

# On course for a brighter future

Following the success of the 1994 BIGGA Supervisory and Management Courses, we have decided to continue with the same format for 1995 but with the addition of a fifth module which will cover level 4 management skills.

The courses, which are linked to the Supervisory and Management sections of the GTC Training Manual, are designed to provide evidence towards the award of an NVQ/SVQ Level 3/4 in Amenity Horticulture (Greenkeeping) and/or the GTC Certificate in Golf Course Supervision/ Management. BIGGA courses are open to all greenkeepers who need to improve their supervisory and management skills.

The courses cover:

**Module 1. October 16 - October 20. Managing People** This week contains team building skills, interpersonal skills, leadership, time management and staff appraisal, computers in greenkeeping and a presentation by a top course manager.

**Module 2. October 30 - November 3. Managing People** This



## Education Update

BY KEN RICHARDSON

## Supervisory & Management Courses



week deals with assertive communication, listening and questioning skills, influencing skills grievance and discipline interviews, computers in greenkeeping and a presentation by a top course manager.

**Module 3. November 6 - November 10. Managing Operations and Resources** This week deals with planning and organising, estimating costs, budget forecasting, cash flow forecasting, managing budgets, project management, solving problems and relating costs to

employers objectives and golfers requirements, producing a portfolio of evidence, computers in greenkeeping and a presentation by a top course manager.

**Module 4. November 13 - November 17. Managing Information** This week deals with the writing of letters, memos and reports, managing meetings, communication skills, presentation skills, collecting and recording information, computers in greenkeeping and a presentation by a top course manager.

**Module 5. November 20 - November 24. Management Techniques** This week deals with level 4 Management techniques including, the maintenance and improvement of service and operations, the management of change, project management, negotiation skills and quality assurance. Entry to this course is restricted to delegates who have completed three or more Aldwark Manor Management Courses.

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

The NVQ/SVQ Level 3 courses are not cumulative and delegates can choose to attend one or more weeks so that over one to four years all the underpinning knowledge requirements of Level 3 could be met. Additionally, Level 4 courses will provide evidence towards the award of a Level 4 NVQ/SVQ. All course delegates and employers will receive an end of course 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 £425 + VAT (£499.38) for BIGGA members and £490+VAT (£575.75) 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 management 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, Aldwark Manor, Alne,

York, YO6 2NF. Telephone 01347 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 1995. 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.

### Regional Supervisory and Management Courses

To allow greenkeepers to expand and revise the management techniques taught at Aldwark Manor and to make management training more accessible to all BIGGA members, we are planning to hold a series of residential management training courses which will be held in the Regions. The first two of these courses will be held in the Scottish Region, at Elmwood College. Each course will last for two days and will cover front line leadership skills, budgeting and finance. The cost of each course, including all meals and one night's accommodation costs £50 to members and £150 to non members including VAT. The low cost is made possible by a subsidy for each course from the BIGGA Education and Development Fund making this exceptional value for money. To reserve your place, complete the postcard in this magazine and return it to BIGGA, together with a deposit for £10. The balance is due for payment no later than October 1, 1995. 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.

The first course will be held on October 16/17 and the second on October 18/19, 1995.

### Master Greenkeeper Certificate credits

Attendance at each course qualifies for four credits towards the Master Greenkeeper Certificate.

Plans are well advanced for courses to be held in all four other regions and in Ireland, during February/March 1996.

If you have any queries or need more information, call Ken Richardson, BIGGA Education Officer, on 01347 838581.

## ELMWOOD COLLEGE

Cupar, Fife KY15 4JB

provider of quality education and training

## GREENKEEPING/ GROUNDSMANSHIP COURSES

- SVQ Level II - Sportsturf/Greenkeeping (2 years block release)
- SVQ Level III - Sportsturf Maintenance (2 years distance learning/block release - subject to SCOTVEC Approval)
- National Certificate in Greenkeeping/Groundsmanship - 1 year full-time
- HND Golf Course Management - 2 years distance learning and 3 years full-time

Also short courses on Health and Safety, Spraying, Chainsaws, Tractors, etc.

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