



**Institute of Quarrying New Zealand (Inc)**

**WEBINAR**

# **Project Management Skills for Leaders**

**Duration:** 1 hour

**CPD Hours:** 1-hour Unrestricted Activity to participate in the webinar. Participants will be invited to complete a 10 question multiply choice quiz at the conclusion of the webinar. Successful completion will attract an additional 1-hour Unrestricted Activity.

**Topics:**

1. Why project management in quarrying?
2. Applying the project management cycle
3. Utilizing risk analysis to improve outcomes
4. The importance of realistic time estimates
5. The framework for project management meetings
6. Drafting a project charter
7. Developing project task outlines and schedules
8. Providing status tracking and updates
9. Delegating in project management

**Cost:**

- \$25 IOQ NZ Member
- \$50 Non-Member