



ESG FUNDAMENTALS: A PRACTICAL GUIDE TO IMPLEMENTATION & REPORTING

HRD Corp Claimable Courses

Duration: 1 day

Time: 9.00am to 5.00pm

INTRODUCTION

In today's rapidly evolving business landscape, sustainability is no longer a choice but a strategic necessity—especially for Small and Medium Enterprises (SMEs). Environmental, Social, and Governance (ESG) principles have emerged as key drivers influencing how businesses operate, compete, and create long-term value.

This program is designed to provide SMEs with a comprehensive understanding of sustainability concepts, as well as the growing importance of ESG reporting. It introduces participants to the core pillars of ESG, the global and local developments shaping sustainability practices, and the expectations placed on businesses across industries.

SMEs are increasingly facing mounting pressure from a wide range of stakeholders—including customers, suppliers, business partners, financial institutions, government agencies, regulatory bodies, employees, investors, non-governmental organizations (NGOs), and society. These stakeholders are demanding greater transparency, accountability, and responsible business practices.

In response to these expectations, it is essential for SMEs to begin integrating sustainability into their business strategies and daily operations. This program will guide participants on how to identify relevant ESG risks and opportunities, adopt practical sustainability initiatives, and establish effective monitoring, measurement, and reporting frameworks.

By the end of the training, participants will be better equipped to align their business practices with ESG principles, enhance stakeholder confidence, improve operational resilience, and position their organizations for sustainable growth in an increasingly ESG-driven economy.

Learning Outcomes

Upon completion of this programme, participants will be able to:

- **Understand and describe the core concepts of Sustainability and ESG Reporting**
Participants will gain a clear and structured understanding of sustainability principles, including the Environmental, Social, and Governance (ESG) pillars, as well as the purpose and importance of ESG reporting in today's business environment.
- **Explain practical methodologies for implementing sustainability initiatives within organizations**
Participants will be exposed to step-by-step approaches, frameworks, and best practices that organizations can adopt to integrate sustainability into their operations, policies, and corporate strategies.
- **Develop and implement ESG tracking and reporting mechanisms**
Participants will learn how to establish key performance indicators (KPIs), monitor ESG-related data, and design effective reporting systems to meet stakeholder expectations and regulatory requirements.

Key Benefits

This programme equips participants with a comprehensive understanding of both Sustainability and ESG Reporting, enabling them to translate knowledge into practical action within their organizations.

By promoting and adopting ESG practices, SMEs can significantly enhance their positioning within the supply chain ecosystem. Organizations that demonstrate strong sustainability commitments are increasingly recognized as reliable and responsible partners, making them more attractive to customers, multinational corporations, and business collaborators.

Furthermore, adopting ESG and sustainability reporting opens doors to various strategic advantages, including improved access to financing from banks and financial institutions, better engagement with investors, and stronger support from government agencies and regulatory bodies.

This proactive approach not only strengthens corporate reputation but also provides SMEs with a distinct competitive edge in the marketplace. As a result, organizations that embrace ESG are more likely to be preferred by stakeholders across the entire value chain, ensuring long-term business resilience, growth, and sustainability.

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.

PROGRAM OUTLINE

Introduction

- Overview on Sustainability
- Introduction to Sustainability & ESG

MODULE 1: ESG Fundamentals

- What is Sustainability?
- Integrating Sustainability in the Business
- Developing ESG Reporting
- **Activity: Case Studies, Quiz**

MODULE 2: Benefits of ESG

- Enhancing Risk Management
- Promoting Innovation
- Complying to Regulatory Requirements
- Securing Capital
- Improving Productivity
- Increasing Brand Value
- **Activity: Case Studies, Quiz**

MODULE 3: 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)
- Developing Sustainability Report (SR)
- **Activity: Case Studies, Quiz**

MODULE 4: 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**

Conclusion

- Putting Together
- Key Learning Takeaways
- Reflection on Learning Objectives
- Action Plan – 2 Commitments

METHODOLOGY

This course utilizes an interactive lecture approach with an emphasis on

- Presentation
- Facilitation
- Interactive discussions and sharing of real-life issues
- Case Studies
- Group Discussion
- Video
- Quiz

TRAINER'S PROFILE

Dr. Kuan Chi Meng

Dr. Kuan Chi Meng is an experienced management consultant and HRD Corp Accredited Trainer with over 30 years of professional experience spanning multinational organizations across diverse industries. His extensive career includes leadership roles such as General Manager, Country Manager, Head of Sales, National Sales Manager, and Division Manager with renowned companies including Schneider Electric, Schutz, Jungheinrich, and Munters. As a trained engineer who evolved into a Subject Matter Expert, Dr. Kuan brings a unique blend of technical acumen and strategic business insight to his training and consulting practice.

Dr. Kuan graduated with a Doctor of Business Administration (DBA) from Universiti Utara Malaysia (UUM) and an MBA from University of East London (UK). His academic credentials are complemented by published research in international peer-reviewed business management journals, including studies on managerial coaching and organizational performance. His doctoral thesis explored the relationship between managerial coaching, coachability, self-efficacy, and employee work performance, demonstrating his commitment to evidence-based management practices.

Dr. Kuan's training expertise encompasses leadership development, essential management skills, sales management, strategic key account management, consultative selling skills, managerial coaching, and ESG Program. His flagship program, "ESG Adoption Program for SMEs" (100% HRD Corp Claimable Courses), is particularly sought-after and uniquely supports the country in promoting the integration of Sustainability and ESG Initiatives into the business operations within the SMEs. As an IAC Masteries Practitioner Coach and CCSD Certified ESG Associate, he delivers comprehensive training programs that bridge theoretical frameworks with practical application. With nearly 20 years of training experience as both an internal and external facilitator, Dr. Kuan excels at developing leadership capabilities and driving organizational performance improvements.

PARTICIPATION REGISTRATION & FEE

To register and to obtain the latest participation fees either for Public Training or In-House Training Series, please email to marketing department at mytrain2@mytrainingmalaysia.com

Registration via online can be done thru our website at www.eliteedge.com.my

ORGANISED BY

ELITE EDGE TRAINING (202403112918 (LA0067857-X))

(HRD Corp Registered Training Provider)

LEVEL 23-1, Premier Suite, One Mont Kiara No 1,

Jalan Kiara, Mont Kiara 50480 Kuala Lumpur Malaysia

Tel: +603 – 27856812

Marketing WhatsApp: + 6013 335 8805 & +6016 221 5364



elite edge