

GET INTO TRAINING

The deadline for applications to attend the Aldwark Manor and/or Regional Supervisory Management Courses is fast approaching. With a total of 27 courses, covering nine different subjects in 14 locations, these courses have something for everyone. Thanks to contributors to the BIGGA Education and Development Fund we keep costs to a minimum, with prices from £30 for a two day residential course. A

two day Essential Supervisory Management Course, covering the same subject matter as the BIGGA course, was advertised recently at £215. This price did not include accommodation. The message is simple. Use these courses or lose them. The Aldwark Manor Supervisory Management Courses are recognised for their high quality and value. Each of the five week long courses will be held in the

brand new BIGGA HQ offering vastly improved training facilities, which, coupled with the improved facilities at Aldwark Manor, offer even better value for money. No wonder that delegates to previous courses keep returning, expressing amazement that more golf clubs do not send their staff. Full details of all courses are available from BIGGA HQ, however, a list of courses and locations is given below.

Regional Training Courses

Golf Course Design Construction and Establishment

A must for anyone with an interest in golf course maintenance, anyone thinking of constructing new holes or other golf course features. See how not to make expensive mistakes. Understand what golf course architects are saying.

13-14 October 1998
 Inchyra Grange Hotel, Falkirk
 10-11 October 1998
 Lakeside Moat House, Grays Essex
 24 - 25 October 1998
 Burrendale Htl, Newcastle, County Down
 8 - 9 December 1998
 Borington Hall Hotel Plymouth
 10 - 11 December 1998
 Swansea Marriot

£80 + VAT for BIGGA Members.
 Non Members £150 +VAT
 Price includes all tuition, food and one night accommodation

Project Management

Having decided to build new features, replace greens or install a new irrigation system you will have to manage the project to ensure success. This course will help you to understand the principles of project management, including flow diagrams, budgets and practical project management techniques.

8-9 December 1998
 Westone Htl, Weston Flavell, Northampton

£80 + VAT for BIGGA Members.
 Non Members £150 +VAT
 Price includes all tuition, food and one night accommodation

Pesticide Management

Learn how not to fall foul of Health and Safety Law by managing the use and application of pesticides on this two day course.

23 - 24 February 1999
 Inchyra Grange Hotel, Falkirk

£80 + VAT for BIGGA Members.
 Non Members £150 +VAT
 Price includes all tuition, food and one night accommodation

Irrigation Workshop

Discover the theory behind irrigation. Look at the design of irrigation systems and experience some hands on maintenance of irrigation systems components.

17- 18 November 1998
 Barons Court Hotel, Walsall
 *** Note revised date***

£80 + VAT for BIGGA Members.
 Non Members £150 +VAT
 Price includes all tuition, food and one night accommodation

Essential Management Skills for Greenkeepers

Determine how you can acquire and develop supervisory management skills by attending this two day course which looks at leadership, motivation, team building, assertive communication, listening skills and discipline. Can you afford to miss it?

24 - 25 November 1998
 Queens Hotel, Chester

£30 + VAT for BIGGA Members.
 Non Members £150 +VAT
 Price includes all tuition, food and one night accommodation

Interviewing Skills

Learn how to conduct interviews and how to be interviewed. This course covers employment law, equal opportunities, listening and questioning skills, advertising and selection of candidates.

16 February 1999
 Inchyra Grange Hotel, Falkirk

£30 + VAT for BIGGA Members.
 Non Members £100 +VAT
 Price includes all tuition and lunch

Report Writing

This one day/one day course looks, firstly, at written and oral methods of presentation and business English, followed, in the Spring by practical presentations and reports.

29 October 1998 and 10 February 1999
 Aldwark Manor
 18 November 1998 and 23 February 1999
 Forte Post House Maidstone
 3 December 1998 and 9 February 1999
 Watermill Hotel, Hemel Hempstead

£30 + VAT for BIGGA Members.
 Non Members £100 +VAT
 Price includes all tuition and lunch

Health and Safety

Unravel the requirements of the Law on Health and Safety and learn how to put them into practice with this one day/one day course.

3 November 1998 and 23 February 1999
 Castle Hotel Taunton
 10 November 1998 and 10 February 1999
 Nottingham Moat House
 24 November 1998 and 16 February 1999
 Swallow Highcliffe, Bournemouth
 8 December 1998 and 11 February 1999
 Aldwark Manor
 1 December 1998 and 9 February 1999
 Inchyra Grange Hotel, Falkirk

£30 + VAT for BIGGA Members.
 Non Members £100 +VAT
 Price includes all tuition and lunch

Employment Contracts

Do you have a contract? What are your rights? What should your contract contain? Find out on this one day course.

11 November 1998
 Castle Hotel, Taunton

£30 + VAT for BIGGA Members.
 Non Members £100 +VAT
 Price includes all tuition, and lunch.

Aldwark Manor Courses

Back for their fifth year, these courses cover a range of supervisory management skills. Suitable for those in supervisory positions wishing to improve their knowledge and for those destined to become supervisors in the future, these ever popular courses are great value for money.

Managing People 1

Designed to give you the skills and knowledge to get the best from your workforce, this week looks at time management, team building, leadership, planning and prioritising and the use of digital computers in greenkeeping.

2 - 6 November 1998

Managing People 2

These courses can be attended in any order with this second week adding to the knowledge and skills acquired in module 1. This week contains guidance skills, appraisals, grievance and discipline, assertive communication and continues to look at the use of digital computers.

9 - 13 November 1998

Managing Operations and Resources

Discover how to manage budgets and projects, control resources and improve customer service on this week, using digital computers as a management tool.

16 - 20 November 1998

Managing Information

The storage, use and presentation of information forms the basis of this one week course. Concentrating on managing meetings and delivering written and oral presentations.

23 - 27 November 1998

Managing Golf Course Development

Mainly designed for those delegates who have completed weeks 1 to 4, this course includes an irrigation workshop, golf course drainage and health and safety. Delegates continue to use digital computers throughout their course.

30 November - 4 December 1998

Cost for each of the above courses:

£500 +VAT for BIGGA members.
 £600 + VAT for non members which includes all tuition, four nights accommodation and all meals.

All Regional and Aldwark Manor Course Delegates will receive a certificate of attendance, which will contain details of N/SVQ the units covered by each course. These certificates may be used as evidence of underpinning knowledge in a portfolio of evidence.

Thanks to BIGGA's close working relationship with the Aldwark Manor Hotel and Country Club we are pleased to offer you the opportunity to bring your partner for the extremely low rate of £10 per night bed and breakfast.

Remember, these courses are for your benefit. Send for full details today or contact Sami on 01347 838581 to enrol.