

Don't get left behind – book your place NOW on one of BIGGA's

1997 SUPERVISORY MANAGEMENT

"An invaluable source of management skills training"

"Much, much more of the same please!"

ALDWARK MANOR COURSES

Week 1: 6 – 10 October 1997

MANAGING PEOPLE MODULE 1

This course introduces a range of interpersonal skills needed in supervisory management and includes: time management, teamwork, leadership skills and computers in greenkeeping management.

Week 2: 13 – 17 October 1997

MANAGING PEOPLE MODULE 2

This course builds on the knowledge gained in Module 1 and includes: guidance skills, appraisals, grievance and discipline skills, employment protection, the use of computers in management.

Week 3: 20 – 24 October 1997

MANAGING OPERATIONS AND RESOURCES

This course looks at financial planning, project management and the effective use of resources, project management, planning and control of resources and the use of computers in greenkeeping management.

Week 4: 3 – 7 November 1997

MANAGING INFORMATION

This course looks at methods of communicating information to others and includes: writing memos and letters, writing reports, storage and retrieval of information, electronic communication, managing meetings, oral communication and the use of computers in communication.

Week 5: 10 – 14 November 1997

MANAGING GOLF COURSE DEVELOPMENT

This level 4 course is aimed mainly at those delegates who have completed Weeks 1 to 4 and looks at: golf course design, construction methods, Health and Safety considerations, ecological management, integrated management plans and the use of computers in greenkeeping management.

Cost of each course, including four nights' accommodation, food and all tuition:

BIGGA members £399 + VAT, Non BIGGA members £470 + VAT (which includes one year's BIGGA membership.)

REGIONAL COURSES

GOLF COURSE DESIGN, CONSTRUCTION AND ESTABLISHMENT

This two day workshop, based on the extremely successful workshop at Harrogate, is designed to introduce delegates to the history of golf course architecture, philosophies and styles of golf course architecture, conceptual design and planning considerations. Groups of delegates then produce an outline design followed by a detailed design, including: greens, tees, irrigation and drainage and project costing and budget.

Venues

- The Bournemouth Moat House Hotel, Bournemouth – Monday 13 and Tuesday 14 October 1997.
- Airth Castle Hotel, Airth by Falkirk – Monday 27 and Tuesday 28 October 1997.
- Aldwark Manor Hotel – Monday 24 and Tuesday 25 November 1997.
- West Retford Hotel, Retford – Wednesday 26 and Thursday 27 November 1997.

RECRUITMENT, SELECTION AND INTERVIEWING

This two day Supervisory Management Course at N/SVQ Level 3 looks at the problems of staff recruitment and includes: interviewing skills, equal opportunities, employment law, sex discrimination, practical interviewing, selecting the appropriate candidate, listening skills and questioning skills, advertising.

Venues

- The George Hotel, Crawley, Surrey – Tuesday 21 and Wednesday 22 October 1997.
- Airth Castle Hotel, Airth by Falkirk – Wednesday 29 and Thursday 30 October 1997.
- The Manor House Hotel, Moretenhampstead – Monday 3 and Tuesday 4 November 1997.
- Rockingham Forest Hotel, Corby, Northampton – Monday 10 and Tuesday 11 November 1997.
- Finnstown Hotel, Dublin – Tuesday 18 and Wednesday 19 November 1997.
- The Dunkenhalgh Hotel, Accrington, Wednesday 26 and Thursday 27 November 1997.

LEADERSHIP, TEAM BRIEFINGS, MOTIVATION

This course at N/SVQ Level 3 introduces greenkeepers to the basics of leadership and includes: leadership skills for every situation, training and coaching for success, the mysteries of

For further information or a booking form, contact Ken Richardson or Sami Collins at BIGGA HQ

MENT COURSES

"A great confidence builder"

"I wish I'd done these courses 10 years ago"

motivation, team briefings, team building and team discipline.

Venue

■ Old Ship Hotel, Brighton – Thursday 16 and Friday 17 October 1997.

GOLF COURSE HEALTH AND SAFETY MANAGEMENT

This course is an essential requirement for anyone wanting to manage a golf course in a safe and healthy manner and stay within the law. The course includes: health and safety law, producing a policy document, COSHH assessments, hearing conservation, protective clothing, accident prevention, first aid requirements and waste management.

Venue

■ Fininstown Hotel, Dublin – Tuesday 18 and Wednesday 19 November 1997.

Cost of each of the above courses, which includes all tuition, meals and accommodation:
BIGGA members £75. Non BIGGA members £145 (which also includes one year's BIGGA membership.)

ESSENTIAL SUPERVISORY MANAGEMENT SKILLS FOR GREENKEEPERS

This course at N/SVQ Level 3 is a must for all greenkeepers who are or are about to become supervisors. It covers the basic essentials of supervisory management including: basic leadership, assertive communication, team building, listening and questioning skills, dealing with problems, grievance and discipline and warnings and reprimands.

Venues

- The Blue Boar Hotel, Maldon, Essex – Tuesday 14 and Wednesday 15 October 1997.
- The Cheltenham and Gloucester Moat House Hotel, Cheltenham – Thursday 23 and Friday 24 October 1997.
- Marriott Hotel, Swansea – Wednesday 5 and Thursday 6 November 1997.
- The Country House Hotel, Ballymena – Thursday 20 and Friday 21 November 1997.
- The Chesford Grange Hotel, Kenilworth – Monday 1 and Tuesday 2 December 1997.
- Bradford/Leeds Garden Marriott Hotel, Bradford – Monday 16, and Tuesday 17 February 1998.

Cost, which includes all tuition, meals and accommodation:
BIGGA members £50. Non BIGGA members £120 (which also includes one year's BIGGA membership.)

Entries must be at BIGGA HQ by 29 August 1997

BIGGA courses are the best way to boost your career

Aldwark and Regional Supervisory Management Courses

The deadline for applications to attend the Aldwark Manor and/or Regional Supervisory Management Courses is fast approaching. The advertisement opposite gives full details of all courses and how to apply, however, I thought that it would be useful to describe how these courses are administered. Planning for the next series of courses commences as soon as the current series is complete. Provision bookings are made with Aldwark Manor and at hotels throughout the Regions. Lecturers are contacted and provisionally booked to run sessions later in the year and advertising material is produced. You may ask why we have everything prepared so early ie booking forms appear in May when courses do not run until October/November. The reason is that venues become booked very quickly and lecturers may be approached by other organisations if we do not contact them soon enough. We then set deadlines for entry ie 29 August for 1997 courses so that we can cancel or amalgamate courses when the response is poor. For example, we ran three out of five courses at Aldwark Manor last year. If we do not give hotels a reasonable amount of notice, they charge us for food and accommodation even though we do not use it. These courses are run for your benefit and, thanks to the contributors to the BIGGA Education and Development Fund they are run at a cost which is far lower than the cost of comparable courses. For example, a two day Essential Supervisory Management Course, covering the same subject matter as the BIGGA course was advertised at £195. This price did not include accommodation. The message is simple. Use these courses or lose them.

BIGGA Golf Course Environment Competition

This competition, which is run in association with Amazone and Rhône Poulenc has entered its next stage. Bob Taylor, the STRI



Education Update

BY KEN RICHARDSON

Ecologist, has started a 3000 mile trek to judge the remaining golf courses, Region by Region. He will then be joined by Dr Keith Duff, Chief Scientist with English Nature, to select Regional Winners. It has been fascinating to see such high quality entries which show that many golf courses are providing safe havens for many species of trees, wild flowers, birds, butterflies, mammals heather.

The Learning Experience 1998

Planning for the Learning Experience 1998, in association with Ransomes, is almost complete and the Programme should be ready for printing in August. The latest speaker to accept his invitation is Mr Jaime Ortiz Patino, the owner of Valderrama, who will talk about the forthcoming Ryder Cup. A new feature of the National Education conference will be the Greenkeeper Question Time Panel. This will give you the chance to ask questions either on the day or by submitting them in advance. Watch out for further details in future editions of *Greenkeeper International*. Finally, the BTME Seminars are on the move again, back to the Royal Hall.

Toro Student of the Year Competition

By the time that you read this magazine, I will have completed five arduous, but enjoyable days (and nights), interviewing 32 students, to select this year's Toro Student of the Year. I always look on this competition as being one of the 'perks' of this job as I get to meet the future Head Greenkeepers/Course Managers at the start of their careers, when it is gratifying to see their spirit and enthusiasm. Watch out for the results in the next issue of *Greenkeeper International*.