

Workshop presenters:

Iowa State University Extension Field Specialist will lead discussion for first two workshops.

Amama: Terry Steinhart, Byron Leu,
Larry Tranel, Denise Schwab

Calmar: Jennifer Bentley, Mark Storlie,
Larry Tranel, Denise Schwab,
Erin Ludwig

Iowa Falls: Russ Euken, Kelvin Leibold,
Darwin Miller

Sheldon: Dave Stender, Beth Doran
Kris Yeske

Erin Herbold, staff attorney, ISU Center for Ag Law & Taxation, will discuss legal issues in employee management at the second workshop at all locations.

Dr. Bob Milligan, Senior Consultant, Dairy Strategies, will be the featured speaker at the third session for each workshop location.

If you want to improve your employee management skills and improve your business operation, plan to be at one of these workshops.

Cooperating with:

Iowa Pork Producers Association
Iowa Cattlemen Association
Iowa Farm Bureau Federation
Land O' Lakes Purina
Iowa Poultry Association

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Cooperative Extension Service, Iowa State University of Science and Technology, and the United States Department of Agriculture cooperating.

IOWA STATE UNIVERSITY
University Extension
Sioux County Extension
400 Central Ave NW Suite 700
Orange City, IA 51041

employee management workshop series

for agricultural operations with a
small number of employees



This 3 session workshop will be offered at 4 locations.
All sessions will be held from 10:15 a.m. - 3:00 p.m.

Feb. 1, 8, 15 - Amana, Clarion Inn

Feb. 2, 9, 16 - Calmar, NCC, Room 115

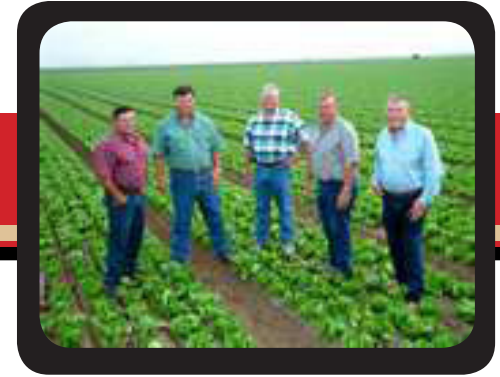
**Jan. 31, Feb. 7, 14 - Iowa Falls
Hardin Co. Extension**

**Feb. 15, 22, March 1 - Sheldon
Northwest Iowa Comm. College
Building C, Room 349**

NORTH CENTRAL
RISK MANAGEMENT
EDUCATION CENTER



IOWA STATE UNIVERSITY
University Extension



To register:

To register for a workshop contact the person for selected locations listed below. Register at least 2 days prior to the first workshop. Fee is for meals during workshops and can be paid at the door.

Amana location (\$50 fee):

Contact Terry Steinhart, Keokuk County Extension
1-800-515-2680, tsteinha@iastate.edu

Calmar location (\$30 fee):

Contact Jennifer Bentley, Winneshiek Co. Extension
563-382-2949, jbentley@iastate.edu

Iowa Falls location (\$30 fee):

Contact Russ Euken, Hancock County Extension
641-923-2856, reuken@iastate.edu

Sheldon location (\$30 fee):

Contact Kris Yeske, Sioux County Extension
712-737-4230, kyeske@iastate.edu

A grant from USDA Risk Management Education Agency is helping support the cost of the workshops.

Program information:

These workshops will highlight tools that you can use in your operation to help with employee management issues. Time will be allowed in the workshop to start implementing these methods for your operation.

Learn from other participants, lots of discussion, not all lecture.

Learn about a variety of resources to aid you in managing employees on your operation.

If you manage employees and don't have a background or training in employee management then this workshop is for you.

Workshop I

- What makes a good employer
- Personality styles and how they influence managing people
- Labor needs on your operations
- Job descriptions

Workshop II

- Using job descriptions
- Communication issues
- Performance reviews and effective feedback
- Workforce success system
- Legal issues
- Hiring process

Workshop III

- Compensation issues
- Discussion with the expert



Dr. Bob Milligan will discuss a variety of key employee management issues and answer questions from participants.

Bob focuses on the management of farms and small businesses, with an emphasis on human resource management and leadership development. Formerly he was a professor and associate chair of the Department of Applied Economics and Management at Cornell University.

employee management workshop