**General Common Trunk Course Conclusion**

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| **Reminders of this module's objectives:**  At the end of the module, participants:   * Will be able to testify to Total's safety value and make commitments to it. * Can express their pride in being part of the Group. |

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

**To highlight the tripartite commitment called for by Mr Pouyanné (commitment between the general manager, the newcomer and the training) and to heavily involve the general managers of newcomers, this module is rolled out with each of the newcomers' general managers in attendance, at the end of the module.**

**Estimated duration:** 01:30

**Teaching methods:** Summary workshop.

**Prerequisites:** TCG 1, 2, 3, 4 and 5

**Important points for preparing the sequence:**

Before beginning this training course, we recommend you ensure:

* that each of the newcomers' general managers are in attendance for the end of module (when the participants make H3SE commitments).
* that you have enough post-its and paperboards.

**Sequence 1:**

***The aim of the sequence:*** *to be able to testify to Total's safety value and make commitments to it.*

*To express their pride in being part of the Group.*

Welcome. This module concludes the first part of your integration course.

At this point, we will sum up the General Common Trunk course. It is you who will ultimately create an overview through commitments you make to the safety value in the presence of the subsidiary general manager.

Before we begin, let's look again at Total's safety value.

**Show slide 2.**

**5 minutes** **00:05**

To conclude on this safety value, please answer these 3 questions

**Show slide 3.**

**Ask participants to write the answers to the 3 questions in their booklet. Leave for 10 minutes.**

**Once the participants have finished answering, start a round table discussion so that everyone can voice their actions**

**15 minutes** **00:20**

**Then ask them to voice the difficulties and write them on the paperboards, leaving sufficient space between difficulties (2 difficulties per sheet). Do not approach the solutions yet.**

**5 minutes** **00:25**

**Pin the sheets with the difficulties on the walls of the room and distribute the post-its.**

**On the post-it notes, participants note the solutions they can see to resolve the difficulties and place them on the paperboard sheets. Leave 10 minutes for them to do it.**

**Once all the post-it notes are placed, select the best solutions with the participants in order of effectiveness (without censoring them).**

**15 minutes** **00:40**

**Lastly, each participant takes the time to write down the actions they will be able to implement and how to approach them practically (thanks to the solutions found). Leave for 5 minutes.**

**5 minutes** **00:45**

Congratulations, everyone. We will return to these actions in a few minutes, when the subsidiary's general manager is here.

**Summary: Individual commitments from everyone**

Using the actions identified beforehand regarding the safety value, take some time to write down the tangible actions you will implement to meet the "safety for you, for me, for all" challenge. I.e.: write down your commitments to others, to yourself and to everyone.

**Leave 15 minutes for participants to write in their notebook, then hand out the H3SE passport.**

This passport is a true permit to work at Total. It validates your H3SE integration course.

On the first couple of pages, you have space to write your commitments (a "for you" page, a "for me" page and a "for all" page).

Commitments, what you think about working at Total and what you need.

**Once finished, organize one presentation per participant, where each person explains these commitments to others.**

**This presentation must be made in the presence of one or more subsidiary managers as well as the N+1 for newcomers.**

**Once the presentation is complete, thank the participants and ask the managers to make a conclusion on these commitments.**

**Thank participants and conclude the training.**

**45 minutes** **01:30**