



ECOVADIS KPI, DATA COLLECTION & REPORTING 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: EcoVadis KPI, Data Collection & Reporting Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical knowledge on developing KPIs, collecting sustainability data and preparing evidence-based reports aligned with EcoVadis expectations. It focuses on the four EcoVadis themes Environment, Labour & Human Rights, Ethics and Sustainable Procurement and guides participants on identifying indicators, structuring data, maintaining records and preparing documentation for submission. Participants will learn how to improve scoring through strong data management and reporting practices.

OBJECTIVE(S):

- Understand EcoVadis KPI and data requirements across all themes
- Learn how to identify and develop measurable sustainability KPIs
- Understand data collection methods, sources and documentation requirements
- Learn how to organise, verify and report sustainability data effectively
- Strengthen readiness for EcoVadis submission through evidence-based reporting

TARGET GROUP(S):

- Sustainability and ESG teams
- Compliance and CSR personnel
- HSE and HR departments
- Procurement and supply chain staff
- Managers, executives and project leads
- Anyone involved in sustainability reporting or KPI development

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of EcoVadis KPI & Data Management Expectations
2. Identifying KPIs for Environment, Labour, Ethics & Procurement
3. Data Collection Methods, Sources & Record Requirements
4. Structuring Data for Accuracy, Traceability & Verification
5. Reporting Formats, Templates & Evidence Preparation
6. Tracking Sustainability Performance & Monitoring Progress
7. Common Data Gaps, Weaknesses & How to Address Them
8. Pre-Submission Data Review & Readiness Techniques

LIST OF REFERENCE BOOK(S):

- EcoVadis Methodology Documentation
- ESG & Sustainability Reporting Standards
- Ethics & Anti-Corruption Frameworks
- Environmental & Social Data Collection Manuals

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: EcoVadis KPI & Data Expectations Overview
9:45 am – 10:30 am	Topic 2: Identifying & Developing Sustainability KPIs
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Data Collection Methods, Sources & Records
11:30 am – 12:30 pm	Topic 4: Structuring & Verifying Data for Submission
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Reporting Templates, Evidence & Documentation
2:30 pm – 3:30 pm	Topic 6: Addressing Data Gaps & Strengthening KPI Accuracy
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Pre-Submission Data Review & Q&A