



## ECOVADIS AWARENESS 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 Awareness Training

**Course Validity:** 1 Day

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION:**

This training provides participants with a clear understanding of the EcoVadis sustainability rating system, its assessment methodology and the performance criteria evaluated across the four EcoVadis themes. It equips organisations with the knowledge needed to prepare for EcoVadis assessments, improve documentation and strengthen sustainability practices. Participants will learn how to interpret scorecards, address improvement areas and enhance readiness for customer requirements related to ESG and responsible business performance.

## **OBJECTIVE(S):**

- Understand the purpose and structure of EcoVadis sustainability assessments
- Learn the four assessment themes and their scoring criteria
- Strengthen capabilities in preparing documentation and evidence for submission
- Improve understanding of EcoVadis policies, procedures and questionnaires
- Learn how to interpret EcoVadis scorecards and performance ratings
- Identify improvement actions to enhance EcoVadis scores
- Support ESG integration across business operations and supply chains
- Build readiness for customer-driven sustainability requirements

**TARGET GROUP(S):**

- ESG, sustainability & compliance personnel
- Supply chain, procurement & CSR teams
- HR, operations, quality & documentation teams
- Organisations preparing for EcoVadis assessments

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to EcoVadis & Sustainability Rating System
2. EcoVadis Assessment Themes & Scoring Methodology
3. Required Documentation, Policies & Evidence Submission
4. Understanding the EcoVadis Questionnaire & Portal
5. Scorecard Interpretation & Performance Analysis
6. Addressing Nonconformities & Improvement Opportunities
7. Strengthening ESG Practices Across Operations
8. Preparing for Customer & Supply Chain Sustainability Requirements

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

- EcoVadis Methodology Documentation
- ESG & Sustainability Reporting References
- Supply Chain Sustainability Guidelines
- Environmental, Social & Ethics Compliance Resources

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

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Case studies
- Group discussions
- Documentation review exercises
- Practical EcoVadis assessment workshops

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Introduction to EcoVadis & Rating Framework
9:45 am – 10:30 am	Topic 2: Assessment Themes & Scoring Methodology
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Documentation, Policies & Evidence Submission
11:30 am – 12:30 pm	Topic 4: EcoVadis Questionnaire & Portal Overview
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Scorecard Interpretation & Performance Ratings
2:30 pm – 3:30 pm	Topic 6: Addressing Improvement Areas & Corrective Actions
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Group Exercise: Preparing an EcoVadis Improvement Plan / Final Review