



## **SUSTAINABILITY/ESG REPORT WRITING (GRI, SASB, ISSB) TRAINING**



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**Course Title:** Sustainability/ESG Report Writing (GRI, SASB, ISSB) Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This 2-day intensive training equips participants with the essential skills and frameworks to prepare professional, credible, and compliant sustainability/ESG reports. The program emphasizes the use of international standards including GRI (Global Reporting Initiative), SASB (Sustainability Accounting Standards Board), and ISSB (International Sustainability Standards Board). Participants will gain hands-on experience in planning, structuring, and drafting ESG reports, with a focus on transparency, accuracy, and alignment to stakeholder expectations.

## **OBJECTIVE(S)**

- Understand the fundamentals of sustainability/ESG reporting and its significance for organizations.
- Learn the requirements and application of GRI, SASB, and ISSB frameworks.
- Acquire skills in structuring ESG reports: defining scope, boundaries, and content.
- Identify material topics and link them to relevant ESG disclosures.
- Learn best practices in writing, formatting, and presenting ESG reports.
- Develop competency in ensuring credibility, transparency, and compliance in reporting.
- Gain exposure to global and local case studies of high-quality ESG reports.

**TARGET GROUP(S):**

- Sustainability and ESG officers.
- Corporate communication and reporting teams.
- Compliance, risk, and governance personnel.
- Internal auditors and finance teams.
- Managers responsible for ESG disclosures and sustainability strategy.

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to Sustainability/ESG Reporting.
2. Reporting Standards Overview: GRI, SASB, ISSB.
3. Defining Report Boundaries, Scope, and Audience.
4. Material Topics and Linking to Framework Disclosures.
5. Structuring the Sustainability Report: Core Components.
6. Writing ESG Disclosures: Environmental, Social & Governance Indicators.
7. Ensuring Data Integrity, Accuracy, and Transparency.
8. Designing Reports for Stakeholder Communication.
9. Global and Local Case Studies of ESG Reports.
10. Practical Workshop: Drafting Key Sections of an ESG Report.

**LIST OF REFERENCE BOOK(S):**

- Global Reporting Initiative (GRI) Standards.
- SASB Standards.
- ISSB IFRS S1 & S2 Sustainability Standards.
- Integrated Reporting Framework (IR).
- UN SDGs Reporting Guidance.

**LIST OF TEACHING AID(S):**

- LCD projector and computer.
- Sample ESG reports and templates.
- ESG disclosure checklists.
- Whiteboard and accessories.

**METHODOLOGY(S):**

- Interactive lectures and guided sessions.
- Group discussions and brainstorming.
- Case study analysis of ESG reports.
- Hands-on report writing workshop.
- Peer review of drafted report sections.

## TRAINING SCHEDULE

### Day 1

Time	Activity/Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:30 am	Topic 1: Introduction to Sustainability/ESG Reporting
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 12:30 pm	Topic 2: Reporting Standards Overview: GRI, SASB, ISSB
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:00 pm	Topic 3: Defining Report Boundaries, Scope, and Audience
3:00 pm – 3:15 pm	<b>Afternoon Tea Break</b>
3:15 pm – 5:00 pm	Topic 4: Material Topics and Linking to Framework Disclosures

## 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: Structuring the Sustainability Report: Core Components
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 12:30 pm	Topic 6: Writing ESG Disclosures: Environmental, Social & Governance Indicators
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 7: Ensuring Data Integrity, Accuracy, and Transparency
2:30 pm – 3:15 pm	Topic 8: Designing Reports for Stakeholder Communication
3:15 pm – 3:30 pm	<b>Afternoon Tea Break</b>
3:30 pm – 4:15 pm	Topic 9: Global and Local Case Studies of ESG Reports
4:15 pm – 5:00 pm	Topic 10: Practical Workshop: Drafting Key Sections of an ESG Report + Closing & Certificate Distribution