



ORGANIZATIONAL GREENHOUSE GASES (GHG) TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Organizational Greenhouse Gases (GHG) Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a comprehensive understanding of organizational greenhouse gas (GHG) quantification, reporting and management, focusing on the principles, requirements and methodologies used to measure emissions across Scope 1, Scope 2 and Scope 3 categories. The course explains the organisational boundaries, operational boundaries and data collection processes essential for developing an accurate GHG inventory that aligns with international standards such as ISO 14064-1, the GHG Protocol and national reporting requirements. Through practical exercises, case studies and guided step-by-step calculations, this training equips participants to implement organisational GHG accounting systems, support climate-related disclosures and strengthen carbon reduction strategies toward sustainability and regulatory compliance.

OBJECTIVE(S):

- Understand the concepts and principles of organizational GHG accounting.
- Learn how to identify emission sources across Scope 1, Scope 2 and Scope 3.
- Establish organisational and operational boundaries for GHG inventory development.
- Collect activity data and apply emission factors for accurate calculation.
- Use formulas and tools to quantify direct and indirect emissions.
- Prepare transparent GHG reports aligned with ISO 14064-1 and GHG Protocol.
- Support verification readiness and continual improvement of GHG management.
- Strengthen organisational climate action and carbon reduction initiatives.

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TARGET GROUP(S):

- Environmental, sustainability and ESG teams
- Energy managers and facility managers
- Safety, health and environment officers
- Quality and compliance managers
- Carbon management and reporting personnel
- ISO 14001 and ISO 14064 implementation teams

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Organizational GHG and Climate-Related Principles
2. GHG Accounting Standards: ISO 14064-1 and GHG Protocol
3. Organizational and Operational Boundary Setting
4. Identification of GHG Emission Sources (Scope 1, Scope 2, Scope 3)
5. Activity Data Collection, Emission Factors and Calculation Tools
6. GHG Quantification Methods and Uncertainty Assessment
7. Preparing Organizational GHG Inventory, Reporting and Documentation
8. Improvement Planning, Verification Readiness and Carbon Management Strategies

LIST OF REFERENCE BOOK(S):

- ISO 14064-1: Specification for Organizational GHG Quantification
- GHG Protocol Corporate Accounting and Reporting Standard
- National GHG emission factor guidelines and climate reporting references

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- GHG calculation templates and emission factor sheets

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Hands-on GHG calculation workshops
- Scenario-based analysis

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Introduction to Organizational GHG and Climate Principles
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: GHG Standards – ISO 14064-1 and GHG Protocol
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Boundary Setting and Emission Source Identification
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Activity Data Collection and Emission Factors

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: GHG Calculation Methods and Uncertainty
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Practical GHG Inventory Development Workshop
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: GHG Reporting, Documentation and Verification Preparation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Carbon Reduction Strategies and Continual Improvement