

**FACILITATOR GUIDE**

**Food & Beverage Business Training
on Natural Capital**

**xx-xx-xxxx**

*Module 1: Introducing natural capital*

This Facilitator Guide has been developed to support you in conducting the *Module 1 Food & Beverage Business Training on Natural Capital*. This guide includes facilitation tools and practical tips, relevant materials to share, as well as a detailed agenda of the training session. The text elements highlighted in yellow need to be adapted to your specific training session.

### Program



**Date**

**Time (full day)**

**00:00-00:00 CET**

**Note:** we will be using the breakout room function in Zoom. In order for this function to work properly please do not dial in using your phone. Access Zoom using your computer or the Zoom app.

**Virtual training through Zoom**

https://wbcsd.zoom.us/meeting/register/tJYuduiqrT8iGdAzqr2CvzbwBsaf5rbS8AN3

**Facilitation tips & tricks:**

* You are free to rearrange the slides in the slide deck, depending on your target audience. For example, if your audience is not yet familiar with the concept of natural capital, the slides on why a business should care about natural capital (53-66) can be moved forward in the slide deck.
* Make sure to invite all participants to switch on their cameras and to ask all participants to mute their microphones (to reduce background noise) at the start of the meeting.
* Try to facilitate the training with more than one person, allowing you to allocate the different tasks effectively. I.e. agree that whoever is not speaking, is responsible for managing the chat and the breakout rooms, and keeping track of the time.
* Share relevant resources in the chat (page 2).

**Facilitation tools that will be used during the training:**

* Breakout rooms: breakout rooms should be prepared in advance. We recommend working with groups of 3-5 people.
* Mentimeter: the slide deck contains a number of Mentimeter questions. This [link](https://www.mentimeter.com/) allows you to create the questions. If you will not make use of Mentimeter, you should take out the following slides: 43/44, 61/62, 112 and 114/115.

**Materials to provide to participants in advance of the training:**

* [Pre-training exercise](https://wevaluenature.eu/media-item/83) - to be downloaded via [this](https://wevaluenature.eu/media-item/83) link
* Workbook adapted to the Food & Beverage sector – to be downloaded via [this](https://wevaluenature.eu/training-resources) link
* [Executive Summary](https://naturalcapitalcoalition.org/wp-content/uploads/2016/07/NCC_Primer_WEB_2016-07-08.pdf) version of the Natural Capital Protocol
* Risks and risks responses game – to be downloaded via [this](https://wevaluenature.eu/training-resources/module-1) link

**Additional materials**

* As part of this training, a number of additional training materials have been developed. These materials are incorporated into the training but can also be used as stand-alone products. All materials are available for download through the [WeValueNature media library](https://wevaluenature.eu/digital-media-library):
	+ Practical Natural Capital Stories on starting a Natural Capital Journey, featuring The Coca Cola Company, Eosta, Jerónimo Martins and METRO.
	+ An overview of relevant network organizations that can offer support on a Natural Capital Journey.
	+ Persona Action Cards, sharing insights on the main needs, challenges and actions for different roles within Food & Beverage companies, such as the CEO or a Sustainability Manager.
	+ On overview of some of the key sustainability topics and how they relate to natural capital.

**Useful links to share in the chat**

* [Natural Capital Protocol](https://capitalscoalition.org/capitals-approach/natural-capital-protocol/?fwp_filter_tabs=training_material)
* [Social & Human Capital Protocol](https://capitalscoalition.org/capitals-approach/social-human-capital-protocol/)
* Natural Capital Protocol sector guide [food & beverage](https://naturalcapitalcoalition.org/food-and-beverage/)
* [TEEBAgriFood Operational Guidelines for Business](https://naturalcapitalcoalition.org/teebagrifood-operational-guidelines-for-business-launch/)
	+ [User templates](https://capitalscoalition.org/wp-content/uploads/2020/07/TEEBAgriFood-Operational-Guidelines-for-Business-User-Template-FINAL.pdf)
* [TEEBAgriFood Evaluation Framework](http://teebweb.org/our-work/agrifood/understanding-teebagrifood/evaluation-framework/)
* [Natural Capital Toolkit](https://shift.tools/contributors/551)
* [SHIFT.tools](https://shift.tools/)
* [Natural Capital Stories](https://wevaluenature.eu/natural-capital-stories) (We Value Nature)
* [Case studies](https://naturalcapitalcoalition.org/category/case-studies/) (Natural Capital Coalition)
* WBCSD [Business examples](https://www.wbcsd.org/Programs/Redefining-Value/Business-Decision-Making/Assess-and-Manage-Performance/Measuring-and-valuing-impact-business-examples?searchText=) (WBCSD)
* Natural Capital stories – to be downloaded via [this](https://wevaluenature.eu/digital-media-library) link
* Infographic: Entry points into natural capital thinking – to be downloaded via [this](https://wevaluenature.eu/digital-media-library) link
* Persona Action Cards – to be downloaded via [this](https://wevaluenature.eu/digital-media-library) link
* Network Analysis: Food & Beverage Networks & Natural Capital – to be downloaded via [this](https://wevaluenature.eu/digital-media-library) link
* Infographic on the relationships between natural capital and other concepts – to be downloaded via [this](https://wevaluenature.eu/digital-media-library) link

**Materials to provide to participants after the training:**

* Please share the training slides, together with some of the materials in this document that you consider most useful for your target audience, with the training participants as a follow-up of the training.

**Agenda**

* On the next pages, you will find a draft facilitator agenda to help you plan a full day training session. Please feel free to adapt this to the timing and length of your choice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Session** | **Content** | **Speaker / Facilitator** |
|  | **Training prep.****45’** | * *Final run through the training & respective roles*
* *Check that audio, video & Mentimeter working properly*
 | **ALL** |
|  | **Welcoming & opening****20’** | * **Welcome all participants**
* **Before kicking off, brief presentation of We Value Nature**
* **Briefly go through the house rules**
* **Present ourselves**
* **Training programme & material**
* **Introductions**

Using the **chat function**, ask participants to introduce themselves based on Qs. from slide | **SPK** |
|  | **What is the Natural Capital Protocol?****10’** | * **Introduce the Natural Capital Protocol (4’)**
* **Applying the Natural Capital Protocol to the F&B sector (4’)**
 | **SPK** |
|  | **Introduction to natural capital****10’** | * **Natural Capital short video (6’10)**

Kick-off introduction to the concept of natural capital by showing WBCSD’s short video. Invite participants to share a few reflections on what they have just seen using the **chat function**. | **SPK** **FAC** – to show video**FAC** – to prepare in background the breakout rooms |
|  | **Group discussion – impacts & dependencies****20’** | *Link this part with key elements that came out from intro part.** **Group discussion in breakout rooms (20’)**
* Present the hypothetical example to work through – 1’
* Explain **breakout groups & workbook** – 1’
* **Breakout room discussion** – 10’
* Ask participants to share very briefly some of the **key outcomes from the discussions in plenary** by asking them to unmute – 5’
 | **SPK -** to inform participants of time left by sending a group message to all breakout groups**FAC –** help engage with participants when sharing key outcomes from discussions |
|  | **Introduction to natural capital & the business case****20’** | * **Definition of natural capital (2’)**
* **Ecosystem services (2’)**
* **Linkages with other capitals (1’)**
* **Linkages with other concepts (4’)**
* **Collaboration and alignment F&B sector (1’)**
* **Business depends on & impacts natural capital (2’)**
* **Natural dependencies & impact pathways (8’)**
 | **SPK** |
|  | **Menti: impact & dependencies****5’** | * **Menti**
* Present the question – 1’
* Discuss results - 4’
 | **SPK****FAC -** to prepare in background the Menti |
|  | **Group exercise – impacts & dependencies (make a choice for the food or beverage example)****25’** | * **Group discussion in breakout rooms (25’)**
* Present the hypothetical example to work through – 1’
* Explain **breakout groups & workbook** – 1’
* **Breakout room discussion** – 10-15’
* Ask participants to share very briefly some of the **key outcomes from the discussions in plenary** by asking them to unmute – 5’
* **Business case for assessing NC** **(1’)**
* **Example of qualitative assessment (2’)**
* **Acknowledge where we are at with learning objectives (1’)**
 | **SPK -** to inform participants of time left by sending a group message to all breakout groups**FAC –** help engage with participants when sharing key outcomes from discussions |
|  | **Why is natural capital important – natural capital risks & opportunities****20’** | * **The scale of the challenge ahead (1’)**
* **Why should business care about natural capital? (2’)**
* **The global risk landscape has changed (2’)**
* **Risks & Opportunities for business (5’)**
* **Menti - (5’)**
* Present the question – 1’
* Discuss results - 4’
* **Why assess your impacts & dependencies? (2’)**
 | **SPK****FAC -** to prepare in background the Menti |
|  | *Coffee break* – ***15’*** |
|  | **Risk game****(make a choice for ‘Perfect Chips’ or ‘Azucar’)****30’** | * **Play the game in groups (30’)**
* **Use the document ‘****Risks and responses game’**
* **Introduce and explain the risk game (5’)**
* **Spin the wheel to land on a risk event. (15’)**
* Do this until either all 8 risk events have been selected, or until 5 or 6 have been selected (if playing a shorter version of the game).
* Make sure participants are tracking their share price on the supplied graph.

**● Ask participants to share very briefly some of the key outcomes from the discussions in plenary by asking them to unmute (10’)****● Acknowledge where we are at with learning objectives** | **SPK****FAC -** manage any interactions & Qs coming in chat.  |
|  | **How can business apply natural capital****35’** | *Link this part by reiterating key lessons from intro & why NC is important.** **Identification of barriers and bottlenecks (‘4)**
* **Natural Capital Stories (1’)**
* **Specific F&B barriers (3’)**
* **Measurement & valuation (2’)**
* **Business applications** **(2’)**
* **A few stats** **(2’)**
* **NCP for F&B sector (1’)**
* **Business example – Coca Cola (2’)**
* **Business example – Jerónimo Martins (2’)**
* **Companies experimenting (1’)**
* **Other case studies (1’)**
* **Creating an inducive company environment for integrating natural capital (2’)**
* **SHIFT platform & Natural Capital Toolkit example (2’)**
 | **SPK** **FAC -** manage any interactions & Qs coming in chat.  |
|  | *Lunch break* – ***60’*** |
|  | **Case study presentations****60’** | * **Welcome & very briefly introduce company and guest speaker**
* **Presentation case study 1 (10’)**
* **Q&A with participants (10’)**
* **Presentation case study 2 (10’)**
* **Q&A with participants (10’)**
* **Presentation case study 3 (10’)**
* **Q&A with participants (10’)**
 | **SPK** **FAC -** manage any interactions & Qs coming in chat.  |
|  | **1st step to undertaking a natural capital assessment****10’** | * **Practical considerations (5’)**
* **Defining an objective (5’)**
 | **SPK** **FAC -** manage any interactions & Qs coming in chat. |
|  | **Wrap up & Lessons learned****20’** | * **Sneak preview next training module (1’)**
* **Eager to get started (1’)**
* **Acknowledge where we are at with learning objectives (2’)**
* **Key takeaways (2’)**
* **Menti Qs (10’)**
* **Next steps (2’)**
* **Thank everyone for their participation and special thanks to guest speakers for the presentation (2’)**
 | **SPK****FAC –** manage any interactions & Qs coming in chat + post the link to the feedback survey in chat! |
|  | **End of training** |  |  |