This month Education and Training Manager, Ken Richardson, highlights the Spring range of BIGGA Training Courses and launches Key Skills Corner

**Education and Training update**

The spring range of BIGGA Training Courses is underway with several courses already completed. I am writing this article in my hotel room after (yes we do work overtime), which will be followed by similar courses at Berkhampstead and in Aberdeen. We are also running courses on Health and Safety, Chain Saw Operating Skills, Abrasive Wheels Safe Use, Budgets and Finance, Essential Management Skills, Further Management Skills and Communication Skills. All courses are offered at a minimal cost of £30 for one day of training and £60 for two days thanks to contributors to the BIGGA Education and Development Fund. If the course that you want is not being presented in your Region or Section then ask your Section Secretary to contact either Sami or myself with your ideas. We can run courses with a maximum of 4 delegates for Chainsaw Operator and a minimum of 6 delegates for all other courses.

One of the favorite subjects on the Basic Computer Skills courses is how to use the spell and grammar checkers in word processing and the lack of such help on e-mail, Internet and bulletin boards.

If you want to ensure that your e-mail message is spelt correctly and written grammatically, then use your word processor package to help. For example, in Microsoft Word, Open a blank document and compose your e-mail. When you have completed your e-mail, carry out a spelling and a grammar check. Select the complete text and use Cut to remove text to paste board. Open e-mail and paste document into New mail.

Alternatively, just write ‘please see attachment’ in e-mail and Attach file containing text. The Cut and Paste procedure can be used in the BIGGA member’s bulletin Board.

If you’ve got an email account why not send an email to the education department, where we can place you into our exclusive education email address book. We can then keep you up-to-date with education news and events as they happen. Send an email to either: education@bigga.co.uk  ken@bigga.co.uk  sami@bigga.co.uk

**Key Skills Corner**

A major part of NVQs, especially for under 25-year-olds, are Key Skills in: Information Technology (IT); Numeracy (Counting) and Literacy (Reading and Writing). Therefore, I thought that it would be useful to highlight some of the rules to be used in written English.

**Capital Letters**

Use capital letters at the beginning of a sentence, eg. The cat sat on the mat. In abbreviations, eg. BIGGA. As the first letter in ‘Proper Nouns’ eg. York, Richardson, Ken, the word I. Various eg. England and days and months eg. Monday:

**Here is a test for you to try. Answer next month.**

Welcome to BIGGA house today is Tuesday, the 3rd of March, the next public Holiday, in England, will be Easter.

HINT. Using Microsoft Word with AutoCorrect selected through the tools menu can help with capital letters.

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**OnCourse**

The powerful organiser keeping your golf course green!

Golf Club members and owners are continually demanding better quality playing conditions, which brings the roll of Golf Course Managers into sharp focus. Not only are they expected to keep the course in excellent condition, they also have to be skilled administrators and personnel managers. Additionally, Golf Course Managers need detailed and well-structured reports on golf course operations, which can be a time consuming task. OnCourse™ has been developed to make all of these things easier.

<table>
<thead>
<tr>
<th>Staff records</th>
<th>Timesheets</th>
<th>Machine logs</th>
<th>Supplier contacts</th>
<th>Maintenance logs</th>
<th>Accounting logs</th>
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<td>Diner s</td>
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<td>Course data</td>
<td>Report analyses</td>
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For more detailed information and a free demonstration CD, please contact ken@bigga.co.uk 01347 833800

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**YOU’VE GOT MAIL!**

Epani is an exciting new training company specialising in Information Technology for the game of golf. Bringing distribution and exposure to golfers around the world in highest quality. In doing so, we offer a complete solution of training, access, golf games, golf software, golf apps and industry the world over. We want to offer a better service to our customers, sports and retail education in making the world a better place for golf.