

Have you got what it takes?



Education Update

BY KEN RICHARDSON

An advertisement in the August edition of this magazine for a Course Manager at a prestigious golf club asked for a greenkeeper with skills in the maintenance and presentation of the golf course and the following:

- **Supervision and Development of all staff**
- **Administration and budgetary control**
- **The ability to train motivate and direct staff**
- **Prepare and monitor budgets, inventories and expenditure**

Could you meet these requirements? Does your club need you to perform these functions? Do you wish to improve your Supervisory Management skills? Are you ambitious?

There are some places left on this Autumn's BIGGA sponsored, Education and Development Fund subsidised Supervisory Courses for Greenkeepers. **Make sure of your place by returning the, reply paid card in this magazine, or by telephoning HQ on 01347 838581, TODAY.**

Places are available on:

Aldwark Manor Supervisory Management Courses-1996

Module 1- Managing People- October 7-11 (A few places left)

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

Module 2-Managing People- October 14-18 (Places available)

- 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 (A few places left)

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

Module 4-Managing Information- October 28-November 1 (Plenty of places left)

- 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 (Almost full)

- 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. Equivalent courses are available commercially for £1200 excluding accommodation.

Apply today to reserve your place.

Regional Supervisory Management Courses 1996/97

Make sure of your place by calling BIGGA HQ NOW, or by posting the card in this magazine

Essential Management Skills for Greenkeepers

- Ideal for all greenkeepers wishing to improve their general management skills, including, leadership, motivation, staff development and supervision.

Inchyra Grange Hotel	Falkirk	October 1/2, 1996	Brin Bendon
Master Robert Hotel	Hounslow	October 16/17, 1996	Frank Newberry
Royal Clarence Hotel	Exeter	October 23/24, 1996	Frank Newberry
Slieve Russel Hotel	Ballyconnell	November 18/19, 1996	Brin Bendon
Moat House Hotel	Washington	February 10/11, 1997	Brin Bendon
Moat House Hotel	Peterborough	February 13/14, 1997	Frank Newberry

Some places left on all courses except Hounslow which is now full.
 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 including, budgets, expenditure, cash flow etc.

Old Ship Hotel	Brighton	October 14/15, 1996	Frank Newberry
Moat House Hotel	Bournemouth	October 21/22, 1996	Frank Newberry
Slieve Russel Hotel	Ballyconnell	November 20/2, 1996	Brin Bendon
Waterton Park Hotel	Wakefield	November 11/12, 1996	Brin Bendon
Quality Friendly Hotel	Walsall	November 28/29, 1996	Brin Bendon
Inchyra Grange Hotel	Falkirk	October 3/4, 1996	Brin Bendon

Some places left on all courses except Birmingham/Walsall which is now full.

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, 1996	Jon Allbutt
Thornbury Golf Centre	Bristol	October 23/24, 1996	Jon Allbutt
Moat House Hotel	Nottingham	November 12/13, 1996	Jon Allbutt
Moat House Hotel	Blackburn	November 5/6, 1996	Jon Allbutt
Inchyra Grange Hotel	Falkirk	October 3/4, 1996	Douglas Shearer

COST: BIGGA Members £75 per delegate, all inclusive. Non-BIGGA members £150

Some places left on all courses

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, 1996	Frank Newberry
Aldwark Manor Hotel	Aldwark	November 25/26, 1996	Brin Bendon

COST: BIGGA Members £75 per delegate, all inclusive. Non-BIGGA members £150

Several places left on each course

Each of the courses is linked to N/SVQ Level 3 Supervisory Units. 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 Gold and Silver Key Circle Members. Equivalent two day courses are available, commercially for £700, without accommodation.