Don’t get left behind – book your place NOW on one of BIGGA’s

1997 SUPERVISORY MANAGEMENT

"An invaluable source of management skills training"

“Much, much more of the same please!”

ALDWARK MANOR COURSES

Week 1: 6 – 10 October 1997
MANAGING PEOPLE MODULE 1

This course introduces a range of interpersonal skills needed in supervisory management and includes: time management, teamwork, leadership skills and computers in greenkeeping management.

Week 2: 13 – 17 October 1997
MANAGING PEOPLE MODULE 2

This course builds on the knowledge gained in Module 1 and includes: guidance skills, appraisals, grievance and discipline skills, employment protection, the use of computers in management.

Week 3: 20 – 24 October 1997
MANAGING OPERATIONS AND RESOURCES

This course looks at financial planning, project management and the effective use of resources, project management, planning and control of resources and the use of computers in greenkeeping management.

Week 4: 3 – 7 November 1997
MANAGING INFORMATION

This course looks at methods of communicating information to others and includes: writing memos and letters, writing reports, storage and retrieval of information, electronic communication, managing meetings, oral communication and the use of computers in communication.

Week 5: 10 – 14 November 1997
MANAGING GOLF COURSE DEVELOPMENT

This level 4 course is aimed mainly at those delegates who have completed Weeks 1 to 4 and looks at: golf course design, construction methods, Health and Safety considerations, ecological management, integrated management plans and the use of computers in greenkeeping management.

Cost of each course, including four nights’ accommodation, food and all tuition:
BIGGA members £399 + VAT. Non BIGGA members £470 + VAT
(which includes one year’s BIGGA membership.)

REGIONAL COURSES

GOLF COURSE DESIGN, CONSTRUCTION AND ESTABLISHMENT

This two day workshop, based on the extremely successful workshop at Harrogate, is designed to introduce delegates to the history of golf course architecture, philosophies and styles of golf course architecture, conceptual design and planning considerations. Groups of delegates then produce an outline design followed by a detailed design, including: greens, tees, irrigation and drainage and project costing and budget.

Venues
- The Bournemouth Moat House Hotel, Bournemouth – Monday 13 and Tuesday 14 October 1997.
- Airth Castle Hotel, Airth by Falkirk – Monday 27 and Tuesday 28 October 1997.
- West Retford Hotel, Retford – Wednesday 26 and Thursday 27 November 1997.

RECRUITMENT, SELECTION AND INTERVIEWING

This two day Supervisory Management Course at N/SVQ Level 3 looks at the problems of staff recruitment and includes: interviewing skills, equal opportunities, employment law, sex discrimination, practical interviewing, selecting the appropriate candidate, listening skills and questioning skills, advertising.

Venues
- The George Hotel, Crawley, Surrey – Tuesday 21 and Wednesday 22 October 1997.
- Airth Castle Hotel, Airth by Falkirk – Wednesday 29 and Thursday 30 October 1997.
- The Manor House Hotel, Moretonhampstead – Monday 3 and Tuesday 4 November 1997.
- Finnstown Hotel, Dublin – Tuesday 18 and Wednesday 19 November 1997.
- The Dunkenhalgh Hotel, Accrington, Wednesday 26 and Thursday 27 November 1997.

LEADERSHIP, TEAM BRIEFINGS, MOTIVATION

This course at N/SVQ Level 3 introduces greenkeepers to the basics of leadership and includes: leadership skills for every situation, training and coaching for success, the mysteries of

For further information or a booking form, contact Ken Richardson or Sami Collins at BIGGA HQ.
Entries must be at BIGGA HQ by 29 August 1997

motivation, team briefings, team building and team discipline.

Venue
- Old Ship Hotel, Brighton – Thursday 16 and Friday 17 October 1997.

GOLF COURSE HEALTH AND SAFETY MANAGEMENT

This course is an essential requirement for anyone wanting to manage a golf course in a safe and healthy manner and stay within the law. The course includes: health and safety law, producing a policy document, COSHH assessments, hearing conservation, protective clothing, accident prevention, first aid requirements and waste management.

Venue
- Finnstown Hotel, Dublin – Tuesday 18 and Wednesday 19 November 1997.

Cost of each of the above courses, which includes all tuition, meals and accommodation:
- BIGGA members £75. Non BIGGA members £145 (which also includes one year's BIGGA membership.)

ESSENTIAL SUPERVISORY MANAGEMENT SKILLS FOR GREENKEEPERS

This course at N/SVQ Level 3 is a must for all greenkeepers who are or are about to become supervisors. It covers the basic essentials of supervisory management including: basic leadership, assertive communication, team building, listening and questioning skills, dealing with problems, grievance and discipline and warnings and reprimands.

Venues
- The Blue Boar Hotel, Maldon, Essex – Tuesday 14 and Wednesday 15 October 1997.
- The Cheltenham and Gloucester Moat House Hotel, Cheltenham – Thursday 23 and Friday 24 October 1997.
- Marriott Hotel, Swansea – Wednesday 5 and Thursday 6 November 1997.
- The Chesford Grange Hotel, Kenilworth – Monday 1 and Tuesday 2 December 1997.

Cost, which includes all tuition, meals and accommodation:
- BIGGA members £50. Non BIGGA members £120 (which also includes one year's BIGGA membership.)