The key to success in any business is to help other people be successful in their jobs.” Effective employee management is a critical aspect of any successful agri-business. Developing the necessary management skills doesn’t happen overnight, and they are difficult to achieve without some guidance. The challenge of training good managers is important to the profitability of any business.

The transition from employee to manager can be a tough road to navigate. In this two day workshop, UW-Extension agents will share “people skills” with participants to help them be successful in their jobs: communication, conflict management, trust and respect, and leadership.

**Agenda**

**Day 1:**
- 9:00 am: Introduction—Why are we here?
- 9:30 am: Maximizing your Potential: Using the REAL Colors System
- 11:30 am: Communication Cultural Barriers
- 12:15 pm: Lunch
- 1:00 pm: Using Style to Manage Conflict
- 2:15 pm: Behaviors and Characteristics of a Good Leader

**Day 2:**
- 9:00 am: Review of Day 1
- 9:30 am: Assertive Management
- 10:30 am: Establishing Trust and Respect: Multicultural Aspects
- 11:30 am: Lunch
- 12:15 pm: Conducting Performance Reviews, Firing with Dignity
- 1:15 pm: Leadership Through Time Management
The transition from employee to manager can be a tough road to navigate. This program geared toward middle managers who have an interest in learning more about effective employee management. Provided in English and Spanish, participants will:

- Learn about and develop their own management style
- Learn effective ways to improve communication
- Learn to effectively manage conflict

Pricing for one: 3 or more individuals from the same farm:
1 Day: $60 per person $50 per person
2 Days: $100 per person $90 per person

How Prepared Are You? Managing Dairy Employees Effectively

Register Online [http://goo.gl/7nm631](http://goo.gl/7nm631) or return form to appropriate location:

Name:______________________________________________  Phone:_______________________
Address:_______________________________ City:_________________________ ZIP:__________
E-Mail Address:__________________________Farm:_____________________________________

Make Check Payable to: UW-Extension

_____ X Two Day Session
_____ X Day 1 only _____ X Spanish speaking individuals attending
_____ X Day 2 only _____ X English speaking individuals attending

$ ______ Total Enclosed

Please select location:

- January 21st and 27th
  MAIL TO: UWEX Marathon County
  Attn: Heather
  212 River Dr. Suite # 3
  Wausau, WI 54403
  Registration deadline Jan 9

- February 4th and 11th
  MAIL TO: UWEX Fond du Lac County
  Attn: Tina
  227 Admin/Extension Bldg
  400 University Drive
  Fond du Lac, WI 54935
  Registration deadline: Jan 28

- February 10th and 17th
  MAIL TO: UWEX Kewaunee County
  Attn: Aerica
  Kewaunee Co Admin Ctr
  810 Lincoln Street
  Kewaunee, WI 54216
  Registration deadline: Feb 3