**Introduction and Top Management Commitment**

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| **Reminders of this module's objectives:**  At the end of the module, participants:   * Should understand and be able to testify to the commitment of Top Management and its H3SE vision * Should understand what they must glean from the integration course and how this integration will be rolled out. |

This document is the trainer guide. You can follow it because it contains all of the elements that will enable you to lead such a module, namely:

* instructions for the exercises,
* references to the accompanying Powerpoint and/or various resources such as films, e-learning materials, etc.
* questions to ask participants,
* exercises to be completed, if necessary.

**To illustrate Top Management's commitment (subject of the module), to add weight to/emphasize the importance of this integration course, and to welcome new participants, this module's introduction should be made by the General Manager of the site (RC), the subsidiary (EP) or country (MS). If this is not possible, their deputy or a member of the management committee should lead the introduction.**

**Estimated duration:** 1 hour

**Teaching methods:** In-class presentation.

**Prerequisites:** none

**Important points for preparing the sequence:**

Before beginning this module, we recommend you ensure:

* That the GM is able to attend.
* That you have the “Business Card” Group presentation video ready for viewing.
* That you have the Patrick Pouyanné introduction video ready for viewing.
* That each participant has what they need to take notes (notebook + pen) or their "Course" booklet.
* That you start with the site/subsidiary safety briefing.

**Welcome the participants:**

Welcome to the first day of your Total Group H3SE integration course.

Let me introduce myself, I am XXX and I will be in charge of your integration course within the Group.

And this is the GM.

**Let the GM introduce themselves (name, quick walkthrough, responsibilities).**

**Ensure that they mention, in a few words:**

* + - * + **managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ... managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...the importance of the course**
        + **their pride in being a part of the Total Group (asking them the managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...**question:  **managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ... managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...**"why are you proud to work for Total? **(particularly from a safety point of view)"**

To start with, let's look together at the objectives of this first module and how it is rolled out.

**Show slide 2.**

**Ensure that the contents are clear to everyone.**

**Answer any potential questions.**

Before returning to the heart of the matter, I will quickly explain why we are here. You have just been hired by the Group, and, as you will see, safety has a value within our Group, which is why all new employees are asked to complete an integration course on safety.

**Show slide 3.**

**Focus on the importance of the H3SE passport, which will be distributed at the end of the first week.**

Now let's go around the table and get to know each other better. I have already introduced myself, so now I want you to tell us:

- Your first and last name,

- What you did before coming on board with the Group,

- The post for which you were hired.

**Go around the table**

**Thank everyone for introducing themselves and welcome them to Total.**

**10 minutes** **00:10**

**Sequence 1:**

***The aim of the sequence:*** *Quick introduction to the Total Group and the H3SE.*

Before talking in more detail about your integration course, let's look quickly at the Total Group's activities.

**Slide 4: start by showing the "Total Business Card" film (1 minute 26 seconds).**

**Then come back to the Group's activities using slide 5.**

**Then talk about the various branches:**

**The Exploration-Production branch** is responsible for our oil and natural gas exploration, development and production activities in more than 50 countries.

**The Refining and Chemicals branch** covers our industrial know-how and activities in refining, petrochemicals and specialty chemicals.

**The Trading-Shipping branch's** main missions are crude oil production sales, supplying our refineries, chartering ships for these activities and interventions on the various derivative markets. We are among the leading world operators in the trade of oil and petroleum products.

**The Marketing & Services branch** designs and markets fuels and specialty products (lubricants, special fluids, LPG, fuel, bitumens, special additives and fuels, etc), and also provides services to private individuals and professionals in the mobility, homes and industry sectors. We are one of the leading distributors in Western Europe and the leading distributor on the African continent.

Total is an integrated energy company with a presence along the entire Oil & Gas industrial value chain. An oil producer, refiner, distributor and petrochemicals producer, the Group is a major player in natural gas and a world leader in solar energy with SunPower. Committed to better energy, our 100,000 employees all over the world contribute to providing our customers with safer, cleaner, more effective, more innovative and accessible products and services as widely as possible. With regard to our stakeholders, we put everything in place so that our activities contribute to economic, social and environmental progress.

**5 minutes** **00:15**

These activities pose a sometimes industrial-scale risk, like any industry, but this risk is sometimes more significant, in particular with regard to hydrocarbons.

**Show** **slide 6.** **Take some time to list the Group's various activities (on the left of the slide).**

**Then, ask participants about the type of activity for each point and to imagine the associated risks (for example: for the first point, “oil and/or gas production”, this involves plants thus the standard industrial risks are present, as well as hydrocarbon handling etc.)**

**Summarize all of the risks (hydrocarbons, industrial, transport, chemical product handling etc.) then present slide 7.**

**After having shown Total's H3SE challenges, ask participants:**

Who can tell us, in a few words, what the H3SE acronym means?

**Everyone**

**Thank those who have answered, then establish the link using slide 7.**

Each one of these sectors poses different risks to us, our stakeholders (i.e., our partners and our neighbors) and our facilities. Here are some specific examples of risks. You will study these in more detail throughout your integration course.

**Show** **slide 8.**

**Answer any questions.**

**5 minutes** **00:20**

**Sequence 2:**

***The aim of the sequence:*** *participants should understand what they must glean from the integration course and how this integration will be rolled out.*

It is about knowing what Total does in terms of HSE and what is expected of you when an HSE integration course has been put in place.

**Show** **slide 9.**

**To show the details of a course, depending on the participants, click on the corresponding box. You will be able to return to this slide by clicking on the button on the top right.**

**Take some time to explain that the purpose of the integration course is to suggest lots of practices and interactivity.**

**In your own words, clarify:**

* + - * + **managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ... managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...the importance of this HSE integration course, and the managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...**principles of  **managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...**its  **managers n dese dans le temps."voquez aussi des éléments comme 'n iques, ...**implementation: it lasts 6 months, alternating between in-class sessions and on-site exercises.
        + **l’utilité du livret : suivre le parcours et why the booklet is useful: to follow the course progress, to note down anything "unexpected", its commitments, etc.**
        + **les parles common parts of this course: on days where all new employees take part, whatever their position.**
        + **Also mention elements such as “safety is an everyday concern, so this is a field-oriented course.** **This is also why the course is spread out over a period of time."**
        + **Lthe involvement expected of participants: commitments to be made, course to be followed.**
        + **l’implithe involvement of their manager: their regular participation during the course.** **Participants agree by signing the booklet.**

**Summarize by asking a participant to explain what they understand this course to mean. When they are finished, thank them and clarify if necessary.**

**10 minutes** **00:30**

**Sequence 3:**

***The aim of the sequence:*** *participants should understand and be able to testify to the commitment of Top Management and its H3SE vision.*

The CEO of the Total Group, i.e., the Group's most senior manager, has recorded a video for you to watch. I would like you to watch it and note down what you believe to be most important parts of his speech, the keywords.

**Show the video, from slide 10.**

**Then show slide 11 so that the participants can note down the answers in their booklet.**

**After 5 minutes, ask each participant to give their summary of the video.**

**10 minutes** **00:40**

Let's go around the table, so you can each talk about what you took away from our CEO's message. Use the answers to the three questions we asked earlier.

**Go around the table.**

**Thank each participant after their turn, then once everyone has had a chance to speak, summarize the message, focusing on Mr Pouyanné's HSE commitment, i.e. commitment at the highest level.**

**20 minutes** **01:00**

The safety value that Patrick Pouyanné talks about in this video will be discussed further during this first day.