Have you got what it takes?

An advertisement in the August edition of this magazine for a Course Manager at a prestigious golf club asked for a greenkeeper with skills in the maintenance and presentation of the golf course and the following:

- **Supervision and Development of all staff**
- **Administration and budgetary control**
- **The ability to train motivate and direct staff**
- **Prepare and monitor budgets, inventories and expenditure**

Could you meet these requirements? Does your club need you to perform these functions? Do you wish to improve your Supervisory Management skills? Are you ambitious?

There are some places left on this Autumn's BIGGA sponsored, Education and Development Fund subsidised Supervisory Courses for Greenkeepers. Make sure of your place by returning the reply paid card in this magazine, or by telephoning HQ on 01347 838581, TODAY.

Places are available on:

**Aldwark Manor Supervisory Management Courses-1996**

**Module 1- Managing People- October 7-11** (A few places left)
- Computing for greenkeepers, time management, team building, motivation, delegation and leadership skills.

**Module 2-Managing People- October 14-18** (Places available)
- Listening and questioning skills, appraisal, assertive communication, constructive feedback, grievance and discipline, further computing for greenkeepers.

**Module 3-Managing Operations and Resources- October 21-25** (A few places left)
- Resource planning, estimates, budgets, quality care, competency based training, portfolio development and computing for greenkeepers.

**Module 4-Managing Information- October 28-November 1** (Plenty of places left)
- Memos, letters, report writing, managing meetings, communication skills, presentation skills and computing for greenkeepers.

**Module 5-Managing Finance, Management of Health and Safety, Recruitment and Selection-November 4-8** (Almost full)
- Controlling budgets, expense reports, cash flow forecasting, computerised accounts, health and safety management, interview techniques, employment law, race relations, equal opportunities and computers in management.

The cost of each course, which includes all food, accommodation, tuition and access to individual computer terminals is £426 + VAT.

Equivalent courses are available commercially for £1200 excluding accommodation.

Apply today to reserve your place.

**Regional Supervisory Management Courses 1996/97**

Make sure of your place by calling BIGGA HQ NOW, or by posting the card in this magazine.

**Essential Management Skills for Greenkeepers**
- Ideal for all greenkeepers wishing to improve their general management skills, including, leadership, motivation, staff development and supervision.

Some places left on all courses except Hounslow which is now full.

**COST: BIGGA Members £50 per delegate, all inclusive. Non-BIGGA members £150**

**Budgeting and Finance for Greenkeepers**

Introduces and develops the essentials of financial management including, budgets, expenditure, cash flow etc.

**COST: BIGGA Members £75 per delegate, all inclusive. Non-BIGGA members £150**

**Golf Course Health and Safety Management**

Does your club meet the requirements of the Health and Safety at Work Act? Find out by attending one of these courses, which cover policy, risk assessments, manual handling etc.

**COST: BIGGA Members £50 per delegate, all inclusive. Non-BIGGA members £150**

**Essential Presentation Skills for Greenkeepers**

Whether it's presentations to committees, seminars and conferences or you just need to improve your verbal presentation skills then this course is for you.

**COST: BIGGA Members £75 per delegate, all inclusive. Non-BIGGA members £150**

Some places left on all courses

Equivalent two day courses are available, commercially for £700, without accommodation.