

Auto-analysis results and Action Plan

THEME	TITLE	DESCRIPTION AND OBJECTIVE	ACTION PLAN
HEALTHY AND FUNCTIONNING WORKPLACE	Project development and monitoring	Reflect on how to review and improve project development and monitoring processes in a collaborative working environment, including debriefing times, to enable us to better understand them and make choices.	<ol style="list-style-type: none"> 1.External audit of the current state of our project development and monitoring processes 2.Definition of a project monitoring protocol to identify opportunities, obstacles, human resources, etc., integrate debriefing times into the project schedule, etc. 3.Evaluation of this protocol by the teams 6 months after it has been put in place, Modifications based on the teams' evaluation 4.Implementation of version 2 of the protocol
	Internal information protocol	Establish an internal information protocol for special or exceptional situations.	<ol style="list-style-type: none"> 1.Creation of a protocole for departure(voluntary or redundancy) with the allocation of tasks for the person pending engagement, internal communication, email management, etc. 2.Creation of a protocole for sick leave/burn-out: distribution of tasks pending return, internal communication, management of emails, etc. 3.Creation of a protocole for Covid-type crises, adaptation to climate change (heat waves, extreme rain, etc.)
	Discussion/mediation spaces	Set up discussion/mediation spaces where problems can be raised and solved (form and frequency to be defined) to improve dialogue between management and the team and increase internal coordination.	<ol style="list-style-type: none"> 1.Formalise the procedure 2.Organise an annual workshop per department, spread over a week, at the end of the season + a management meeting to discuss the results + a teambuilding and a restitution presentation
	Welcome procedure	Put into practice the procedure for welcoming new colleagues; annual evaluation of this procedure; organise a handover of tasks between departing and arriving colleagues, set up a follow-up module for new colleagues (mentoring, coaching, etc.).	<ol style="list-style-type: none"> 1.Review with newcomers to improve the welcome procedure 2.Script a video presentation of the theatre, the work and functioning of the different department

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HEALTHY AND FUNCTIONNING WORKPLACE	Fire alarm	Regular updating of "Fire Alarm" and "Intruder Alarm" training for all staff.	Programming of these training on a regular basis
GOOD GOVERNANCE	Reflection on programming	Reflection on programming: volume, constraints, imperatives, refocusing, themes, etc.	
	360° evaluation	Establish a 360° evaluation procedure and timing (evaluation of employees by managers and evaluation of managers by employees).	<ol style="list-style-type: none"> 1. Create the self-assessment grid to be filled in 2. Insert the results in the training plan
	Balance point between jobs creation and wage growth	Finding the balance between an increase in the number of jobs and wage progression in the light of funding possibilities.	
ORGANISATION AND WORKLOAD	Working hours training/coaching	Implement training/coaching to improve time management and reduce mental workload.	<ol style="list-style-type: none"> 1. Identify training in working time management and team management for heads of department 2. Propose the training to those who wish to do so 3. Evaluation of the training directly after and then 3 months later (did the tools help you? If not, what else should be put in place?)
	Common professional supervision procedure	Establish a shared reflection on the supervision needs of colleagues in the services in order to establish a common procedure.	Establish a meeting per month by department
TRAINING	Training plan by function	Set up a training plan by function.	<ol style="list-style-type: none"> 1. Identify the needs for each function 2. Set up a training plan by function.

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COMMUNICATION	Presentation of the artistic teams	Reintroduce the presentation of the artistic teams for the shows in rehearsal in the house. Reflection on additional actions that could be put in place.	<ol style="list-style-type: none"> 1. Season presentation to the employees in April 2. Organisation of a meeting reuniting a member of each direction and the artistic team to present the project for coproductions 3. Organisation of a 1h presentation of a project by the artistic team to all staff members when it is a creation
	Brainstorming on meetings with artists	Brainstorm on the meetings with the artists to increase attendance and visibility.	
	Internal communication	Improve internal communication in order to better understand the work and constraints of the services and/or functions, and to work better together.	<ol style="list-style-type: none"> 1. Find a consultant specialised in internal communication 2. Create an internal newsletter
	Results of the various public consultations	Share the results of the various public consultations already carried out and reflect on those to be carried out in the coming seasons (including the modes of consultation)	
INCLUSION	Employment and salary policy	Pursue the implementation of the employment policy and the salary policy (establishment of scales and communication of those scales, seniority, ...)	Establish a communication plan
	Inclusion of people with disabilities	Reflection and implementation of a policy of inclusion for people with disabilities within the team and the public (including access ramps for the elderly)	Find a specialised association to help us
WELL-BEING	Teambuilding	Set up an annual review and dialogue session per service followed by a teambuilding activity for all teams	

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WELL-BEING	Showers and sports	Consider having a shower reserved for staff; establish partnerships for the development of sports activities at lunchtime.	Incorporate sustainability into repertoire planning
	Beer TL	Brewing beer TL	
REDUCE WASTE AND LIMIT THE CARBON FOOTPRINT	Strengthening collaboration between artists and theatre	When the GO is given for a production, bring the teams together as soon as the project is presented for all its aspects (for eco-design, budgets, technical, promotion etc.). Increase the consultation of the teams for a well thought-out and structured use of the budgets before communication to the artistic teams.	Creation of a cross-cutting consultation protocol
	Sustainable Procurement charter	Implement a "sustainable procurement" charter	<ol style="list-style-type: none"> 1. Write the charter 2. Build a database of sustainable suppliers 3. Select sustainable suppliers
LOW-CARBON TRANSPORTATION	Mobility Charter	Set up a mobility charter (including all the elements concerning mobility that were highlighted during the workshops + partnerships with hotels).	Write a mobility charter adapted to theatre: <ul style="list-style-type: none"> - Movement of the public - Movement of works, distribution - Travel of artists, staff, home-work journeys
			<ol style="list-style-type: none"> 1. Set up a bike parking for the audience 2. Carry out a survey of the public to find out how they travel to the theatre
MAINTAINING THE BUILDING	Ventilation		Install ventilation in the salle vive and petite salle
RECYCLING	Sorting bins	Provide recycling bins in areas accessible to the public and artists.	<ol style="list-style-type: none"> 1. Buy the bins 2. Put pictograms on them
SAVING ENERGY	Halogen to LED light transition plan	Implement the halogen to LED light transition plan	<ol style="list-style-type: none"> 1. Inventory of devices that could be switched to LED 2. Expand the use of LED lighting

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BIODIVERSITY	Hives	Set up an annual action to ensure the installation of hives in a suitable location.	
REDUCE WASTE AND LIMIT THE CARBON FOOTPRINT	Shared kitchen	Given the request to be able to host a large part of the team for lunch (avoiding the necessity for some to give up their place to others), create a new set-up for the shared kitchen.	