



## Education Update

BY KEN RICHARDSON

A further reminder for those greenkeepers considering attending this year's supervisory and management courses, at Aldwark Manor and Elmwood College, next year's supervisory and management courses in Ireland, the Midlands, the North, the South East and the South West, information on the BIGGA library and an update on the Massey Ferguson Machinery Workshops.

### BIGGA SUPERVISORY AND MANAGEMENT COURSES

Applications for this year's BIGGA Supervisory and Management Courses continue to come in. The courses, which proved to be very popular last year, provide greenkeepers with important supervisory and management skills. Be sure to reserve your place by returning the card in this magazine, together with a cheque for £117.50 to BIGGA HQ at Aldwark Manor. Head Greenkeepers who have not received any formal supervisory or management training should advise their clubs that grants of £150 may be available from the GTC to help with the cost of sending their greenkeepers on one or more GTC endorsed management courses.

The 1995 series of BIGGA Supervisory and Management Courses has been designed not only to meet the underpinning knowledge requirements of S/NVQ Level 3 Units but also to introduce elements S/NVQ Level 4. BIGGA courses are open to all greenkeepers who need to improve their supervisory and management skills. The courses are:

■ Module 1: Managing People 1. October 16 – October 20. Cover-

ing team building, interpersonal skills, leadership, time management and computers in greenkeeping.

■ Module 2: Managing People 2. October 30 – November 3. Covering assertive communication, influencing skills, grievance and discipline and computers in greenkeeping.

■ Module 3: Managing Operations and Resources. November 6- November 10. Covering planning and organising, estimating cost, budgets and project management.

■ Module 4: Managing Information. November 13 – November 17. Covering writing memos, letters and reports, communication skills, collecting and recording information.

■ Module 5: Management Techniques. November 20 – November 24. Covering level 4 management techniques. Topics include maintenance and improvement of service and operations, project management, negotiation skills and quality assurance.

All course delegates and employers will receive an end of course summary. This could be used to provide evidence for N/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 BIGGA non-members.

If you need advice on which week to attend or have any other queries call me on 01347 838581.

Send your application NOW.

### Regional Supervisory and Management Courses

Places on the Scottish Region two – day supervisory and management course are still available. These residential courses, which will be held on October 16/17 and October 18/19, have been introduced to make management training more accessible to all BIGGA members. Each course costs £50 for BIGGA members and £150 to non-members. Reserve your place by sending a deposit of £10 to BIGGA HQ.

The Northern Region courses will be held during the week commencing February 12, in Cheshire and in Yorkshire, the Midland Region and the South Eastern Region in the week commencing February 5, three two day courses in the South West Region in the week commencing February 19 and 1 two day course in Killarney, Southern Ireland, in the week commencing March 4.

### BIGGA Library

Books and videos have been flowing in and out of the BIGGA library at a steady rate. New titles added recently include:

- Essentials of Health and Safety at Work*
- Pesticide Regulation Handbook – A Guide for Users*
- Work Equipment – Guidance on Regulations*
- Guide to the Reporting of Injuries, Diseases and dangerous Occurrences*
- Management of Health and Safety at Work*
- First Aid At Work*
- General COSHH ACOP, Carcinogens*

*gens ACOP and Biological Agents Workplace Health Safety and Welfare*

*Storage of Approved Pesticides: Guidance for Farmers and Others Our Health and Safety Policy Step by Step Guide to COSHH Assessment*

*Business Accounting Golf Course Putting Green Construction Guidelines Fertiliser for Turf Sands for Sports Turf Construction and Maintenance*

Full library lists can be obtained from Regional Administrators or from BIGGA HQ.

### Massey Ferguson Machinery Workshops

Plans are being finalised for the series of three Massey Ferguson Machinery Workshops.

They will be held during March/April 1996 at Elmwood College, Oaklands College and at a location in the Midlands. The programme, covering all aspects of tractor use and maintenance, will last for four days. Each college will be asked to nominate up to two students and Massey Ferguson/BIGGA will select 12 students to attend each workshop.

The cost of training, travel and accommodation will all be met by Massey Ferguson.

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**Walter Woods, Links Superintendent at St Andrews: "Hard work and learning is a great combination."**

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