Supervisory & Management Courses

Following the introduction of the Greenkeepers Training Committee Training Manual, the format of this year's supervisory and management courses has been changed. The supervisory section of the Training Manual is designed to lead to the award of an NVQ/SVQ Level 3 in Amenity Horticulture (Greenkeeping) and/or the GTC Certificate in Golf Course Supervision.

The 1994 series of BIGGA Supervisory and Management Courses has been designed to meet the underpinning knowledge requirements of Level 3 Units 1001 to 1013. BIGGA courses are open to all greenkeepers who need to improve their supervisory and management skills. The courses cover:

**Week 1, Managing People Module 1**
This week covers units 1005, 1006 and 1007 and deals with team building skills, interpersonal skills, time management and staff appraisal, computers in greenkeeping and a presentation by a top course manager.

**Week 2, Managing People Module 2**
This week covers units 1008, 1009, 1010 and 1011 and deals with assertive communication, influencing skills, grievance and discipline, computers in greenkeeping and a presentation by a top course manager.

**Week 3, Managing Operations and Resources**
This week covers units 1001, 1002, 1003 and 1004 and deals with planning and organising, communicating with others, dealing with accidents, maintaining a safe and healthy environment, suggesting improvements, solving problems and relating costs to employers' objectives and golfers' requirements, computers in greenkeeping and a presentation by a top course manager.

**Week 4, Managing Information**
This week covers units 1012 and 1013 and deals with collecting and recording information, giving advice, presenting information to others, communicating clearly, computers in greenkeeping and a presentation by a top course manager.

Weeks 1 and 2 will include outdoor practical exercises and delegates should bring suitable casual, outdoor clothing. Protective clothing will be provided.

The courses are not cumulative and delegates can choose to attend one or more weeks so that over 1-4 years all the underpinning knowledge requirements of Level 3 could be met. All course delegates and employers will receive an end of course summary. This could be used to provide evidence for NVQ/SVQ assessors.

Attendance at each year's course qualifies for eight credits towards the Master Greenkeeper Certificate.

The cost per week, including accommodation, all meals and tuition fees is £420+VAT for BIGGA members and £475+VAT for non-members.

**GTC GRANTS**
As these supervisory and management courses are approved by the Greenkeepers Training Committee (GTC), golf clubs with mature head greenkeepers who have never attended a college course, may be eligible to claim a grant of £150 per delegate per week from the GTC. Further details of the grant and an application form may be obtained from the GTC, Aldwark Manor, Aldwark, Aine, York, Y06 2NE Telephone 0347 838640.

To reserve your place, complete the postcard in this magazine and return it to BIGGA, together with a deposit of £100 + VAT (total £117.50). The balance will be due for payment no later than October 1, 1994. If a delegate cancels his booking prior to the course, he will be liable for the payment of the total cost unless the place can be filled by another delegate. In order to provide a high level of instructor/delegate interaction, each course is limited to 12 delegates - so book early.

If you have any queries or need more information, call Ken Richardson, BIGGA education officer, on 0347 838581.