

## Program Description

This program is geared towards current and future farm or small business managers/owners looking to improve their human resource management (HRM) skills. The program includes hands-on activities to engage managers to increase management awareness and ability

Interactive sessions aim to build skills in a wide variety of human resource management topics important to farm and small businesses. Learn from other managers to take home effective and practical approaches to human resource management.

## >>> Objectives <<<

- Learn how different leadership styles are used on the farm or small business
- Reduce mis-hires and turnover through hiring best practices
- Learn about organizational culture and how it affects employee motivation and engagement
- Identify keys to creating a motivating environment
- Learn how to effectively communicate expectations to employees
- Develop skills to provide more effective feedback
- Learn methods for addressing and working through conflict

*For more information, please contact:*

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If you are in need of accommodations to attend this program, please contact Valerie Clingerman prior to the meeting at 812-882-3509, [clingerman@purdue.edu](mailto:clingerman@purdue.edu) by June 6th.

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Extension



**A Human Resource  
Management Program for  
Farm Managers & Owners**

**June 15-16, 2022**

**8:30a.m. to 12:30 p.m.**

**eastern**

**Vincennes University  
Agriculture Center**

**4207 N Purdue Rd.**

**Vincennes, IN**

Curriculum  
Developed by:

**UW**  
**Extension**  
University of Wisconsin-Extension

CENTER FOR  
DAIRY PROFITABILITY

# Program Modules

***Trained Instructors will guide you through the following modules in this training:***

## **From Managers to Leaders**

- Review the role of leadership in HRM
- Discuss the different leadership styles and applications
- Understand their own leadership skills

## **Developing a Motivated Workforce**

- Identify the keys to a motivating environment
- Assess the motivational climate
- Increase awareness of motivating factors and types of power
- Understand their own use of power and persuasion

## **Hiring the Right People**

- Ask interview questions that are specific to the requirements of the job
- Use the interview process to reveal applicants' skills, abilities, and thought processes related to job requirements
- Write job descriptions to define and evaluate job positions
- Have the tools needed to reduce mis-hires and turnover rate

## **Business Culture**

- Learn about organizational culture and how it affects employee motivation and engagement
- Gain awareness of employees' culture and how they bring culture to the job
- Identify both positive and negative elements of their own business culture

## **Strategic Leadership & On-Boarding**

- Learn how to effectively communicate expectations to employees
- Learn about on-boarding practices and training opportunities
- Develop a vision to engage and motivate employees

## **Reviews & Feedback**

- Learn how to provide constructive feedback to employees
- Be able to develop skills to provide more effective feedback
- Learn about performance reviews and incentive plans

## **Managing Conflict**

- Understand basic concepts in conflict management
- Learn about basic methods to work through conflict

## **2022 Becoming the Employer of Choice Registration**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

**Registration Fee is \$50**

(Includes handouts/resources and snacks)

**Additional attendee(s) from the same operation is \$25/person**

**Registration Deadline:  
June 8, 2022**

To register please complete this form and mail it to the address below:

\$50/person = \$ \_\_\_\_\_

+ \$25/additional \$ \_\_\_\_\_

Please make your check payable to:

***Purdue CES Ed Fund-Knox County***

*Please mail registration form to:  
Purdue Extension—Knox County  
4259 N Purdue Rd.  
Vincennes, IN 47591*