

## Tentative

Registration	8.30 a.m.
Begin Session	9.00 a.m.
Tea Break	10.30 a.m.
Continue Session	10.45 a.m.
Lunch Break	12.30 p.m.
Continue Session	2.00 p.m.
Tea Break	4.00 p.m.
Discussion and QnA	4.20 p.m.
Dismiss	5.00 p.m.



## Get In Touch

**Environmental Competency  
Consultancy Sdn Bhd**

**No 120A, Jalan Bakawali 52,  
Taman Johor Jaya, 81100, Johor  
Bahru, Johor.**

**Ms Izah: 018-236 7662 or  
ecc17info@gmail.com /  
info@eccsb.com.my**

**Ms Sue Sze: 012-711 8819 or  
ecc17sales@gmail.com /  
sales@eccsb.com.my**

**Mr Donald: 016-717 7662 or  
ecc17consultation@gmail.com /  
consultation@eccsb.com.my**

**Training Duration:  
1 Day**

**Certification:  
Will be provided by Environmental  
Competency Consultancy Sdn Bhd**

**Individual:  
RM 1200/pax**

**In group (2 or more): RM 1000/pax**

# **PRACTICAL WORKSHOP ON EXTERNAL REPORTING SYSTEM (ESWIS & OER) AND INTERNAL REPORTING APPROACH**



**Claimable under  
HRDF SBL**





## Course Outlines:

- Introduction on external and internal reporting criteria
- Briefly explain features of external reporting channel (eSWIS & OER) user interface and internal reporting format (meeting minutes)
- Practical hands-on activity in completing report submission through online portal
- Practical approach in conducting a proper internal discussion with systematic recording

### Objectives

We will provide our participants:

- Guidance to complete the submission criteria in external & internal reporting
- Facilitate and instruct on how to complete external submission by eSWIS & OER
- Rationale on importance of completing external & internal reporting
- Assist participants in completing external & internal reporting according to guidance documents

### Introduction

Provide guidance and facilitate participants on how to conduct practically complete the submission criteria in external and internal reporting

### Target Audience

IETS Operator, Competence Person, Environmental Officer