

Management Courses



'If you're serious about your profession, you can't afford to miss this opportunity for career advancement. We guarantee you'll come away loaded with information - and fired with enthusiasm.'

**- DEBBIE SAVAGE,
BIGGA Education Officer**

Book your place

BOOK YOUR PLACE NOW on the 1993 series of BIGGA Management Courses.

There will be two Year 1 courses, 18-22 October and 25-29 October; Year 2, 1-5 November; Year 3, 8-12 November and Year 4, 15-19 November.

This is the fifth year of the courses and delegates who have attended in the past will be aware of the need to book early - places this year are limited and will be on a first come-first served basis. It is an intensive week for all delegates with much to be learnt from the industry's experts - much can also be gained from informal discussions in the evenings in the relaxing atmosphere of BIGGA's headquarters, Aldwark Manor Hotel.

Attendance at each week's course qualifies delegates for eight credits to go towards the Master Greenkeeper Certificate.

The Greenkeepers Training Committee (GTC) has identified supervisory and management training as a priority for head greenkeepers who may never have had the opportunity to attend the type of formal training courses now available at many colleges throughout the UK and Ireland. Golf clubs who have mature head greenkeepers with no supervisory qualifications would benefit from encouraging them to attend the BIGGA Management Courses and a GTC grant of £150 per week may be available to golf clubs supporting this GTC approved course. For more information on the GTC grant, call Sue Gudgeon on 0347 838640.

The cost per week to include accommodation (twin bedded rooms), all meals and tuition fees is £450+VAT.

To reserve your place, complete the postcard in this magazine and return to BIGGA together with a deposit of £100 +VAT (total: £117.50). The balance will be due for payment no later than 1st October, 1993. A receipted invoice will be issued immediately. If a delegate cancels his booking prior to the course, he will be liable for payment of the total cost unless the place can be filled by another delegate.

If you have any queries or you need more information, call Debbie Savage on 0347 838581.



BIGGA Management Courses are approved by the Greenkeepers Training Committee.

Management Courses Autumn/Winter 1993: TIMETABLES

Year 1 18-22 October 1993 or 25-29 October 1993

	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch at noon	How to manage your time more effectively: David Illingworth	Introduction to computers: Fred Robinson
Tuesday	Computers: continued Fred Robinson	Grasses for the Golf Course: Mike Canaway/Dr Peter Hayes, STRI	Communication workshop: Nick Bisset, Askham Bryan College
Wednesday	Conservation on the Golf Course: Robert Taylor, STRI	Problems associated with the maintenance of Tees, Bunkers, Surrounds and Fairways: Stuart Ormoundroyd/Alistair Beggs	Problems associated with the maintenance of Greens: Steve Isaac/Neil Baldwin, STRI
Thursday	Health & Safety Update: Jon Allbutt		
Friday	Turf Grass Diseases: Neil Baldwin, STRI	Delegates depart following lunch	

Each day: Coffee break: 10.30am • Lunch: 12 noon
Tea break: 4pm • Dinner is served at 7.30pm

Year 2 1-5 November 1993

	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch at noon	Assertiveness: Frank Newberry or Paul Whiteley	Report Writing: Frank Newberry or Paul Whiteley
Tuesday	Verbal Presentations: Frank Newberry or Paul Whiteley	Leadership: Frank Newberry or Paul Whiteley	Presentation: Frank Newberry or Paul Whiteley
Wednesday	Health & Safety at Work Act 1974: Jon Allbutt		
Thursday	Preparing a Health & Safety Statement of Safety Policy/Preparing a Risk Assessment (COSHH-FEPA): Jon Allbutt		
Friday	Turf nutrition: David Lawson, STRI	Delegates depart following lunch	

Each day: Coffee break: 10.30am • Lunch: 12 noon
Tea break: 4pm • Dinner is served at 7.30pm

Year 3 8-12 November 1993

	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch at noon	Job Interview: Frank Newberry or Paul Whiteley	Writing and Assessing CVs: Frank Newberry or Paul Whiteley
Tuesday	Team Development: Frank Newberry or Paul Whiteley	Managing Performance: Frank Newberry or Paul Whiteley	
Wednesday	Surveying: Robert Everett, STRI		Finance: What are the Options? Keith Jaynes
Thursday	Construction of Golf Greens: Brian D Pierson, British Association of Golf Course Contractors		
Friday	Preparing and Implementing a Course Policy Document: Jeff Perris, STRI	Delegates depart following lunch	

Each day: Coffee break: 10.30am • Lunch: 12 noon
Tea break: 4pm • Dinner is served at 7.30pm

Year 4 15-19 November 1993

	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch at noon	Advanced Public Speaking: Frank Newberry or Paul Whiteley	Marketing and Customer Care: Frank Newberry or Paul Whiteley
Tuesday	Negotiating Skills: Frank Newberry or Paul Whiteley	Working Under Pressure: Frank Newberry or Paul Whiteley	
Wednesday	First Aid; Ken Bick, Medical Training Services		
Thursday	Health & Safety at Work Update: Jon Allbutt		
Friday	Presenting a Course for Championships: Speaker to be announced	Delegates depart following lunch	

Each day: Coffee break: 10.30am • Lunch: 12 noon
Tea break: 4pm • Dinner is served at 7.30pm