



ESG DATA COLLECTION, MEASUREMENT & REPORTING TRAINING



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Course Title: ESG Data Collection, Measurement & Reporting Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This 2-day program is designed to provide participants with the knowledge and skills needed to establish reliable ESG data collection, measurement, and reporting systems. The training covers international standards, key reporting frameworks, and practical tools for measuring environmental, social, and governance performance. Participants will gain hands-on experience in identifying ESG metrics, managing data quality, and preparing disclosures that meet stakeholder and regulatory requirements.

OBJECTIVE(S)

- Understand the role of ESG data in sustainability management and decision-making.
- Learn the key ESG metrics across environmental, social, and governance dimensions.
- Explore international ESG reporting frameworks and disclosure requirements (GRI, SASB, TCFD, ISSB, UN SDGs).
- Acquire practical techniques for ESG data collection, verification, and management.
- Develop competencies in analyzing and interpreting ESG performance indicators.
- Gain practical skills in preparing accurate and transparent ESG reports.
- Understand the assurance and audit processes for ESG disclosures.

TARGET GROUP(S):

- ESG and sustainability officers.
- Compliance, risk, and corporate governance personnel.
- Finance and data management professionals.
- Internal auditors and reporting managers.
- Managers tasked with sustainability or ESG disclosures.

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English.
- Basic awareness of ESG concepts recommended.

TOPIC(S):

1. Importance of ESG Data in Decision-Making and Reporting.
2. Key ESG Metrics: Environmental, Social & Governance Indicators.
3. ESG Reporting Frameworks & Standards (GRI, SASB, TCFD, ISSB, SDGs).
4. Designing an ESG Data Collection System.
5. Tools & Technologies for ESG Data Management.
6. Ensuring Data Accuracy, Quality & Verification.
7. Analyzing ESG Performance Indicators.
8. Preparing ESG Disclosures & Reports.
9. Assurance, Audit & Continuous Improvement of ESG Data.
10. Case Studies: Best Practices in ESG Reporting.
11. Workshop: Developing an ESG Data & Reporting Framework for Your Organization.

LIST OF REFERENCE BOOK(S):

- Global Reporting Initiative (GRI) Standards.
- SASB Standards & ISSB Guidance.
- Task Force on Climate-related Financial Disclosures (TCFD).
- Integrated Reporting Framework (IR).
- United Nations Sustainable Development Goals (UN SDGs).

LIST OF TEACHING AID(S):

- LCD projector and computer.
- ESG data templates and reporting guidelines.
- Sample ESG reports for benchmarking.
- Whiteboard and accessories.

METHODOLOGY(S):

- Interactive lectures and guided discussions.
- Case study analysis of ESG data management.
- Group brainstorming on ESG metrics.
- Practical workshop on data collection and reporting.
- Hands-on exercises with ESG reporting templates.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:30 am	Topic 1: Importance of ESG Data in Decision-Making and Reporting
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 12:30 pm	Topic 2: Key ESG Metrics: Environmental, Social & Governance Indicators
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:00 pm	Topic 3: ESG Reporting Frameworks & Standards (GRI, SASB, TCFD, ISSB, SDGs)
3:00 pm – 3:15 pm	Afternoon Tea Break
3:15 pm – 5:00 pm	Topic 4: Designing an ESG Data Collection System

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:30 am	Topic 5: Tools & Technologies for ESG Data Management
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 12:30 pm	Topic 6: Ensuring Data Accuracy, Quality & Verification
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 7: Analyzing ESG Performance Indicators
2:30 pm – 3:15 pm	Topic 8: Preparing ESG Disclosures & Reports
3:15 pm – 3:30 pm	Afternoon Tea Break
3:30 pm – 4:15 pm	Topic 9: Assurance, Audit & Continuous Improvement of ESG Data
4:15 pm – 4:45 pm	Topic 10: Case Studies: Best Practices in ESG Reporting
4:45 pm – 5:00 pm	Workshop: Developing an ESG Data & Reporting Framework + Closing & Certificate Distribution