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Worksheet 4T.17: Management and Workforce Responsibilities (<http://misadocuments.info/4T.17ManagementandWorkforce.pdf>)

MANAGEMENT AND WORKFORCE RESPONSIBILITIES

Use this worksheet to identify the people involved in your farming operation and their key responsibilities during transition and after certification. In the first column, list the names of all full-time, part-time and seasonal workers who will provide labor on the farm, including family. Use the next column to describe their key responsibilities related to operations, marketing, human resources and finance, and whether these tasks are performed daily, weekly or seasonally. In the remaining two columns, indicate when each person's busiest and slowest times of year are. Or if you prefer, use the grid you developed with **Worksheet 2T.9: Current Human Resources** as the basis for this exercise.

This will help you identify management and labor bottlenecks that may occur during transition. Record this information, as well as your ideas for addressing bottlenecks or needs, in the space provided at the end of this worksheet. These ideas will become your acquisition strategies and can include hiring labor, offering internships, engaging custom operators and bartering with another farmer, to name a few examples.

Person	Tasks/Key Responsibilities	Busiest Time(s) of Year	Slowest Time(s) of Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Human Resource Bottlenecks, Needs and Acquisition Strategies:
