

BIGGA courses will help you develop greenkeeping career

Some 250 greenkeepers have discovered that the BIGGA Supervisory Management training courses both at Aldwark Manor and in the Regions can provide them with skills and knowledge to make them better managers.

These courses are not just for those in positions of management but also for the Head Greenkeepers and Course Managers of the future. Several City and Guilds and N/SVQ qualified greenkeepers have spoken about the excellent practical skills that have been taught on these courses.

Because of the very positive feedback received, we have decided to expand the range of courses for 1996/97. Information on the Aldwark Manor five-day residential courses is described in an insert in this magazine, which also acts as an application form. These courses, where costs have been kept to 1994 levels, cover the work that would take several local courses to complete.

The courses are yet another



Education Update

BY KEN RICHARDSON

Learning Experience provided by BIGGA so apply NOW to reserve your place.

The courses at level 3 N/SVQ are:

October 7-11: Managing People Module 1

Computing for Greenkeepers, time management, team building, motivation, delegation, leadership.

October 14-18: Managing People Module 2

Listening and Questioning skills, appraisal, assertive communication, constructive feedback, grievance and discipline, computing for greenkeepers.

October 21-25: Managing Oper-

ations and Resources

Resource planning, estimates, budgets, projects, quality care, competency based qualifications, portfolio development and computing for greenkeepers.

October 28-November 1: Managing Information

Memos and letters, report writing, managing meetings, communication skills, presentation skills, computing for greenkeepers

These level 3 courses run from Monday lunchtime to lunchtime on Friday and include all food and accommodation. Delegates and employers receive a certificate of attendance.

November 4-8: Managing Finance and Management of Health & Safety

Controlling Budgets, expense reports, reforecasting, cash flow forecasting, use of spreadsheets, computing for finance

This level 4 course runs from Monday lunchtime to lunchtime on Friday and includes all food

and accommodation. Delegates and employers receive a certificate of attendance.

The cost of each course, including, four breakfasts, five lunches four dinners and four nights accommodation plus all tuition fees is the very low £ 425 + VAT for BIGGA members; £490 + VAT for non BIGGA members

Details of the next series of local supervisory management courses will appear in June's edition of *Greenkeeper International*.

Planning is well under way for the Learning Experience 1997. In association with Ransomes, this event will comprise the National Education Conference, four Workshops and a full Seminar programme.

We will also run a chairman of green/secretaries course in cooperation with the STRI.

Do you have any suggestions for subjects, titles, themes or speakers for future events? If so, fill in the form enclosed with this magazine and return it to BIGGA HQ.

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