



**Certified energy management systems**  
Training and communication

[www.setatwork.eu](http://www.setatwork.eu)

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**Course structure**

1. Introduction
2. Organisation and planning
3. Review of energy aspects
4. Target and Monitoring
- 5. Training and communication**
6. Purchase and project design
7. Management review

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**Agenda**

- Training needs
- Stakeholder identification
- Engagement of employees
- Communication plans

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## Training needs

- Identify required qualifications
  - Who needs to know what?
- Establish a training plan/schedule
- Tailor training to individual groups

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## Stakeholder identification

- Identify key individuals or groups with impact on the energy consumption
  - Suppliers
  - Contractors and temporary workers
  - Operators
  - Maintenance department
  - Executive Management
  - R&D department
  - Logistics
  - ...

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## Training requirements

- Must ensure people working on behalf of the organisation are competent
- Competences must be defined
- Based on a training needs assessment
- Ongoing training needs
- Training must be documented
- Training programmes must be reviewed

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## Examples of training

- On the job training
- Induction program for new employees
- Internal vs. External training programmes
- HSE Contractor induction programme

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## Internal Communication

- Includes energy policy and the objectives and targets of the organization
- Opportunities for individuals to contribute
- Information about current energy use and the trends within the organization
- Addresses compliance with legal obligations and other requirements to which the organization subscribes
- Opportunities for improvement, both organizationally and individually
- Financial benefits from energy management activities, other benefits i.e. environmental, social etc.
- Contact persons to approach for further details

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## Engaging employees

- Necessary for anchoring energy management system within the organisation
- Will reduce resources required for implementating and operating the management system
  - Management system reflects current procedures and practices
  - Visualises impact of current practices
  - Encourages continous improvement
- Essential for for changing behavior towards improved energy efficiency
- Encourage creativity and responsibility within the organisation

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## How to engage employees

- Information from management
- Management integrates ideas, knowledge and experience into the management procedures and saving opportunities
- Employee participation in review of energy aspects, identification of savings etc.
- Employee participation in decision making

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**The end**

Thank you for your attention

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