

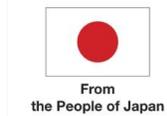
GENERAL INTRODUCTION

Responsible Business is emerging as a global trend thanks to a wide range of international standards and frameworks, including UN Guiding Principle on Business and Human Rights (UNGPs), OECD Guidelines for Multinational Enterprises on Responsible Business Conduct, UN Global Compact, and ILO core labour standards as well as a range of national/regional laws, such as laws on business transparency, law on mandatory human rights due diligence and other sustainability-related reporting regulations. The Government of Viet Nam also adopted the National Action Plan on Responsible business practices (Decision 843/QĐ-TTg dated 14 July 2023). This rapidly evolving environment requires businesses to operate responsibly to prevent and mitigate risks on people, meet social expectations, and secure their position in global value chains.

This package of training materials (or “the training package”) provides training materials for a standard 2-day course on responsible business conduct, with a particular focus on human rights due diligence (HRDD) in supply chain for business enterprises.

It has been developed, tested, then improved through 01 pilot and 10 training courses for 371 business representatives (including CEO, officers and managers in human resources, sustainability, supply chain management, risk management, legal and compliance) across Viet Nam. These courses is a part of the B+HR Academy, a global branding of UNDP on capacity building for stakeholders on business and human rights.

The training package is continuously improved and adapted to the evolving development context of responsible business practice globally and in Viet Nam.



WHAT IS THIS TRAINING PACKAGE?

This training package provides a set of materials for business training courses on responsible business practices (RBPs) to which UNGPs and HRDD are at core. Upon the completion of these training activities, learners should know the basic concepts of RBPs and gradually start their behavioral changes in business operations toward the corporate responsibility to respect human rights.

WHO COULD USE THIS TRAINING PACKAGE?

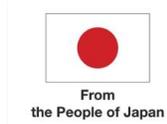
This training package could be used by businesses for internal training, as well as other trainers (like NGOs, CSOs or training services) in training businesses on responsible business and HRDD. The target learners could be CEOs, management and executive leadership of departments managing business/ human resources/ supply chains/ sustainability/ corporate social responsibility/ risk management/ legal and compliance, business students, future business leaders and business associations...etc.

Given that this training package was designed with the generous support of the Japanese Government, module 1(b) of it focuses on human rights expectations of Japanese companies operating in Viet Nam. The module, however, may be useful for all companies interested in the RBP expectations of advanced economies like Japan.

WHAT IS INCLUDED IN THIS TRAINING PACKAGE?

This training package consists of 08 components which provide trainers tools to deliver a participatory, interactive and substantive training course on RBP:

1. Training manual



The manual is an integral part of the training package. While the other components of the training package cover the WHAT of RBPs (i.e. content of the training), the manual offers HOW to deliver the content during training activities.

2. Presentation slides

During training activities, trainers may use or adapt the lecture slides to deliver their training. The lecture slides cover the fundamentals of responsible business practice, i UNGPs, and steps to conduct HRDD.

3. Group activity exercises

The exercises provided by this component should be used for discussions and group activities in training courses for increasing the level of proactive learning and peer-learning amongst learners.

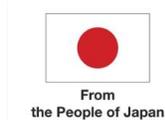
4. Warm-up games

RBP is an unfamiliar, sometimes novel, concept for many people. Therefore, this component suggests warm-up games that trainers could use for ice-breaking and encouraging learners to overcome their hesitation to engage with the training activities.

5. Registration and evaluation forms

These are useful tools for trainers and organizers of RBP training activities: while the registration form provides relevant information for the organization of training in terms of both substantive and logistics matters, the evaluation form helps organizers and trainers in making improvements between training activities.

6. Working sheet



Applying new knowledge is the key for learners to grasp new skills and practices. For such purpose, this template is a form that learners use during training activities to note, apply and practice the delivered knowledge as well as after training sessions where this template would help stimulate relevant practices, applicable to their specific circumstances.

7. Reference resources of the training packages

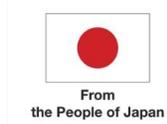
The training package was developed using ample resources, including both authoritative instruments and other tools developed by prestigious international organizations. These materials are collected and provided in this component, which helps both trainers and learners dive deeper in substantive matters of RBP and the practices thereof.

8. Recommended materials for further integration of RBPs

This final component provides recommended materials from which learners can find good illustrations and examples of RBPs, especially from the Viet Nam context, for further reading.

HOW SHOULD TRAINERS USE THIS TRAINING PACKAGE?

After reading this introduction, trainers should *first* start with component 1 – training manual before going to other components of this package. Where the manual makes references to specific sections of lecture slides, trainers should review such sections in component 2 – lecture slides. If there is still certain substantive content which is unclear to trainers, it is recommended to make a search in component 7 - Reference resources of the training packages.



Before training: make sure that learners receive all necessary materials as instructed in the training manual;

During training activities: use the appropriate tools provided to deliver training activities in an interactive manner with your learners. The trainer can find training guidance and instructions in component 2. Component 7 can help trainers answer relevant questions from the learners, while component 8 can help them provide additional substantive examples.;

After training activities: collect feedback and opinions from the learners through the evaluation form (component 5). This will help trainers further improve the methodology of delivering training activities on RBP.

The opinions, analyses and recommendations contained in this training package do not necessarily reflect the official opinions of the partner organizations or represent those of the United Nations, including UNDP, and the National Economic University or those of the donor (The Government of Japan); The designations employed and the presentation of materials on this training package do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations or UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.



CONTACT INFORMATION

UNITED NATIONS DEVELOPMENT
PROGRAMME
UNITED NATIONS VIET NAM

INSTITUTE FOR SUSTAINABLE
DEVELOPMENT
NATIONAL ECONOMICS UNIVERSITY



Venue: 304 Kim Ma, Ba Dinh, Hanoi
Phone: (+84 4) 38 500100
Fax: (84-4) 37265520
Email: registry.vn@undp.org

Venue: Room 1503, A1 building, National
Economics University, 207 Giai Phong, Hanoi.
Phone: (84) 24.36280280/6550; 6551
Email: isd@neu.edu.vn

Ms. Nguyen Ngoc Hien



Email: hiennn@neu.edu.vn
Lead author

Mr. Nguyen Van Huan



Email: nguyen.van.huan@undp.org
Lead author

Mr. Le Quang Canh



Email: canh@neu.edu.vn

Mr. Yuji Shinohara

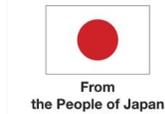


Email: Yuji.shinohara@undp.org

Ms. Bui Thu Hien



Email: bui.thu.hien@undp.org



ACKNOWLEDGEMENT

The training package is the result of an over two-year period of collaboration between UNDP Vietnam and the Institute for Sustainable Development, National Economics University within the [global Business and Human Rights Project](#), in partnership with the Government of Japan.

The training package is co-designed and developed by a research team, including: **Ms. Nguyen Ngoc Hien (Lecturer, NEU)** whose works and researches are specialized in Human resource management, Labour relation, Sustainable Leadership and Human rights due diligence; **Mr. Nguyen Van Huan (Business and Human Rights Coordinator, UNDP Viet Nam)** whose work and research specialize in Responsible business and Business and human rights; **Mr. Yuji Shinohara (Governance Analyst, UNDP Viet Nam)** whose professional background is in Governance / Industrial development and Business and Human Rights; and **Mr. Le Quang Canh (Associate professor, Lecturer, NEU)** whose work and research specializes in Sustainable Development.

This training package has greatly been benefited from strategic advice from **Ms. Bui Thu Hien (Legal and Policy Analyst, UNDP Vietnam)**, **Ms. Phung Thi Thu Ha (Project Coordinator, UNDP)**, and **Mr. Tim McLaughlin (Social Performance Advisor)**.

Especially, the authors would like to acknowledge **Mr. Nguyen Van Thang (Professor, NEU)** for his enormous contributions to responsible business and case studies in this training package.

The training package's cover page and layout are designed by Ms. Do Nguyet Ha (UNDP Viet Nam's communication consultant).