Training Course Outline	
Course Title	**Diving into ESG Fundamentals (DEF)**
Introduction	This program provides an overview of the Sustainability issues and the background of ESG Reporting for the SMEs. With escalating pressure and demands from all the stakeholders within the SME industry such as from the customers, suppliers, business partners, bankers, government agencies, regulatory bodies, internal staff, investors, NGOs, and most importantly the society, it is inevitable that SME companies will need to start looking into how they can adopt and implement Sustainability initiatives in their organizations and subsequently to put in place an effective tracking and reporting mechanisms to serve all those important stakeholders.
Learning Objectives	Upon completion of this program, participants will be able to: • Understand the Concept of Sustainability and ESG Reporting. • Explain the methodologies in the implementation of Sustainability initiatives in the Organizations. • Implement ESG Tracking and Reporting in the Organizations.
Key Benefits	Participants will be able to understand the entire concepts of both Sustainability and ESG Reporting. By promoting and adopting Sustainability and ESG Reporting within the organizations, SMEs are able to differentiate themselves in the supply chain values, which in turn provides them with the leverage in accessing to many forms of privileges from different stakeholders. This effort will provide the organizations with the competitive edge in the market and subsequently to be preferred by the stakeholders within the supply chain value systems.

Course Outline	**<u>DAY-1</u>**
	
	Introduction
	• Overview on Sustainability
	• Introduction to Sustainability & ESG
	  • ***Activity: Quiz***
	
	1.0 ESG Fundamentals
	• What is Sustainability?
	• Integrating Sustainability in the Business
	• Developing ESG Reporting
	  • ***Activity: Case Studies, Quiz***

	2.0 Benefits of ESG • Enhancing Risk Management • Promoting Innovation • Complying to Regulatory Requirements • Securing Capital • Improving Productivity • Increasing Brand Value • ***Activity: Case Studies, Quiz*** **<u>DAY-2</u>** **3.0 Embedding Sustainability in the Organizations** • Overview • Implementing Sustainability in the Organizations • Initiating Sustainability Projects at the Board Level • Identifying and Prioritizing Material Sustainability Matters (MSM) • 5-Steps Materiality Application • ***Activity: Case Studies, Quiz*** **4.0 Managing Material Sustainability Matters** • Developing Policies and Procedures • Implementing Action Plan • Setting Goals and Targets • Improving Systems and Processes • ***Activity: Case Studies, Quiz*** **5.0 ESG Tracking and Reporting** • Objectives • Disclosure Obligations • Contents on the Sustainability • ***Activity: Case Studies, Quiz, Video*** **Conclusion** • Putting Together • Key Learning Takeaways • Reflection on Learning Objectives • Action Plan – 3 Commitments
Mode of Training	Face-to-Face (F2F)
Learning Methods	• Presentation • Facilitation • Interactive discussions and sharing of real-life issues • Case Study • Group Discussion

	• Video • Quiz
Who Should Attend	• Business Owners, Management, Compliance Managers, Finance Managers, HR Managers, Sustainability Managers, Risk Management Managers, Auditors, Accountants, Departmental Managers and HODs from SMEs. • Representatives from the SMEs who are tasked to lead, support or involve in the Sustainability Projects in the Organizations. • Anyone with the interests in understanding the Concepts of Sustainability and ESG Reporting.
Duration	2 days (9:00 am to 5:00 pm)

Lesson Plan			
Topics/Sub-Topics	**Resources**	**Methods**	**Duration**
Opening: • WOW Factor • Get to Know Each Other • For Your Learning Comfort • Time Keeping • Learning Methods • Ice Breaker • Learning Objectives	• Handouts	• Presentation	1.0 hour
Introduction: • Overview on Sustainability • Introduction to Sustainability & ESG	• Handouts	• Presentation • Group Discussion • Quiz	2.0 hour
1.0 ESG Fundamentals: • What is Sustainability? • Integrating Sustainability in the Business • Developing ESG Reporting	• Handouts	• Presentation • Group Discussion • Case Studies, Quiz	2.0 hour
2.0 Benefits of ESG: • Enhancing Risk Management • Promoting Innovation • Complying to Regulatory Requirements • Securing Capital • Improving Productivity • Increasing Brand Value	• Handouts	• Presentation • Group Discussion • Case Studies, Quiz	2.0 hour
3.0 Embedding Sustainability in Organizations: • Overview • Implementing Sustainability in the Organizations • Initiating Sustainability Projects at the Board Level • Identifying and Prioritizing Material Sustainability Matters	• Handouts	• Presentation • Group Discussion • Case Studies, Quiz	2.0 hour

(MSM) • 5-Steps Materiality Application			
4.0 Managing Material Sustainability Matters: • Developing Policies and Procedures • Implementing Action Plan • Setting Goals and Targets • Improving Systems and Processes	• Handouts	• Presentation • Group Discussion • Case Studies, Quiz	2.0 hour
5.0 ESG Tracking and Reporting: • Objectives • Disclosure Obligations • Contents on the Sustainability	• Handouts	• Presentation • Group Discussion • Case Studies, Quiz, Video	2..0 hour
Conclusion: • Putting Together • Key Learning Takeaways • Reflection on Learning Objectives • Action Plan – 3 Commitments	• Handouts • Action Plan Format	• Presentation • Group Discussion • Action Plan	1.0 hour