

# Learning & Development

Sami Collins, Head of Learning & Development,  
with an update on education issues



**This last month the L&D Department has been heavily involved with The Open, the Toro Student Greenkeeper of the Year regional interviews, the introduction of the new membership benefit, the "How To..." guides. There is no let up in August as the Continue to Learn education programme hits the top of the 'To Do' list!**



## "How To..." Guides

*Do you ever ask yourself these questions?*

- How do I conduct a one-to-one meeting?
- How do I conduct a team briefing?
- How do I prepare for an appraisal?
- How do I recruit the right staff?
- How do I write a job description?

There are now 19 "How To..." guides available to help you answer these questions and more:

1. Cascade Goals to Teams and Individuals
2. Conduct 180° and 360° Appraisals
3. Conduct Team Briefings
4. Develop a Business Plan
5. Develop a Training and Development Policy
6. Develop an Appraisal System
7. Develop and Organisational Training Play
8. Develop Succession Plans
9. Evaluate Individual Training and Development

10. Evaluate Training and Development Against Goals and Targets
11. Introduce Continuous Improvement
12. Plan an Induction
13. Prepare a Skills Matrix
14. Prepare a Training Record
15. Prepare for an Appraisal
16. Promote Equal Opportunities
17. Recruit the Right Staff
18. Write a Job Description
19. Conduct a One-to-One Meeting

The "How To..." guides are short, handy guides providing practical, step by step guidance on the listed subjects. The guides can be downloaded and used to help you develop your knowledge and implement new processes within your workplace.

Introduced exclusively for BIGGA Members, you'll find the guides by accessing Member Resources in the members area of the website.

The 'How To...' guides are brought to you thanks to the continuing support of the contributors to the Learning and Development Fund.



## Toro Student Greenkeeper of the Year

The regional interviews for the Toro Student Greenkeeper of the Year have been completed and the eight finalists have been selected, they are:

- Craig Boath, from Carnoustie Golf Links, representing Elmwood College
- Sean Borrett, from Ellesborough Golf Club, representing Myerscough College

The funding provided by Golden and Silver Key Sponsors is used to produce training and career aids, DVDs, CD Roms, field guides and provide refunds for training fees and subsidised learning and development courses. The funding also helps support seminars, workshops, courses, the lending library, careers advice, posters and manuals.

Many young greenkeepers owe their career progression to the assistance they've had from the Learning and Development Fund. An equal number of established greenkeepers have also been able to access the fund to continue their professional development thanks to the donations of the Golden and Silver Key Sponsors.

**Contact Details**

Sami Collins  
Head of L&D  
sami@bigga.co.uk

Rachael Duffy  
L&D Administrator  
rachael@bigga.co.uk

01347 833800 (option 3)  
www.bigga.org.uk

- Sebastian Cavilla from The Manor House Golf Club, representing Bridgwater College, Cannington Centre
- Tom Hayward from Frome Golf Club, representing Bridgwater College, Cannington Centre
- Robert Mills from Sunningdale Golf Club, representing Guildford College
- Gavin Moore from Launceston Golf Club, representing Duchy College
- Andrew Stanger from Horsforth Golf Club, representing Askham Bryan College
- Stephen Thompson from Bearsted Golf Club, representing Hadlow College

My thanks go to our RAs Peter Boyd, Jane Jones and Clive Osgood and to our greenkeeping representatives Euan Grant, Gary Cunningham, Chris Sealey, Tony Smith, Gerald Bruce and Cameron McMillan who, along with the Toro representatives selected our eight National Finalists.

The National Finals will take place at BIGGA House on 12 and 13 September. I'm sure you will join me in wishing all of the finalists the very best of luck.



## Higher Education Scholarships Supported by Ransomes Jacobsen

The most recent scholarship has been awarded to: Andrew Reason – HNC Golf Course Management

## Thank you to our Golden and Silver Key Sponsors



**Golden Key Individual Members:** Steven Tierney; WJ Rogers; Andy Campbell MG, CGCS; Iain A Macleod; Tom Smith; Frank Newberry; Christopher Lomas MG, Lee Strutt MG; **Silver Key Individual Members:** Ade Archer; Iain Barr; Hamish Campbell; Steve Dixon; Paul Jenkins; Robert Maibusch MG; Richard McGlynn; Stephen Pope; Jason Sarna; Neil Whitaker; Graham Wylie, Michael Beaton, Douglas Duguid