

# Chance for all greenkeepers to advance their careers



**Education Update**

**BY KEN RICHARDSON**

**T**his month sees the deadline for this year's Aldwark Manor four-day Supervisory Management Courses. Remember, that these Courses are not just for supervisors and managers to improve their skills but also for the supervisors and managers of tomorrow. In a time of change it is becoming more and more important for all greenkeepers to have up to date supervisory and management skills and these, intensive, four day courses have proved to be very successful in training greenkeepers in supervisory management skills. Book your place NOW to ensure that you are not left behind.

**Aldwark Manor Supervisory Management Courses-1996**

**Module 1: Managing People October 7-11**

– Computing for greenkeepers, time management, team building, motivation, delegation and leadership skills.

**Module 2: Managing People October 14-28**

– Listening and questioning skills, appraisal, assertive communication, constructive feedback, grievance and discipline, further computing for greenkeepers.

**Module 3: Managing Operations and Resources October 21-25**

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

**Module 4: Managing Information October 28-November 1**

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

**Module 5: Managing Finance, Management of Health and Safety, Recruitment and Selection-November 4-8**

– Controlling budgets, expense reports, cash flow forecasting, computerised accounts, health and safety management, interview techniques, employment law, race relations, equal opportunities and computers in management.

The cost of each course, which includes all food, accommodation, tuition and access to individual computer terminals is £426 + VAT.

Apply today to reserve your place.

**Regional Supervisory Management Courses**

Applications are flooding in for these very popular training courses. Make sure of your place by calling BIGGA HQ NOW.

**Regional Supervisory Management Courses 1996/97**

**Essential Management Skills for Greenkeepers**

– Ideal for all greenkeepers wishing to improve their general management skills.

Inchyra Grange Hotel	Falkirk	October 1/2 '96	Frank Newberry
Master Robert Hotel*	Hounslow	October 16/17 '96	Frank Newberry
Royal Clarence Hotel	Exeter	October 23/24 '96	Frank Newberry
Slieve Russel Hotel	Ballyconnell	November 18/19 '96	Brin Bendon
Moat House Hotel	Washington	February 10/11 '97	Brin Bendon
Moat House Hotel	Peterborough	February 13/14 '97	Brin Bendon

**COST: BIGGA Members £50 per delegate, all inclusive.**

**Non-BIGGA members £150**

**Budgeting and Finance for Greenkeepers**

– Introduces and develops the essentials of financial management

Old Ship Hotel	Brighton	October 14/15 '96	Frank Newberry
Moat House Hotel	Bournemouth	October 21/22 '96	Frank Newberry
Slieve Russel Hotel	Ballyconnell	November 20/21 '96	Brin Bendon
Waterton Park Hotel	Wakefield	November 11/12 '96	Brin Bendon
Quality Friendly Hotel*	Walsall	November 28/29 '96	Brin Bendon
Inchyra Grange Hotel	Falkirk	October 3/4 '96	Brin Bendon

\*Note location change

**COST: BIGGA Members £75 per delegate, all inclusive.**

**Non-BIGGA members £150**

**Golf Course Health and Safety Management**

– Does your club meet the requirements of the Health and Safety at Work Act? Find out by attending one of these courses, which cover policy, risk assessments, manual handling etc.

International Hotel	Ashford	October 16/17 '96	Jon Allbutt
Thornbury Golf Centre	Bristol	October 23/24 '96	Jon Allbutt
Moat House Hotel	Nottingham	November 12/13 '96	Jon Allbutt
Moat House Hotel	Blackburn	November 5/6 '96	Jon Allbutt
Inchyra Grange Hotel	Falkirk	October 3/4 '96	Douglas Shearer

**COST: BIGGA Members £75 per delegate, all inclusive.**

**Non-BIGGA members £150**

**Essential Presentation Skills for Greenkeepers**

– Whether it's presentations to committees, seminars and conferences or you just need to improve your verbal presentation skills then this course is for you.

Old Ship Hotel	Brighton	October 29/30 '96	Frank Newberry
Aldwark Manor Hotel	Aldwark	November 25/26 '96	Brin Bendon

**COST: BIGGA Members £75 per delegate, all inclusive.**

**Non-BIGGA members £150**

Each of the courses is linked to N/SVQ Level 3 Supervisory Units.

All applications together with a deposit for £10 must be at BIGGA HQ by 16 August 1996.

Remember, the costs of all of these courses is kept at such a very low level by subsidies from the BIGGA Education and Development Fund which is supported by our Golden and Silver Key Circle Members.

**Toro/Lely/PGA European Tour Student of the Year Competition**

Students entered for this Year's Competition will soon be receiving invitations to attend the Regional Finals. These will be held at:

Scotland	September 9	The King James Thistle Hotel	Edinburgh
North	September 10	Novotel	Bradford
South East	September 11	Watermill Hotel	Hemel Hempstead
South West	September 12	Gloucester Moat House Hotel	Cheltenham
Wales	September 12	Gloucester Moat House Hotel	Cheltenham
Midlands	September 12	Gloucester Moat House Hotel	Cheltenham
Ireland	September 10	Novotel	Bradford