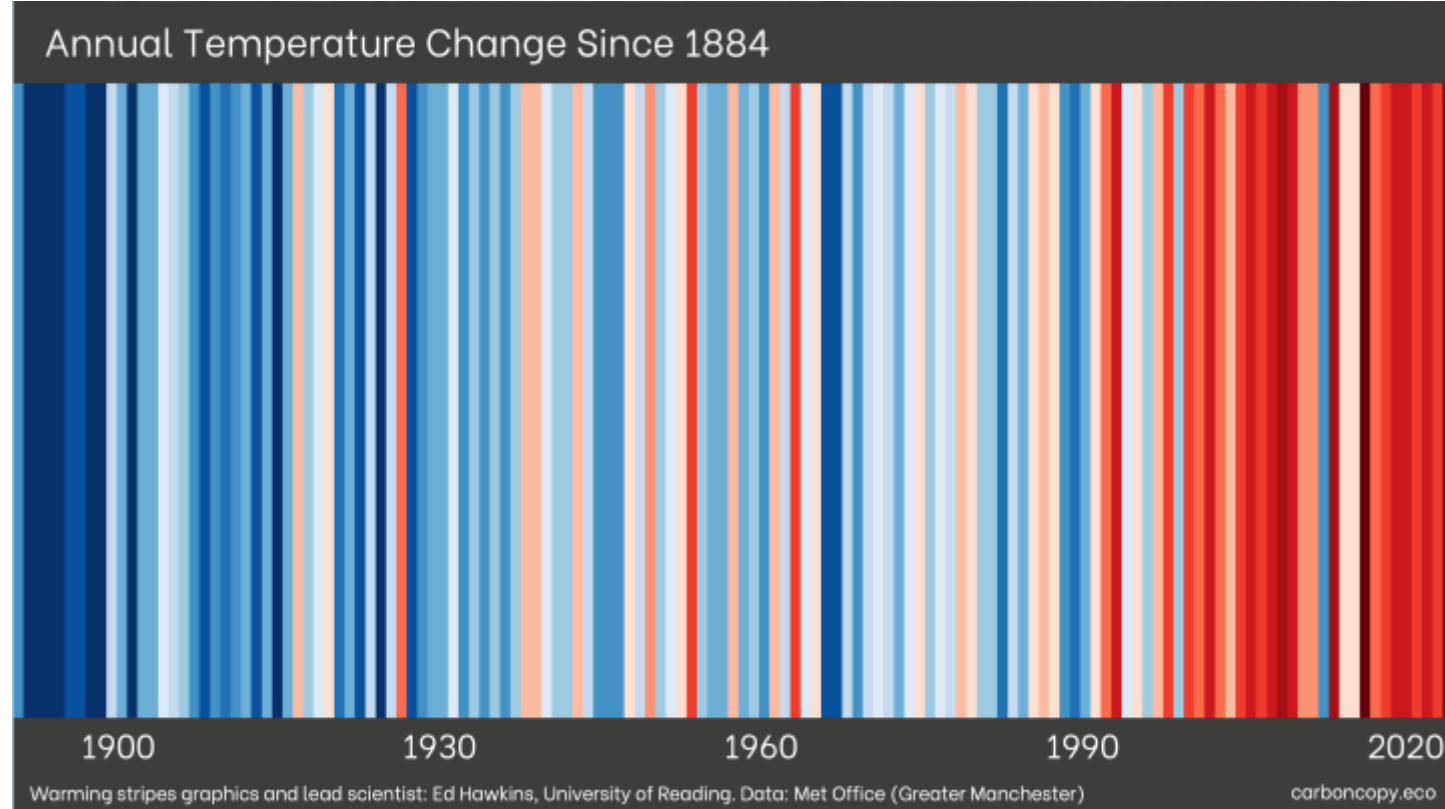
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# Climate change in \*your local area\*

Using the Carbon Copy Local Climate Action tool to find your area's warming stripes and include them here: <https://carboncopy.eco/local-climate-action>



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# **Activity:** Justice implications of climate solutions

Campaign or  
policy example

**What are the potential benefits?**

**Who might be disadvantaged?**

**How could it be fair(er)?**

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# 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 more sustainable size.
- This is also essential to receive your Carbon Literacy certificate!

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certificate