

# Supervisory & Management Courses



Following the introduction of the Greenkeepers Training Committee Training Manual, the format of this year's supervisory and management courses has been changed. The supervisory section of the Training Manual is designed to lead to the award of an NVQ/SVQ Level 3 in Amenity Horticulture (Greenkeeping) and/or the GTC Certificate in Golf Course Supervision.

The 1994 series of BIGGA Supervisory and Management Courses has been designed to meet the underpinning knowledge requirements of Level 3 Units 1001 to 1013. BIGGA courses are open to all greenkeepers who need to improve their supervisory and management skills. The courses cover:

## Week 1, Managing People Module 1

This week covers units 1005, 1006 and 1007 and deals with team building skills, interpersonal skills, time management and staff appraisal, computers in greenkeeping and a presentation by a top course manager.

## Week 2, Managing People Module 2

This week covers units 1008, 1009, 1010 and 1011 and deals with assertive communication, influencing skills, grievance and discipline, computers in greenkeeping and a presentation by a top course manager.

## Week 3, Managing Operations and Resources

This week covers units 1001, 1002, 1003 and 1004 and deals with planning and organising, communicating with others, dealing with accidents, maintaining a safe and healthy environment, suggesting improvements, solving problems and relating costs to employers' objectives and golfers' requirements, computers in greenkeeping and a presentation by a top course manager.

## Week 4, Managing Information

This week covers units 1012 and 1013 and deals with collecting and recording information, giving advice, presenting information to others, communicating clearly, computers in greenkeeping and a presentation by a top course manager.

Weeks 1 and 2 will include outdoor practical exercises and delegates should bring suitable casual, outdoor clothing. Protective clothing will be provided.

The courses are not cumulative and delegates can choose to attend one or more weeks so that over 1-4 years all the underpinning knowledge requirements of Level 3 could be met. All course delegates and employers will receive an end of course

## Management Courses Autumn/Winter 1994: TIMETABLES

Week 1 • October 24-28 1994			
	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch	Managing People - Module 1	Way forward for Greenkeeper Education
Tuesday	Managing People - Module 1	Managing People - Module 1	Managing People - Module 1
Wednesday	Managing People - Module 1	Managing People - Module 1	
Thursday	Computers in Greenkeeping	Computers in Greenkeeping	Computers in Greenkeeping
Friday	Doing it my way James Kidd	Open Forum	Delegates depart after lunch

Week 2 • October 31-November 4 1994			
	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch	Managing People - Module 2	Way forward for Greenkeeper Education
Tuesday	Managing People - Module 2	Managing People - Module 2	Managing People - Module 2
Wednesday	Managing People - Module 2	Managing People - Module 2	
Thursday	Computers in Greenkeeping	Computers in Greenkeeping	Computers in Greenkeeping
Friday	Doing it my way Walter Woods	Open Forum	Delegates depart after lunch

Week 3 • November 7-11 1994			
	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch	Managing Operations and Resources	Way forward for Greenkeeper Education
Tuesday	Managing Operations and Resources	Managing Operations and Resources	Managing Operations and Resources
Wednesday	Managing Operations and Resources	Managing Operations and Resources	
Thursday	Computers in Greenkeeping	Computers in Greenkeeping	Computers in Greenkeeping
Friday	Doing it my way David MacIndoe	Open Forum	Delegates depart after lunch

Week 4 • November 14-18 1994			
	9am - 12noon	1.30pm - 4.00pm	4.30pm - 7.00pm
Monday	Delegates arrive at BIGGA HQ for lunch	Managing Information	Way forward for Greenkeeper Education
Tuesday	Managing Information	Managing Information	Managing Information
Wednesday	Managing information	Managing Information	
Thursday	Computers in Greenkeeping	Computers in Greenkeeping	Computers in Greenkeeping
Friday	Doing it my way Christopher Kennedy	Open Forum	Delegates depart after lunch

summary. This could be used to provide evidence for NVQ/SVQ assessors.

Attendance at each year's course qualifies for eight credits towards the Master Greenkeeper Certificate.

The cost per week, including accommodation, all meals and tuition fees is £420+VAT for BIGGA members and £475+VAT for non-members.

## GTC GRANTS

As these supervisory and management courses are approved by the Greenkeepers Training Committee (GTC), golf clubs with mature head greenkeepers who have never attended a college course, may be eligible to claim a grant of £150 per delegate per week from the GTC. Further details of the grant and an application form may be obtained from the GTC, Ald-

wark Manor, Aldwark, Alne, York, YO6 2NE Telephone 0347 838640.

■ To reserve your place, complete the postcard in this magazine and return it to BIGGA, together with a deposit of £100 + VAT (total £117.50). The balance will be due for payment no later than October 1, 1994. If a delegate cancels his booking prior to the course, he will be liable for the payment of the total cost unless the place can be filled by another delegate. In order to provide a high level of instructor/delegate interaction, each course is limited to 12 delegates - so book early.

If you have any queries or need more information, call Ken Richardson, BIGGA education officer, on 0347 838581.