



**Chambers  
Ireland**  
Advancing business together

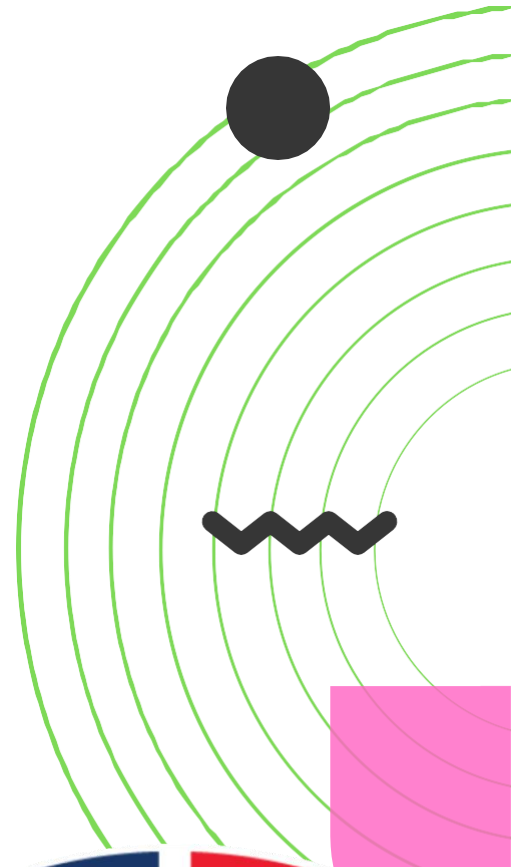


The world business organization

# Getting Started

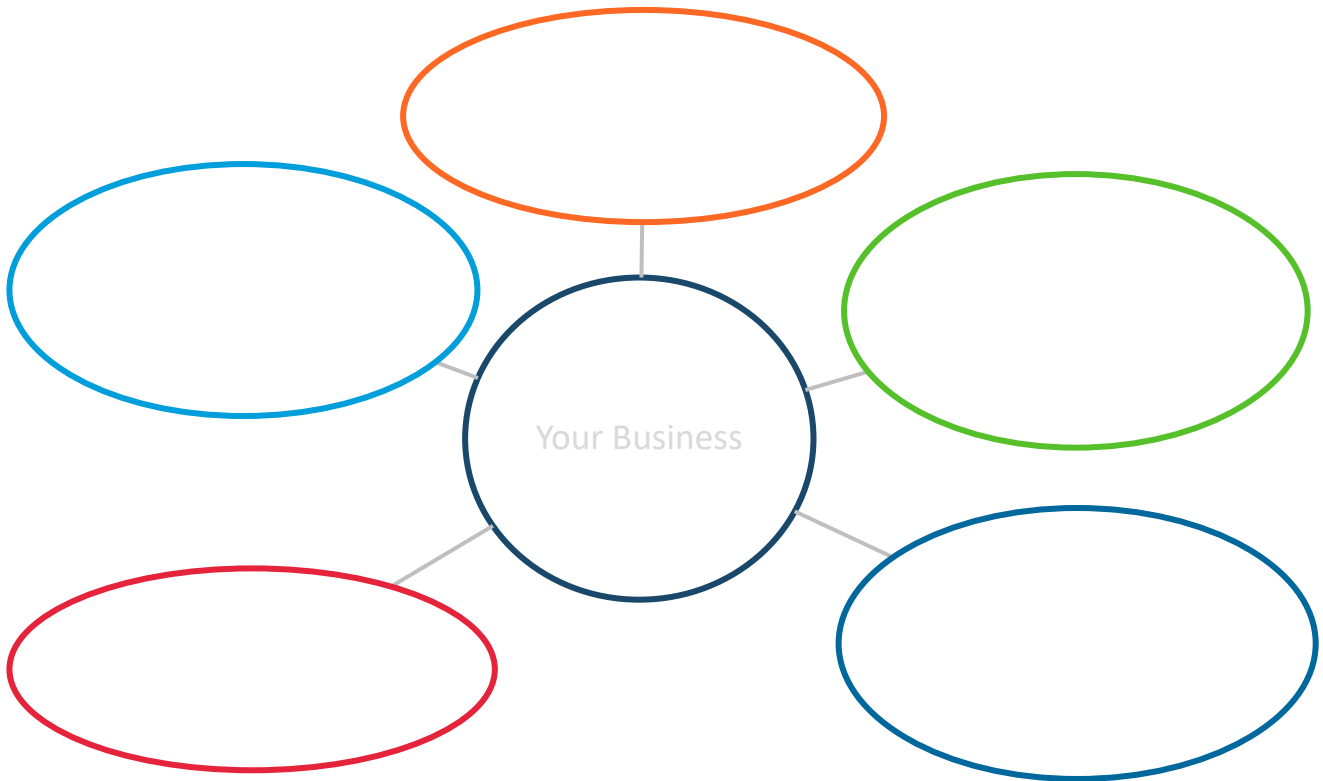
**How to begin aligning your  
business with the Sustainable  
Development Goals**

**Print off the following pages  
to get you focussed and  
begin setting out your  
intentions to support the  
SDGs in your business.**



# Plan

**Identify:** What does your business stand for?



**Consider:** Think about the ability of your company to achieve these SDGs. Start with a manageable commitment to achievable Goals.

- Which of the 17 Sustainable Development Goals align with your vision for your business?
- In what areas of the SDGs can you make the most difference?

A large empty rectangular box for notes.

**Assess:** What are the opportunities, and risks, of each of your chosen Goals?

<b>OPPORTUNITIES</b>		<b>RISKS</b>	
<b>SDG #</b>			
<b>SDG #</b>			
<b>SDG #</b>			
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**Feedback:** Have you spoken to your employees, partners and stakeholders?

- What was their input?
- What decisions or changes have you made based on this feedback?

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**Commit:** What are your final chosen goals:

<b>Goal 1:</b>	
<b>Goal 2:</b>	
<b>Goal 3:</b>	
<b>Goal 4:</b>	
<b>Goal 5:</b>	

**Commit publicly to supporting these goals.**

Stay accountable by sharing this commitment with your network, customers and via social media.

# Checklist

Step	Small Enterprise	✓	Large Corporation	✓
<b>MOBILISE</b>	Explain the SDG concepts to the owner/management and employees.		Get buy-in from the senior management team other employees.	
	Get permission to hold short meetings with the workers to determine what needs to be done.		Meet with different departments to determine how they can support the Goals in their area.	
	Get a commitment for time to plan and implement programmes.		Get commitment from the Board and manage to plan and arrange further events and meetings.	
	Help the owner/operator to develop a short policy about engaging with the Goals.		Begin to develop an SDG charter for your company.	
<b>ASSEMBLE</b>	Ask for 2-3 volunteers to create a working group for the SDGs.		Set up a committee of 10-15 people representing different departments and work locations.	
	If there are various roles in the company, get employees within each area to help.		Develop terms of reference for these groups if necessary.	
	If you can find experts from larger enterprises or community associations willing to help, include them.		Set up regional subcommittees if the corporation has many sites.	
	Find a space to meet and gather necessary materials.		Ensure cross-representation from all parts of the business.	
<b>ASSESS</b>	Get further information on the SDGs and how it relates to your industry.		Gather demographic data about the company's workforce.	
	Determine local good practice and consult outside experts as appropriate.		Conduct a confidential, comprehensive survey of all staff asking about their health well-being concerns and other areas concerning the SDGs.	

	Lead a discussion with the workers about the SDGs. Include family and community as they relate to work.		Ask employees what they would like to do to improve their engagement on the SDGs and how they think the employer could help.	
	Brainstorm ideas on what the employees and the employer could do to make things better.		Do a comprehensive audit of the companies' current engagement and review the results.	
	Contact the owner/operator separately to ask for his/her ideas.			
<b>PRIORITISE</b>	List problems and solutions and ask people to choose their top 3.		Analyse the results of the survey and audit/inspection results.	
	Do this at the same time as the initial meeting or a subsequent meeting.		Prioritise by pairing high "need" areas with high "want" areas from employees.	
<b>PLAN</b>	Use ideas from the Working Group as well as other employees or other enterprises.		Develop annual plans with detailed action plans for each specific activity, programme or new policy.	
	Write out the plan, make a list of what you'll need to accomplish each activity, and present it to the owner/operator for approval or negotiation.		Assess how your activities address awareness, knowledge and skill-building, behaviour change, and environmental or organisational adjustments.	
	Plan short-term activities to address smaller projects or immediate high-priority needs.		Base action plans on stages of change. Process outcomes and goals as well as evaluation plans and timelines.	
	Develop a long-term plan to accomplish more significant projects.		Develop a broad 3-to-5-year plan for the business.	
<b>DO</b>	Carry out the action plans with assistance from the owner/operator and the Working Group.		Divide responsibilities among those on the committee.	

			Hold monthly or bi-monthly meetings to assess progress on all projects.	
<b>EVALUATE</b>	Ask workers if they think the project worked and what could be improved.		Measure the process and outcome of each activity against the evaluation plans.	
<b>IMPROVE</b>	Based on what you see and hear from workers, change the programme to improve it.		On at least an annual basis, re-evaluate your company's 3-to-5 year plan and update it.	
	Begin on another project based on your list of priorities.		Repeat the survey every two years and monitor changes over time.	
			Develop annual plans based on the evaluations from the previous year.	