Penn State Accepting Applications

GOLF COURSE TURFGRASS MANAGEMENT PROGRAM

Applications are now being accepted for Penn State's Two-Year Golf Course Turfgrass Management Program for the class beginning in September of 1998. There is an application fee of $35.00 and the deadline for applications is December 31, 1997. Applications can be obtained by calling (814) 863-0129 or by writing to: Golf Course Turfgrass Management Program, The Pennsylvania State University, 221 Ag. Sciences and Industries Building, University Park, PA 16802-3504.

Communication Tips

To be an effective communicator, you must adapt to the communication style of others. Following are some techniques to help you communicate with people who are:

Ambitious, forceful and decisive:
- Be clear, specific and brief.
- Stick to business.
- Have support materials well-organized.

Magnetic, enthusiastic and friendly:
- Provide a warm, friendly environment.
- Don't deal with a lot of details (put them in writing).
- Ask "feeling" questions to draw opinions.

Patient, reliable and relaxed:
- Break the ice with a personal comment.
- Present your case in a non-threatening manner.
- Ask "how" questions to draw opinions.

Conservative, perfectionist and careful:
- Prepare your "case" in advance.
- Stick to business.
- Be accurate and realistic.

— The Plotkin Group