

Session #4: Cultivating Your Farm Team.

In this Session you will...

- Time Management to manage Growth and Sustainability!
- Learn of at least three new Time Management techniques from your Colleagues
- Learn new more effective Communication techniques for/with Employees, Customers & Other Businesses
- Learn how to write a Job Description & position Advertisement. Learn how to conduct Intake & Exit interviews
- Understand Core Principles & Skills to improve your negotiation of a Lease, a Wage, a Service, a Price
- Draw an Organizational Chart that communicates your Goals, identifies activities related to Goals as well as skills associated with the activities to develop Standard Policies & Procedures and Employee Handbook that build the Team and Team's Work
- Discover different Time & Labor Management strategies & practices to address key Management Issues

After this Session, you should be able to write . . .

- Your Personnel/Management plan

9:00 - 10:15 AM	<p>Time Management Concepts for Growth and Sustainability Polly Shyka, Villageside Farm, Freedom Steph Gilbert, DACF</p> <ul style="list-style-type: none"> ● Personalize. What Works Best for Whom? ● Standardize. Set Norms. Practice: Recap, Recognition & Reset ● <i>Real-ize!</i> Plan to 'Go with the Flow.' Expect unexpected Challenges & Opportunities
10:15 – 10:30	Break
10:30 – 11:00	<p>How to write a Job Description & Advertise</p> <p>Techniques: Search, Interview, Contract Negotiation, Training Schedule, Performance Review, and beyond to Termination & Exit Interview.</p> <p style="padding-left: 40px;">Core Info</p> <p style="padding-left: 40px;">Additional Info</p>

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Wednesday, February 6, 2019 – Kennebec Valley Community College

11:00 – 12:15	Organizational Charting / Employee Handbook - Part 1 Polly Shyka <ul style="list-style-type: none">• Demonstration – Villageside Farm - From goal, to the activities required to meet that goal, to all (or most) of the skills required to accomplish those activities....• Start to Sketch Your Chart – Goals, Activities, Skills
12:15 - 12:45	Lunch
12:45 - 1:30	Organizational Charting / Employee Handbook - Part 2 Polly Shyka <ul style="list-style-type: none">• Demonstration – Villageside Farm...adding specific actions and decision points, identify deciders and action takers.• Add ... to Your Charts• Review to tweak Job Descriptions
1:30 - 1:45	Break
1:45 - 3:00	Group Activity TBD



Farm CFO for hire
Cost Analysis / Market Development
Crop Planning / Bookkeeping

