**General Manager's presentation of the site/subsidiary HSE roadmap.**

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| Objectives:At the end of the sequence, participants:* Should understand the link between the Group's HSE policy, the Branch's HSE policy and the subsidiary/site's HSE roadmap
* Should know the HSE roadmap and the subsidiary/site's HSE KPIs.
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**This sequence is to be built locally. To this end, 2 options are available to you:**

* **either a local (or branch) training exists and meets these objectives. In this case, it can be used instead of this module.**
* **if this is not the case, you must build your own training session by following the suggestions below.**

**This document contains content suggestions and educational activities to achieve the goals of this module.**

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| Key elements | Support/activities |
| There is a consistency between the Group's HSE policy and the site/subsidiary HSE roadmap. |  |
| The site/subsidiary HSE roadmap is XXXXXX (depending on the site) | Site/subsidiary HSE roadmap and the HSE charter.Presentation by a manager. |

**Estimated duration:**

50 minutes

**Teaching method recommendations:**

This module includes a specific time frame during which the site's or subsidiary's General Manager (or a representative, maximum N-1) takes over, to add weight to the HSE messages, as well as for consistency and to illustrate management's commitment using the TCG 1.1 module. In particular, this manager must present the site/subsidiary HSE roadmap (results and actions/yearly objectives) as well as the site/subsidiary charter.

The manager may make this presentation in person or through a pre-recorded video.

**The challenges of this module**

Presenting the site/subsidiary HSE roadmap is important because the TCAS modules are regularly referenced in it.

This module is undoubtedly some of the first contact participants will have with HSE-specific subjects. That's why it is important to make a “good” impression, so that they are driven forward and adhere to HSE values.

1. Pre-requisite modules for the sequence
* Full TCG
1. Preparing the sequence

Before beginning the module, we recommend you:

* ensure that the General manager can attend on the desired date
* talk to them about what is expected from their presentation.
* print a copy of the site HSE roadmap and the site/subsidiary HSEQ charter for each participant.
* update the slides with latest data (KPI in particular).
1. Suggestion for sequence roll-out

Instructions legend for the trainer:

* Comments for the trainer
* Key content elements
* **Type of activity**
* *“Question to ask”/statement of instructions*

| **Phase/Timing** | **Trainer** | **Module content suggestion** |
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| 1. Introduction and objectives5 minutes | Welcome the participants and, if this is the first module, introduce yourself and go around the table so that the participants can introduce themselves.Present the course and introduce the manager and their role in this module. | Objectives overview slide:* to understand the link between the Group's HSE policy, the Branch's HSE policy and the site/subsidiary's HSE roadmap
* to learn the HSE roadmap and the site/subsidiary's HSE KPIs.
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| 2. Roll-out of the Group's policy, up to the subsidiary/site's HSE objectives.15 minutes -> 20 minutes | During your training, you have had the opportunity to learn about the Total HSE charter. This charter explains management's commitment. It applies to the entire Total Group, whatever the activity.This charter is rolled out through the Branch and, above all, in the site/subsidiary. Everything is consistent.Show over 3 levels: from the Group's HSE charter, to the Branch Road Map and up to the site/subsidiary charter.Show the link between the site charter and the HSE objectives of the entities/business units.Then, to summarize, remind participants that the 3 levels are consistent and that the roadmap is essential to provide direction on a daily basis. | Briefly present the Group's HSE charter, the Branch roadmap and the site/subsidiary charter.Then present the variation between the site/subsidiary HSE charter - > its site/subsidiary HSE roadmap (annual) - > HSE KPI - > HSE objectives of the site/subsidiary entities/business units |
| 3. Presentation of the site HSE roadmap30 minutes -> 50 minutes | **General Manager's presentation (or video of the representative)**Introduce the General manager's presentation (quickly) or start the video.The site/subsidiary general manager expresses their commitment by presenting their vision of HSE, the subsidiary/site's HSE roadmap, the site/subsidiary's HSE objectives, the HSE results for the year and any specific concerns relating to the site/subsidiary. Their presentation will give meaning to daily HSE actions, beyond the tools.Distribute the roadmap at the end of the sequence.Leave time for participants to read the roadmap.**Questions/Answers**After a few minutes, ask *"Do you have any questions about the manager's presentation or the roadmap?".*Be welcoming, so that these “young people” feel comfortable in expressing themselves, and take the time to answer all of their questions.Ask whether the General manager would like to draw a conclusion.Then thank the participants and the General manager for attending. |  |