

Every day all of us make decisions that affect global warming, air pollution, and other environmental issues. The phrase "Green Office" refers to the mentality and practices that help to reduce the environmental impact of our office activities and make a real difference. Our everyday practices in our workplace are among factors that can affect our environments in more or less negative ways - depending, again, on our choices and decisions. However, we all make decisions everyday that contribute to these environmental problems and we all have a responsibility to ensure that our everyday decisions and operations contribute as little as possible to these broader environmental issues.

OBJECTIVES

The aim for this training is to enable participants to conduct an effective Green Office auditing techniques based on the Process Approach Model, i.e., Plan-Do-Check-Act and ISO 19011 Guidelines for Quality and Environmental Management Systems Audits. Here are the learning objectives for the four days training program; after completing this program, participants will be able to:

- ☺ Address the issues in relations to the global warming and carbon footprint.
- ☺ Understanding the essential requirements of the Green Office requirements.
- ☺ Detailing the understanding of Green Office requirements by providing real-life situations and effective implementation.
- ☺ Address the objectivity if each Green Office issue in order to plan and effective Green Office Audit.
- ☺ Use the Process Approach Model in order to strategize the Green Office Audit points.
- ☺ Develop a comprehensive auditing program for a successful Green Office Audit.
- ☺ Integrate a Risk-Based audit concepts into the Green Office Audit practices.
- ☺ Identify added-value audit findings in order for audit clients to demonstrate an effective continual improvement.
- ☺ Assist the organization to maintain an effective Green Office practices.

FACILITATOR -MR. LIM KIM YOOK has considerable experience in all areas of design, preparation, administration and delivery of soft and hard skills training in particular KAIZEN, Quality Control Circle, QC 7 Tools and New QC Tools, Automotive 5-Core Tools (PPAP, APQP, SPC, FMEA and MSA), Poka-Yoke, Supervisory Skills and 5S Implementation and Auditing. Graduated in Mechanical Engineering and Electrical Engineering, subsequently in Electronic Engineering, Mr. Lim has more than 13 years vast experiences in manufacturing field such as Electronics, Semi-conductor and Automotive. Throughout his career, he has diversified himself into various departments such as Quality Assurance/ Quality Control, Production and Engineering; holding the managerial position for 6 years in Quality Assurance and Engineering departments.

COURSES CONTENT

DAY 1

- ✂ AN INTRODUCTION TO GREEN OFFICE PRACTICES
 - ✂ GREEN PRINCIPLE
 - ✂ OFFICE EQUIPMENT, FURNITURE & STATIONERY
 - ✂ WASTE REDUCTION AND RECYCLING
- Day 1 Wrap-up

DAY 2

- ✂ ENERGY CONSERVATION
 - ✂ WATER CONSERVATION
 - ✂ PAPER USAGE MANAGEMENT
 - ✂ PRINTER, PHOTOCOPIER, FAX & CARTRIDGES
- DAY 2 WRAP-UP

DAY 3

- ✂ GREEN OFFICE AUDITING ESSENTIALS
- ✂ THE AUDIT APPROACH
- ✂ THE AUDIT FIELD WORK (PRACTICAL & ROLE PLAY)

WHO SHOULD ATTANED

Appointed Green Office Auditors In-Training

ADMINISTRATIVE

Date : April 23, 24 & 25, 2018 (Mon - Wed)(3 days)
Time : 9.00am - 5.00 pm
Venue : FMM Institute, Johor Branch
Closing Date : April 09, 2018

COURSE FEES
Member : RM1,166-00 per participant (Inclusive of 6% GST)
Non Member : RM1,378-00 per participant (Inclusive of 6% GST)
(Fees include Course Materials, Refreshment, Lunch & Certificate of Attendance)

For further enquiries, please contact
Ms Astri / Ms Liza / Mr Omar / Ms Jessica
Tel: 07-3577613 / Fax: 07-3577617-8
Email : astri@fmm.org.my / liza_osman@fmm.org.my
jessica@fmm.org.my

REGISTRATION FORM

Dear Sir,
Please register the following participant(s) for the above programme

1 Name : _____
Designation : _____
I.C No : _____
H/P No. : _____

2 Name : _____
Designation : _____
I.C No : _____

If vegetarian meal required. _____ pax (if space is insufficient, please attach a separate list)

Submitted by:

Name : _____
Designation : _____
Company : _____
Address : _____
GST No. : _____
Tel & Fax No. : (T) _____ (F) _____
Email : _____

Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute" should be forwarded to the Secretariat **before April 09, 2018.**

* There will be no refund for cancellation within 3 days prior to the programme; 50% refund for cancellation between 3-6 days;
* Full refund for cancellation 7 days prior to the programme; Cancellation must be in writing. Replacement can be accepted at no additional cost.
* The FMM reserves the right to change the facilitator, date or reschedule the above programme and all efforts will be taken to inform participants of the changes. * Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.



COURSES CONTENT

DAY 1

AN INTRODUCTION TO GREEN OFFICE PRACTICES

- 📖 Pre-Test
- 📖 The Underlying Principles of Green Office Practices
- 📖 Distinguishing between needs, requirements and expectations
- 📖 Identifying the Stakeholders
- 📖 Skill Builder - Defining the characteristics of Green Office Practices

GREEN PRINCIPLE

- 📖 Principle 1 - Understanding the Issues
- 📖 Principle 2 - Business Case for the Transformation
- 📖 Principle 3 - Getting Supports
- 📖 Principle 4 - Green Office Status Review
- 📖 Principle 5 - Develop Green Office Sustainability Policy Framework
- 📖 Principle 6 - Executing the Green Office Policies
- 📖 Principle 7 - Reviewing the Green Office Score Card
- 📖 Principle 8 - Analyze and Report Findings
- 📖 Case Study - Employee and Community Engagement

OFFICE EQUIPMENT, FURNITURE & STATIONERY

- 📖 Key Issues to Consider when Purchasing
- 📖 Rules of Thumb for Purchasing Office Equipment
- 📖 Office Equipment Selection, Monitoring and Maintenance
- 📖 Issues for New Furniture
- 📖 Managing Stationeries Effectively
- 📖 Case study - Improve Indoor Air Quality & Reducing Electromagnetic Fields

WASTE REDUCTION AND RECYCLING

- 📖 The 3Rs Policy
- 📖 Re-use Office Supplies
- 📖 Buying Recycled Products
- 📖 Effective Waste Management
- 📖 5S and Kaizen Implementation for Green Office
- 📖 Skill Builder - Kaizen as the Strategy for Green Office Continuous Improvement

Q&A

Day 1 Wrap-up

DAY 2

DAY 1 REVIEW

- 📖 Recap Lesson Learned

ENERGY CONSERVATION

- 📖 Understanding the Energy Conservation Management
- 📖 Energy Efficiency Policies on Lighting, IT and Air-conditioning
- 📖 Alternative Energy Sources
- 📖 Energy Saving Behaviors Policy
- 📖 Efficient Heating, Ventilation and Cooling (HVAC) Systems Management
- 📖 Indoor Air Quality
- 📖 Case Study - Assess Lighting Requirements

WATER CONSERVATION

- 📖 Efficient Water Consumption Management
- 📖 What is "Aqua Save" Certification
- 📖 Rain Water Harvesting System
- 📖 Efficient Water Supply System
- 📖 Case Study - Rain Water Harvesting

PAPER USAGE MANAGEMENT

- 📖 Papers for Trees Equation
- 📖 Going Paperless?
- 📖 What is "Farmed Trees"
- 📖 Managing Paper Consumption
- 📖 Identify strengths, weaknesses and improvements to systems for managing paper usage
- 📖 Case Study - Reducing Paper Consumption

PRINTER, PHOTOCOPIER, FAX & CARTRIDGES

- 📖 Recycled Printer Cartridges
- 📖 Energy Saving for Printers
- 📖 Control of e-Wastes
- 📖 Skill Builder - Identifying the Impacts of e-Wastes on Human Health

Q&A

Day 2 Wrap-up

DAY 3

DAY 2 REVIEW

GREEN OFFICE AUDITING ESSENTIALS

- 📖 Understanding the Internal Audit Roles
- 📖 The Building Blocks of Internal Audit
- 📖 Professionalism in Internal Auditing
- 📖 Audit Competencies and Variations
- 📖 Case Study: Understanding the Green Office Audit Criteria and Ratings

THE AUDIT APPROACH

- 📖 Adopting the Process Approach Model
- 📖 Integrating the Control Risk Self-Assessment into the Process Approach to Auditing
- 📖 Defining an Green Office Audit Strategy, Applicable Set Standards, Scope and Objectives.
- 📖 Strategies in Delivering the Green Office Audit
- 📖 Case Study - Setting the Objectivity of Each Audit Criteria

THE AUDIT FIELD WORK (PRACTICAL & ROLE PLAY)

- 📖 Planning the assignment
- 📖 Obtaining the Green Office Audit Inputs
- 📖 Bridging the Green Office Audit Findings with The Internal Audit Report
- 📖 Green Office Audit Result Reporting
- 📖 Assignment Presentation

WRAP-UP

- ✍️ Post-Test
- ✍️ Q&A
- ✍️ Summary & Wrap-up
- ✍️ Course Evaluation