



CARBON FOOTPRINT FOR ORGANISATIONS (NON-ISO) TRAINING



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Course Title: Carbon Footprint for Organisations (Non-ISO) Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with essential knowledge to measure, analyse and manage organisational carbon footprint based on internationally accepted non-ISO frameworks such as the Greenhouse Gas (GHG) Protocol and corporate carbon accounting principles. The programme covers emission scopes, data collection, activity-based calculation methods, emission factors, reporting structures and practical reduction strategies. Participants will learn how to establish a complete carbon footprint assessment without the need for ISO-based certification.

OBJECTIVE(S):

- Understand fundamental concepts of carbon footprint and GHG emissions.
- Identify organisational emission sources and relevant boundaries.
- Apply corporate carbon accounting using the GHG Protocol.
- Collect activity data and apply emission factors correctly.
- Calculate Scope 1, Scope 2 and Scope 3 organisational emissions.
- Develop carbon reduction and mitigation strategies.
- Prepare carbon footprint reports for stakeholders.
- Strengthen organisational readiness for sustainability and climate action.

TARGET GROUP(S):

- Sustainability and ESG Teams
- Environmental Officers and Executives
- Corporate Strategy and Compliance Personnel
- Facility Managers and Energy Managers
- Engineers, Technicians and Operational Staff
- Consultants and Analysts
- Anyone involved in carbon management and reporting

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to Carbon Footprint and GHG Fundamentals
2. Understanding Organisational Boundaries and Reporting Structures
3. Emission Scopes: Scope 1, Scope 2 and Scope 3
4. Activity Data Collection Methods and Data Quality
5. Emission Factors and GHG Calculation Methods
6. Tools for Corporate Carbon Accounting (Non-ISO Frameworks)
7. Carbon Hotspot Identification and Reduction Strategies
8. Reporting, Documentation and Stakeholder Communication
9. Case Studies and Practical Carbon Footprint Calculation
10. Action Planning for Organisational Carbon Management

LIST OF REFERENCE BOOK(S):

- GHG Protocol Corporate Accounting and Reporting Standard
- IPCC Guidelines for GHG Emission Factors
- National and international carbon reporting references
- Sustainability Reporting Frameworks (non-ISO)
- ISO 14001:2015 (reference for environmental aspects only, not certification)

LIST OF TEACHING AID(S):

- LCD projector
- Carbon calculation templates
- Emission factor tables
- Case study worksheets
- Flip chart or whiteboard

METHODOLOGY(S):

- Interactive lecture
- Group discussion
- Case studies
- Practical exercises
- Calculation walkthrough

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Carbon Footprint and GHG Fundamentals
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2–3: Boundaries and Emission Scopes
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 4: Activity Data and Data Quality
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 5: Emission Factors and Calculation Methods

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 6: Tools for Carbon Accounting (Non-ISO)
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 7–8: Hotspot Identification, Reporting and Communication
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 9: Practical Carbon Footprint Calculation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 10: Organisational Action Planning and Final Review