

Agricultural Supervision Development Program Upcoming October 14-16

Space is still available in the Salinas ASDP next week, and pre-registrations will be welcome until noon this Thursday, Oct. 9. Please reserve by phone (559-278-4404) or fax (559-278-7035) if your company would like to participate.

First-line supervision is a key to results for agricultural employers as well as workers, and uncertainties in the current business environment make it more important than ever. Dealing effectively with physical, logistical, regulatory, and personal factors in ag production requires a mix of qualifications that few if any new supervisors bring to the job. But many can and do develop the knowledge, abilities, and skills they need, especially when company management helps. Investments that equip crew leaders, foremen, and mayordomos to carry out their responsibilities better can pay off many times over in smooth production and cost control.

The Agricultural Supervision Development Program is designed to assist firms not only by building abilities of individual supervisors but also by strengthening communications across levels of management that affect first-line supervisory functions. The program has two complementary parts: (1) a two-day short course, in Spanish, for supervisors who are directly responsible for the work of production employees, and (2) a relatively brief seminar, in English, for middle or upper-level managers who normally rely on these supervisors or have a hand in company decisions that affect their performance. Please see the attached flyer for details about both of these sessions and the program overall.

A team from AgSafe, the Center for Agricultural Business CSU Fresno, and UC Cooperative Extension developed the ASDP and introduced it in February 2008. Some 180 supervisors and 100 managers have participated in the three presentations to date. They have been unanimous in recommending the program to others.

Representative of their written comments:

- *This is the first course I've attended and I loved it. I learned a lot. Thank you very much!*
- *My supervisor came back excited, motivated and clearer about what his responsibilities are.*
- *Excellent instructors and very good material.*
- *I will be more active and more communicative with the owner, as well as my coworkers.*
- *Enjoyed the entire presentation; it consisted of valuable information for the type of work I do.*
- *Everything from the course was important in order to be a better supervisor.*
- *What I liked about the course was that they covered very important topics that are needed for us to progress in our jobs.*
- *I liked all the information and the manner in which given -- competent and clear.*
- *I will treat workers with more respect. Plan my work better. Make more suggestions to management.*
- *The course was excellent. I learned a great deal of information, and the material/handouts are going to be helpful when I return to work.*
- *Excellent presentation; content is high quality; great communication; fabulous presenters...and not enough time for the course.*

- *All the ideas from the presenters and the participants were very educational and new for me. Interesting new ways in which to see things, say things, and use new language.*
- *I enjoyed the presentation; very important information provided...was very clear and to the point. Very conducive learning environment. I honestly enjoyed this course very much.*
- *It was very comprehensible and it helped me tremendously. I learned about many issues that I did not understand before. The course is excellent and I would highly recommend it. I have taken other courses in the past but they do not compare to this one...this one is very good...Thanks for you help. I learned lots on how to supervise the people/workers.*
- *I will provide better explanations for the workers, with more calmness, and make them feel better about our work.*
- *I feel like a NEW person with more education and understanding and I have more respect for what I should do. I will have meetings and ask more questions about how I manage the company. I will document incidents and conversations with employees.*
- *I liked the way there were examples given by the teacher and students about what kind of problems supervisors have to deal with the workers and the best way to solve the problem.*
- *I will speak more with the owners, share ideas with them and come up with ideas together with them.*
- *What a great concept!*

Agricultural Supervision Development Program

Two inter-related sessions to build knowledge, skills, communication, and teamwork

MONTEREY COUNTY AGRICULTURAL CENTER CONFERENCE ROOM

1432 Abbott Street, Salinas, CA 93901

Management Seminar

Presented in English

October 14, 2008

1:00 – 3:30 pm

Two-hour session for middle and upper-level managers who depend on and work with first-line supervisors.

At least one manager from each participating company must attend this session for supervisors to be eligible for the short course.

Topics

- Operational and legal risks in ag business
- Key functions of first-line supervision
- Meeting supervisory training needs
- Clarifying roles and company policies
- Coordinating managerial and supervisory work
- Overview of the short course
- Tools for in-house discussion

No fee for this session.

Supervisory Short Course

Presented in Spanish/Presentado en Español

October 15 & 16, 2008

8:00 am – 3:00 pm (both days)

Two-day session for foremen, crew leaders, mayordomos, and others who directly supervise production employees. This course is highly interactive. Attendees will receive a certificate of completion. Must attend both days of the Supervisory Short Course to receive certificate.

Topics

- Supervisory roles and responsibilities
- Transition to the management team
- Expectations, policies, and regulations
- Tools, results, and risks of supervision
- Leadership and influence
- Communication skills to get work done
- Safety and OSHA compliance
- Meeting other legal standards
- Dealing with problem incidents
- Taking new ideas back to work

Fee for this session - \$125 per person

Registration fee includes materials, lunch and break refreshments. Program costs are partly covered by the USDA Western Center for Risk Management Education.

Important Information

Please note, these sessions are designed for teams of managers and first-line supervisors. Participation in the supervisory course is limited to the first 70 pre-registrants by mail or fax, and at least one middle or upper-level manager must attend the seminar prior to supervisors (foremen, crew leaders, mayordomos) from the same company participating in the short course. No walk-ins or refunds, but substitutions from the same company will be welcome. Pre-registrations will be welcome until noon this Thursday, October 9, 2008. Please reserve by phone (559) 278-4404 or fax registration form to (559) 278-7035 if your company would like to participate; and please mail payment for the short course to AgSafe.

The Short Course is open only to supervisors from companies that also participate in the management seminar.

For more information, please call or email Sabrina Dilley at AgSafe at (559) 278-4404 or safeinfor@agsafe.org. You may also visit our website at www.agsafe.org

Presenters

Guadalupe (Lupe) Sandoval, Bilingual Safety Solutions
Cosme S. Sanchez, T.R.A.I.N., LLC
Michael Saqui, Saqui & Raimondo, Counselors to Management
Howard Rosenberg, University of California

Program offered by

AgSafe
Center for Agricultural Business at CSU, Fresno
University of California Cooperative Extension

Registration Form (please complete) – Agricultural Supervision Development Program in Salinas, CA

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

E-mail: _____

Management Seminar (English)
October 14, 2008 – 1:00-3:30 pm

List attendees of Management Seminar:

1 _____
Last Name First Name

2 _____
Last Name First Name

Supervisory Short Course (en Español)
October 15 & 16, 2008 – 8:00 am -3:00 pm (both days)

\$125 per person X _____ number of people = \$ _____

List attendees of Supervisory Short Course:

1 _____
Last Name First Name

2 _____
Last Name First Name

3 _____
Last Name First Name

4 _____
Last Name First Name

5 _____
Last Name First Name

6 _____
Last Name First Name

Please make checks payable to: AgSafe

Pre-registrations will be welcome until noon this Thursday, October 9, 2008. Please reserve by phone (559) 278-4404 or fax registration form to (559) 278-7035 if your company would like to participate; and please mail payment for the short course to:

AgSafe
P.O. Box 614
Clovis, CA 3613-0614
Fax number: (559) 278-7035

Faxed registrations will be taken as a commitment to mail the short course fee.