

Session 07

Team, Roles & Responsibilities and Expectations

A possible chemical management changed team structure is discussed in this session. The implementation of chemical management requires the establishment of an organisational structure (roles & responsibilities). It is important that a team is formed which will receive a clear mandate (terms of reference, job description) from the management.

The implementation of this session will require about 45 minutes.

Learning outcomes

At the end of this session, the participants will be able to

1. understand of the skillset required and typical roles and responsibilities in WPU to establish chemical management system
2. conduct a gap analysis by outlining current skillset of the in house employees and required skillset for them and required resource to establish chemical management system.

Training materials required

Presentations	Handouts/Worksheets	Reading
07_ Team, Roles & Responsibilities and Expectations	Workbook Day 2 session 7	REMC Company Handbook – sections 1.3

Session plan

Time in min	Content/Activity	Reference/Material
5	Introduction <ul style="list-style-type: none">• Present learning outcomes and overview of the session	<i>07_ Team, Roles & Responsibilities and Expectations slides 1 – 4</i>
15	Discuss about <ul style="list-style-type: none">• Possible organogram of changed team• Roles and responsibilities of changed team• Responsibility matrix and skill gap analysis	<i>Present 06_ setting up a chemical inventory, slides 5-14</i>
20	Exercises: Prepare group of 5-6 participants. Ask groups to exercise on the following topics. <ul style="list-style-type: none">• What problems might occur if roles and responsibilities are not clearly defined?• Your company wants to develop a comprehensive chemical management system training programme for the workforce. Ask participants to:<ul style="list-style-type: none">▪ Define the learning objectives for this training programme.▪ Define the target group per learning objective. Suggest suitable training delivery mode. Ask to present the findings of each group to the peers	<i>Work book Day 2 session 7</i>

Time in min	Content/Activity	Reference/Material
5	Closing <ul style="list-style-type: none">• Q&A• Summarise key points of the session	07_ Team, Roles & Responsibilities and Expectations slides 17-19