

## Management Skills

### Introduction

Quarry Managers and Supervisors will generally have well developed technical and operational skills and regularly participate in training to ensure these skills are maintained.

But what about their management skills? The skills they use to maximise the utility of their technical skills and experience; to integrate safety into the planning and execution of operations; to minimise downtime and maximise productivity? Skills such as:

- a) Planning and budgeting,
- b) Directing tasks,
- c) Allocating resources,
- d) Solving problems, and
- e) Coordinating activities in a workplace.

This wPDP provides participants with an understanding of core management skills and an understanding of how these skills can help them leverage their technical skills and those of their teams.

This wPDP serves as a companion to the People Development and Leadership wPDP.

### Duration

1 hour

### Potential Participants

Suitable for Quarry Managers, Quarry Supervisors, quarry employees with either a leadership role or leadership potential.

### Topics Covered

1. Understand core quarry management skills, styles and responsibilities.
2. Understand how management skills and styles can be utilised to meet specific organisational targets.
3. Conduct a basic management self-assessment.

### Facilitator

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