

SUSTAINABILITY TRAINING SERIES



SUSTAINABLE PROCUREMENT 101

Developed by:

Woon Foo Wen
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Overview

The Sustainability Training Series is a customized and comprehensive training program designed to meet the specific needs of businesses in Malaysia seeking to enhance their sustainability performance and integrate ESG considerations into their operations. This series is tailored to the unique context, challenges, and opportunities of each industry and organisation, with a focus on practical strategies and best practices for ESG integration and implementation.

Sustainable Procurement 101 is designed to provide participants with a thorough understanding of sustainable procurement practices and their significance in today's business landscape. Participants will explore key concepts, frameworks, and tools to integrate sustainability principles into procurement processes, enabling them to make informed decisions that benefit organizations, society, and the environment.

Learning Objectives

By the end of the course, participants will be able to:

- Define the principles and concepts of sustainable procurement and supply chain.
- Identify the drivers and benefits of sustainable procurement for organizations, society, and the environment.
- Assess sustainability performance and risks in procurement processes using various tools and methods.
- Prioritize sustainability opportunities and goals to align with organizational objectives and GHG emission targets.
- Develop and communicate sustainable procurement strategies and policies to stakeholders.
- Integrate sustainability criteria into sourcing decisions for supplier selection.
- Engage and develop suppliers on sustainability issues to create a positive impact.
- Manage sustainable contracts and relationships while fostering collaboration with suppliers.
- Measure and report sustainability impacts for internal and external stakeholders.

Program Structure

The delivery method: face-to-face (Classroom)

The class size: 20-25 pax

No of Facilitator/Trainer: 1 certified TTT trainer

Tools that will be used throughout: Microsoft Office, online assessment, etc.

Pre-requisite: Participants have a basic awareness of ESG. An added advantage for those currently managing procurement and vendor management in the Sustainability era, however, the course can cater to anyone that has an interest in Sustainable Procurement.

Post-requisite: Participants are encouraged to take up the course on our Sustainable Supply Chain after completing this course for a comprehensive understanding of sustainable practices across the entire value chain.

HRDCORP CLAIMABLE:

Title: Sustainable Procurement 101

Claimable no: 10001340961

Course Itinerary

SUSTAINABLE PROCUREMENT 101				
DAY 1				
	Module Title	Goals	Instructional Strategy	Duration
1.0		Introduction and Ice-Breaking	Ice-breaking	9.00-9.30am
1.1	Introduction to Sustainable Procurement	<ul style="list-style-type: none"> ■ Concept and principles of sustainable procurement ■ Drivers and benefits of sustainable procurement for organizations, society, and the environment ■ Challenges and barriers to implementing sustainable procurement practices ■ Global frameworks and standards for sustainable procurement (e.g., UN SDGs, ISO 20400) 	Slides / Flipchart Video Discussion Case Studies	9.30-10.30am
<i>Tea Break</i>				<i>10.30-10.45am</i>
1.2	Introduction to GHG Protocol and Scope 1, 2, and 3 Emissions	<ul style="list-style-type: none"> ■ GHG Protocol and its significance ■ Scope 1, 2, and 3 emissions in procurement ■ Standards and guidance for accounting and reporting emissions 	Slides / Flipchart Video Discussion Case studies Q&A	10.45-11.45am
1.3	Assessing Sustainability Performance and Risks	<ul style="list-style-type: none"> ■ Dimensions and indicators of sustainability performance and risks ■ Tools for sustainability assessment (life 	Slides / Flipchart Video Discussion	11.45-12.45am

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DAY 1				
	Module Title	Goals	Instructional Strategy	Duration
		cycle assessment, carbon footprint, social audits) ■ Case studies of sustainability performance and risk assessment	Case studies Q&A	
<i>Lunch Break</i>				<i>12.45-1.45pm</i>
1.4	Prioritizing Sustainability Opportunities and Goals	■ Tools for prioritizing sustainability opportunities and goals ■ Application to real or simulated scenarios ■ Presenting and discussing results with peers and facilitators	Slides / Flipchart Video Discussion Case Studies Q&A	1.45-3.15pm
<i>Tea Break</i>				<i>3.15-3.30pm</i>
1.5	Developing Sustainable Procurement Strategies and Policies	■ Key elements and steps of developing sustainable procurement strategies and policies ■ Aligning strategies with organizational vision, mission, values, objectives, and GHG emission targets ■ Examples of sustainable procurement strategies and policies	Slides / Flipchart Video Discussion Case Studies Q&A	3.30-5.00pm
<i>End of Day 1</i>				

SUSTAINABLE PROCUREMENT 101				
DAY 2				
	Module Title	Goals	Instructional Strategy	Duration
2.0		Recap of Day 1	Discussion Group Presentation	9.00-9.30am
2.1	Integrating Sustainability Criteria into Sourcing Decisions	<ul style="list-style-type: none"> ■ Types of sustainability criteria and their application in sourcing decisions ■ Tools and methods for sustainability criteria integration ■ Practice with real or simulated sourcing scenarios 	Slides / Flipchart Video Discussion	9.30-10.30am
<i>Tea Break</i>				<i>10.30-10.45am</i>
2.2	Engaging and Developing Suppliers on Sustainability	<ul style="list-style-type: none"> ■ Importance and benefits of supplier engagement on sustainability ■ Supplier segmentation based on sustainability performance and GHG emissions ■ Designing and implementing supplier engagement and development programs ■ Monitoring and evaluating outcomes 	Slides / Flipchart Video Discussion Assignment Presentation Case Studies Q&A	10.45-12.30pm
<i>Lunch Break</i>				<i>12.30-1.30pm</i>

SUSTAINABLE PROCUREMENT 101

DAY 2

	Module Title	Goals	Instructional Strategy	Duration
2.3	Managing Sustainable Contracts and Relationships	<ul style="list-style-type: none"> ■ Key elements and steps for managing sustainable contracts and relationships ■ Incorporating sustainability clauses and requirements into contracts ■ Managing contract performance and compliance on sustainability issues ■ Handling contract disputes and grievances related to sustainability ■ Fostering trust and collaboration with suppliers on sustainability 	Slides Video Discussion Case Studies Q&A	1.30-2.30pm
2.4	Measuring and Reporting Sustainability Impacts	<ul style="list-style-type: none"> ■ Importance and benefits of measuring and reporting sustainability impacts ■ Defining sustainability impact indicators and targets ■ Collecting, analysing, and verifying sustainability impact data ■ Communicating impact results to stakeholders ■ Tools and methods for sustainability impact measurement and reporting 	Slides Video Discussion Case Studies Q&A	2.30-3.30pm
<i>Tea Break</i>				<i>3.30-3.45pm</i>
2.5	Driving Innovation for Sustainability	<ul style="list-style-type: none"> ■ Role of innovation in advancing sustainability in procurement processes 	Slides Video Discussion	3.45-4.45pm

SUSTAINABLE PROCUREMENT 101

DAY 2

	Module Title	Goals	Instructional Strategy	Duration
		<ul style="list-style-type: none"> ■ Identifying innovation opportunities for sustainability ■ Fostering a culture of innovation for sustainability within procurement teams ■ Tools and methods for supporting innovation in sustainability 	Case Studies Q&A	
2.6	Course Wrap-up	<ul style="list-style-type: none"> ■ Q&A ■ Conclusion Statement 	Q&A Slides	4.45-5.00pm
<i>End of Day 2</i>				

Trainers/Facilitators



Woon Foo Wen (aka Xyphen)

Driving Business Success and Sustainability

Introducing Xyphen Woon, an adept business, finance and sustainability consultant with an extensive 28-year background in orchestrating corporate maneuvers and financial strategies across diverse industries. Specializing in sculpting **practical business models, evaluating projects, and devising strategic financial blueprints**, Woon's accomplishments underscore his ability to generate tangible outcomes.

With a proven track record, Woon has adeptly **secured over RM200 million in financing**, showcasing adeptness in navigating complex financial landscapes. Noteworthy is his role in facilitating **mergers and divestments worth RM415 million**, demonstrating acumen in both financing and merger & acquisition domains. His involvement in a spectrum of corporate initiatives, including the **establishment of 2 manufacturing plants, IPO listings, and debt restructuring projects valued over RM100 million**, attests to his multifaceted expertise.

Woon's commitment to practical solutions reverberates through his approach to outcome-driven sessions that yield positive impacts in both business and the environment. His adeptness in securing funding for **sustainability projects through government grants** and active **engagement in sustainable businesses and Covid-19 screening ventures** highlight his dedication to meaningful ventures.

Equipped with comprehensive insights into business and financial strategy, Woon offers valuable guidance in diverse areas, from unraveling intricate business models, navigating financial management intricacies and catalyzing sustainability.
