

MetalIntelligence <http://metalintelligence.eu/> LEADERSHIP & PROJECT MANAGEMENT training module

AGENDA: LEADERSHIP & PROJECT MANAGEMENT (1.5 DAYS: 23-24/10/18)		
DAY 1	Afternoon 23 rd October 2018	Comment
00.00	Introduction of Participants	
00.10	Workshop Objectives & Format Programme; objectives; expectations; format	
SESSION 1: LEADERSHIP		
00.20	Introduction to Presenter: Dr Deirdre Lewis Training / Education / Career -> Mineral exploration trajectory/ timing <i>Ireland, Australia, Brazil, Africa, other; commodities/ complexity of projects / research</i>	Summary
00.30	Key Learnings Leadership: lead by example; build trust; equity; honesty, ethical; internal/external Planning – phased, systematic; inclusive People – fairness & transparency; ethical in all dealings; consultative/ open; aware Failures = learnings DISCUSSION	Discussion on these issues
01.00	Styles of Leadership Authoritative/ dictatorial Inter-Disciplinary / Collaborative Can leadership be learnt: Situational – Mentoring – Experiential (EXPAND) Strategic management (ideas) vs Project management (process) Timeframe of thinking/ planning Responsibilities, accountabilities, decision making, delegation, authorisation	Leadership & communication are critical
01.20	Legal & Regulatory Frameworks/ Performance Standards Regulatory and policy frameworks for resource extraction & development International performance standards (IFC/ Sustainable Development Goals) EU Frameworks: environmental (SAC/ SPA/ EIA/ AA) & international social	Regulatory framework sets standards and guides work
01.40	Aarhus: Social Acceptance of Resource Development Dynamics of social acceptance or rejection of min-ex projects Insights & perceptions from public consultation work Emerging themes – what is important to citizens? Are resources important?	Effective communication is critical in 2018++
	Q&A : Discussion/ Workshop	Student examples
02.00	END – Session 1	

AGENDA: LEADERSHIP & PROJECT MANAGEMENT (DATE: 24/10/18)		
DAY2	All Day 24 th October	Comment
00.10	Workshop Objectives & Format	
SESSION 2 PROJECT MANAGEMENT		
00.20	The Mineral Exploration Cycle Classic life cycle of a minerals project/ stages development; circular economy Key considerations at each stage > project management EU Directives WFD, mine waste, soils, nitrates, chemicals etc	
00.40	Defining a Project & Terminology What is a Project? Project Manager role & responsibilities Project Scope & clear Objectives Project Planning: who/ when /what /how /how much Project Schedule timing, milestones, deliverables Resources human (skills/ \$ u • l (] v v] o i i i i Deliverables/ Milestones Risks & Assumptions/ Project Boundaries Project Tracking Change control (scope creep) Close out	Give examples of projects of scale, complexity, simplicity t all need planning & execution
1.00	Life Cycle Project Management inter-disciplinary approach Initiation > Ignition > Implementation > Controlling > Close Out Examples from Mineral Exploration projects Skills Required technical, human, problem solving, adaptability budgets	Plan for Life cycle approach
2.00	Coffee	
2.30	Project Planning Define the tasks; align into Work Phases /Work Packages to meet the scope Allocate the team resources to match the tasks; assign leader for WPs Transparency t seek inputs from team Always keep objectives in mind	
3.00	Project Management Organisational structure; roles; reporting; overheads; budgets Contracts/ subContracts; obligations; confidentiality Project scheduling gantt/ excel / allocated time per team member & budget Data management & Communications Controlling the Plan- milestones/ reviews/ financial control / reporting Quality Assurance & Control (QAQC) Data records	Sequencing of Actions Time allocation & management / scheduling Control
4.00	LUNCH	
5.00	Financial Planning & Budget Management Critical path method simple exercises	Budget control is challenging!
5.30	CASE Studies : what constitutes a successful Project? Common pitfalls Risks What to avoid Reporting & Communications (especially if things start to go wrong!) Transparency/ ethical behaviour	How to avoid the pitfalls
6.30	Close Out key steps Budgets/ People/ Contracts/ Communications	