



SUSTAINABILITY & ESG 101
Sustainability and ESG Workshop

Developed by
Fareed Abdul Ghani
Mindsights Sdn Bhd
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TRAINING PROVIDER BACKGROUND

Training Provider	Mindsights Sdn Bhd
MyCoID	201601019759 (1190696-P)
Mailing Address	No. 1 Jalan Setia Indah U13/12C Bandar Baru Setia Alam, Shah Alam 40170 Selangor
Person In Charge	Fareed bin Abdul Ghani
Emails	Mindsights.consulting@gmail.com fareed@momentumassessor.com
Experience and past performance on related topics	<ul style="list-style-type: none">▪ HRDCorp Training Provider since 2017▪ Accredited Sustainability & ESG Trainer for SMEs▪ Certified GRI Sustainability Reporting Professional▪ Accredited trainer & coach services for over 200+ companies in various industries

TRAINING COURSE

COURSE TITLE	Introduction to Sustainability & ESG 101
TYPE OF COURSE	Training and Workshop on Sustainability, Climate Change, SDG.
TYPE OF TRAINING	Practical Classroom Activities Coaching Personal Development TTT (Train the Trainer) Online Learning & Assessment for Sustainability Engagement and Readiness (Optional)
SKILL FOCUS AREA	Basic sustainability knowledge
DURATION (DAYS)	2
LEVEL OF CERTIFICATION	Certification for Completion (under TTT HRDF) Certification of Module Completion for Sustainability & Carbon Literacy (for Online Education only)
CERTIFICATION BODY	NA

INTRODUCTION

This introduction to “Sustainability and ESG 101” workshop is designed to help Government organizations, institutions and companies to gain clarity of direction on how to equip themselves against the mounting requirements in the subject. This is covered in three main topics:

- **Introduction Sustainability 101**
 - Understanding how we get to this stage
 - Key sustainability issues
 - 17 UN Sustainable Development Goals
 - The carbon footprint

- **Understanding Climate Change**
 - What is climate change and its causes of carbon emissions
 - Designing ESG scorecard and targets
 - How does climate change affect businesses
 - The difference between direct emissions and emissions generated by value chains
 - Mitigating strategies for GHG emissions

- **Foundations of SDG and ESG Reporting**
 - Workshop: Aligning SDGs with the company's vision and mission statements
 - Business case for SDG
 - Strategies for implementing SDG
 - Materiality: Impacts and Opportunities
 - Measuring progress and Sustainability Reporting Frameworks
 - Communicating ESG progress

COURSE OVERVIEW

Sustainability have been getting a lot of traction in the recent years. The Malaysian government has stepped up programs to address sustainability issues such as Green tax incentives, National Carbon Reporting Program (MyCarbon), Tax incentives under the Green Technology Investments for products and services and National Conservation Fund.

On top of it, external pressures from stakeholders to disclose Sustainability practices and ESG reporting especially from Government, Financing institutions, NGOs and communities has heated up the requirements for organizations to transition to behaviours that is aligned with practices that supports sustainability. In many organizations, the race towards implementing Sustainability agenda at organizations can feel overwhelming leading to the feeling of powerlessness.

However when shown simple steps to reduce their own carbon footprint, impotence was quickly replaced with impatience to act. To transition effectively and successfully to sustainability practices at any organizational levels, it is imperative that employees understand the foundations of sustainability, impact of climate change, carbon footprint and its effect to the environment, transition of committees in charge of transition at local levels and individual behaviours

This course provides local authority officers, leaders, managers employees and elected members of the staff with the essential foundations and skills on Sustainability ESG, and basic foundations to help them formulate policies and behaviours with the focus towards sustainability, community and profitability.

After completing a 2-days' worth of training, which can be further split over several modules via Learning Management Systems (LMS), participants can be certified "carbon literate" upon completion of their modules. This involves completing an action plan that commits participants to individual and group action to reduce their carbon footprint. Upon successful completion of each modules, a learner is awarded a

Participants will receive training tailored to whether they are a local authority officer, a leader/manager or an elected member.

Carbon literacy training enables and motivates employees to make informed decisions to cut carbon, energy and waste in your local authority. Encouraging climate conscious behaviours has also been shown to reduce energy bills and transport costs, improve morale and productivity and enhance and organisation's image and credibility.

PREREQUISITES

Participants are required to be currently employed by organizations that are committed to the Sustainability Initiatives.

COURSE OBJECTIVE

Participants will learn the following

- The 17 SDGs and the 10 Principles of Sustainability
- How our climate is changing, what's causing it and how bad it's expected to get in the future
- What we need to do according to the science to tackle climate change
- How every individual and companies impact earth resources
- The carbon footprint of the various industries within the local municipality and the key ways that can reduce their emissions
- The co-benefits of tackling climate change

By applying the lessons of the program, local authorities, leaders, managers and officers of companies will gain clarity and focus on what it takes to equip themselves on sustainability issues. It will enable them to understand the following:

- **Understand the urgency of sustainability and climate change**
 - Understand where we are.
 - Understand the causes and sources of climate change
 - Understand 17 Sustainable Development Goals and its impact to Local Authorities
 - Understand what the Paris Agreement entail
- **Impact**
 - How people impact climate change
 - Impact of climate change to Businesses: Industries, Agriculture, Communities and the Economy
 - How bad can it get in the future.
 - What can we do to address this problem at international, national and organizational level
 - Sources of the organization's and individual's carbon footprint.
- **Strategies and Implementation**
 - Engaging employees, communities and stakeholders
 - Aligning company's KPI's and Targets with SDGs
 - Assigning responsibilities, targets and goals to "Green Committees"
 - Prioritising Sustainable initiatives and the implementation strategies
 - Data sources: measuring, analysing and tracking progress
 - Certifying, Communicating and celebrating green business.

Course Content

Learning Activities

- Cognitive and Motivational evaluation
- Carbon Footprint Measurement
- Lecture
- Role Play
- Video lectures
- Practical Exercise Case Studies
- Learning Activities Video Presentation
- Self- Evaluation Training
- Online Class and Check-ins
- Quizzes

Target Group

- HRDF registered/ Non HRDF registered SME Employers.
- SME Employers from HRDF registered and SME Employers from Non HRDF registered SME companies.
- The participants are managers and officers whose motivation, resilience and agility have direct impact on company's business performance.
- Comp[any's Sustainability & 'Green' Committee members

Proposed Training Outline

Sustainability & ESG 101

Target Audience	Leaders, Managers, Officers and Stakeholders
Workshop Title	Sustainability & ESG 101
Duration	2 days of training
Workshop Design and Development	Mindsights Sdn Bhd
Name of Facilitators	<ul style="list-style-type: none">• Fareed Abdul Ghani (lead facilitator)• Nurul Nadheerah Mohd Firdaus Ng• Dr Kiranjit Kaur

PARTICIPANT PROFILE

No of Participants per Session	Minimum=10; Maximum = 35
Years of Experience	2+
Qualification	Managers, Officers, General Employees
Participants' Learning Needs	<ul style="list-style-type: none">• Basic Understanding & Awareness of Sustainability

Program Summary

This course has 3 unique key deliveries in embedding sustainability agenda into employees & stakeholders and democratisation of sustainability implementation. This is the key benefits of keeping employees engaged on sustainability and ESG agenda:

1. Employee will understand the foundation of sustainability and why it is everyone's job to contribute.
2. Introduces sustainability and climate change topics in a practical and non-technical
3. Enabling clarity that enable engagement, alignment to SDGs and creative approach to apply and implement organization-wide sustainability initiatives.

SUSTAINABILITY AND ESG 101

The course was designed to introduce the foundations upon which Sustainability and modern-day ESG was built, how market forces react to ESG, and ways to create and maintain value using ESG investment strategies. You will also learn about the five pathways of materiality, and how those interplay with or against ESG performance.

Participants will examine the many challenges that corporations and stakeholders face when it comes to leveraging Sustainability & ESG the reporting into their portfolios, and how the changing landscape of National and International Sustainability & ESG disclosures are important to the future of doing business today.

By the end of this course, participants will have solid foundation in Sustainability, Climate Change, UN Sustainability Development Goals, foundations of ESG Reporting and some strategies of moving forward. Participants will also be exposed to some best practices for creating a solid plan, risk management plan and how to create policies, behaviours and culture that is aligned to SDG, ESG.

Participants will also learn from real-life case studies how organizations can assess risk, create better risk management policy, and build a map to identify valuable areas of opportunity and create better decision- making approaches.

PROGRAM WORKSHOP ITINERARY: SUSTAINABILITY AND ESG 101 Day 1

	Unit Title	Goals	Instructional Strategy	Duration
1.0	DAY 1: FOUNDATIONS OF ESG			
1.1	Introduction Sustainability.	<ul style="list-style-type: none"> • Introduction and Ice-breaking sessions • How did we get to Sustainability? • Key Sustainability Issues • What is a Sustainable business • 17 UN Sustainability Development Goals 	Ice-breaking activity Flip classroom Discussion	9.00a - 10.30a
COFFEE BREAK				
1.2	Climate Change	<ul style="list-style-type: none"> • What is climate change • What is causing climate change? • The Paris Agreement • Business and Climate Change • Measuring your carbon footprint • Strategies to reduce carbon footprint 	Lecture Group discussion Assessment Flip classroom	10.45a- 12.30pm
LUNCH BREAK				

1.3	The Business case for ESG	<ul style="list-style-type: none"> Identifying opportunities Enhancing organizational values Strengthening Stakeholder relations Stabilizing societies and markets Creating common language and purpose 	<ul style="list-style-type: none"> Lecture Group sharing & discussion Videos Data & reporting structures Case Studies 	9.00a- 10.30a
COFFEE BREAK				
1.4	Sustainable Strategies for SMEs	<ul style="list-style-type: none"> • Getting started on your ESG • Prioritizing your implementation to maximize Sustainable impact • Inside out vs. Inside In • Embedding your ESG to your company goals • Reporting your progress 	<ul style="list-style-type: none"> Lecture Video Presentation Group work Discussion Group Presentation 	3.45pm - 5.00pm
End of Day 1				
PROGRAM WORKSHOP ITINERARY: SUSTAINABILITY AND ESG 101 Day 2				
2.1	Sustainable Finance & Ethical Investing	<ul style="list-style-type: none"> • What is sustainable finance • Goals of sustainable finance • Opportunities • Key components • Frameworks and reporting in sustainable finance 	<ul style="list-style-type: none"> Lecture Group sharing & discussion Videos Data & reporting structures Case Studies 	9.00a- 10.30a
COFFEE BREAK				
2.2	Sustainable Communication and Culture	<ul style="list-style-type: none"> • Who do you communicate your ESG to? • Sustainable Business Model • Embedding sustainable culture to your company • Impact and opportunities: How the current situation affect your business • Materiality and its assessment 	<ul style="list-style-type: none"> Lecture Group sharing & discussion Data & Reporting structures Case Studies 	10.45a - 12.30p
LUNCH BREAK				
2.3	Implementation Strategies	<ul style="list-style-type: none"> • Developing strategies • Measuring progress • Communicating to employees and stakeholders • Understanding Process of Identifying Materiality and its management • Reporting Frameworks: GRI, IPCC, • Case studies 	<ul style="list-style-type: none"> Lecture Group sharing & discussion Case Studies 	2.00p- 3.30p
COFFEE BREAK				

2.4	Wrapping up	<ul style="list-style-type: none"> • Strategies in moving forward • Sustainability Pledge • Feedback and certification 	Group work Closing ceremony	4.30 - 5.00p
End of Day 2				
<i>*Training content and sequences of training may vary or change to enhance training effectiveness or clients requirements</i>				

Trainers Profile

Fareed Abdul Ghani



Fareed was trained as a lawyer, holds an MBA and several professional certification. He is an avid environmental junkie with MBA in Finance in Investment and holds a Certificate in Sustainable Development Goals award from University of Copenhagen and several other certifications in Sustainability and ESG. Fareed is also a panel of trainers and coaches for SME Bank focusing on Sustainability and ESG for SMEs applying for financing. He is a HRDCorp TTT certified trainer & trained coach with International Coach Federation (ICF) and a certified trainer with HRDCorp.

Nurul Nadheerah Firdaus Ng



A certified Professional Risk specialist, Nurul's strength lies in the strategic management of companies. She is responsible for providing & monitoring the risk framework profile of organisations Nurul is also a panel of trainer and coach for SME focusing on Sustainability and ESG. She is also a TTT certificate holder registered under the Human Resource Development Fund (HRDF) in risk management, strategic planning, and project risk management.

Dr Kiranjit Kaur



Kiranjit brings her 35 years of experience as a professor and consultant in UiTM to coaching individuals, helping them to recognize and self-develop their inner strengths in order to realise the dreams they aspire to. She assumed the natural role of coach and counsellor to help people self-discover their talent, build their resilience, and move on to better opportunities. She is active and advises in several NGOs focusing on the social aspects of ESG such as women's representation in Boardrooms, community welfare and diversity.

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INVESTMENTS

WE FOLLOW OUR D-A-T-A PROCESS: (DISCOVER-ANALYZE-TRAIN-ALIGN)

DISCOVER: Briefing process with the client to frame and setup the study. (1 week)

ANALYZE: Analysis at three levels: organization, teams and individuals. Strategic imperatives shared first with top management. (1 weeks)

TRAIN: Training of Trainers (TOT) session of directors/executives to understand and correctly interpret organizational requirements. (2 days)

ALIGN: : Results and key findings presented in PowerPoint format during face-to-face workshops.

	OPTION 1 (FACE TO FACE)	OPTION 2 ONLINE SUSTAINABILITY EDUCATION
# of PAX for workshop training	5 - 35	more than 35 -100***
Delivery of workshop training sessions	1 session Face to Face*	LMS
Duration	2 days	1 year
Cost	TBA	TBA
Terms of payment		

Note:

**Virtual IOnline training is available upon request.*

***HRDCorp Claimable Workshops. (Price is not inclusive of traveling, accommodation and out of pocket expenses)*

****For more than 100 pax, please contact Mindsights.*