



ECOVADIS ASSESSMENT PREPARATION 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 Assessment Preparation Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the practical understanding required to prepare effectively for the EcoVadis sustainability assessment. It covers the assessment framework, documentation readiness, evidence submission strategies, common pitfalls and improvement planning. Participants will learn how to structure their sustainability information, gather the required evidence and meet the expectations under the four EcoVadis themes.

OBJECTIVE(S):

- Understand the EcoVadis assessment process and expectations
- Learn how to prepare documentation and evidence for each theme
- Identify common gaps and weaknesses that affect scoring
- Learn practical steps to improve readiness before submission
- Strengthen capability to support the organisation's EcoVadis assessment

TARGET GROUP(S):

- Sustainability and ESG teams
- Compliance and CSR personnel
- HSE and HR teams
- Procurement and supply chain staff
- Managers, executives and project leads

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Overview of EcoVadis Assessment & Scoring
2. Documentation and Evidence Requirements
3. Environment Theme – Evidence, KPIs & Compliance
4. Labour & Human Rights – Policies, Controls & Records
5. Ethics – Anti-Corruption, Integrity & Transparency
6. Sustainable Procurement – Supplier Due Diligence & Monitoring
7. Common Gaps, Weaknesses & Audit Red Flags
8. Pre-Submission Readiness Steps & Improvement Planning

LIST OF REFERENCE BOOK(S):

- EcoVadis Methodology Documentation
- Sustainability & ESG Guidelines
- Ethics & Anti-Corruption Frameworks

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 Overview & Sustainability Rating Purpose
9:45 am – 10:30 am	Topic 2: EcoVadis Assessment Process & Scoring
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Environment & Labour/Human Rights Requirements
11:30 am – 12:30 pm	Topic 4: Ethics & Sustainable Procurement Themes
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Documentation, Evidence & Common Gaps
2:30 pm – 3:30 pm	Topic 6: Performance Improvement Strategies
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: EcoVadis Readiness & Q&A