

## Coaching Guide 3

# The Farm Vision and Values, Your Team and Role

### **Aim: To give new employees an understanding of entering into the dairy industry, your business and their new team**

This is the opportunity to outline the values that underpin your farm and the dairy industry - enhancing the industry's economic viability and everyone's livelihood.

At the end of this coaching session, the new employee will be able to describe your farm vision and values, the business model and their role in the team actively contribute to the whole farm effort.

#### **Before coaching starts**

##### **Be prepared and plan the first few days - plan for a learning experience**

The first few days when a new employee starts can be daunting for the employer as well.

Take the time to plan the farm tour and some induction activities for your new employee so those first few days goes smoothly.

**Be supportive:** You may want to repeat coaching guides if the new employee is finding the task still a challenge or you are still observing the task is not being completed correctly. This will ensure your new employee is clear on your expectations

**Be patient:** starting a new job means taking on a lot of information at once and can be overwhelming.

Training a new employee to learn a practical skill requires new techniques that will make you more effective at helping others to learn.

#### **Tell, Show, Do and Review**

#### **COVID-19:**

- Follow COVID-19 safety requirements around physical distancing and avoiding use of common spaces, including vehicles, during the tour and induction.
- Point out the COVID-19 safe milking procedures on the farm (this may be a poster in the dairy) showing use of gloves, distancing in the shed, disinfection of common touched surfaces. Describe how the rosters work to set up separate teams.

## Our Farm

Begin the coaching session with a two-way conversation about your farm

This conversation can occur while walking around the farm or in a sitting down somewhere as you are comfortable.

You can include details such as

- The size of the farm – acres, herd, number of staff employed
- Type of dairy operation
- The volume of milk produced
- History of the farm
- Is it a family farm? Or corporate? What does this mean for the farm operations (e.g. the family live on the farm and the employee will see the children)
- Seasonal changes that occur for the farm
- Challenges the face regularly faces and how the farm overcomes these challenges

Share with the employee the vision for the farm and what direction you see it taking over the next five years.

Encourage your new employee to ask questions	<b>Is there anything we've seen on the farm tour that has surprised you?</b>
Vision and Values	<b>Are you comfortable to ask questions?</b>
	<b>How do you see yourself demonstrating our farm values in your work?</b>

## The Farm Tour

- Take a walk around the farm
  - Introduce relevant people on the farm (supervisor, other team members)
  - Show key features of the farm
  - Dairy, sheds, machinery, calf pens etc.
  - Restrooms, lunch/tearoom, offices
  - Phones for communication
  - Family home as appropriate
- As you are walking around the farm, begin talking about hazards on-farm (and reporting process), to encourage a safe culture
- Continue to encourage questions as you take the farm tour – you have a responsibility to be supportive. Stress that “no question is a stupid question”

## Staff roles and responsibilities – owners and managers

- ❑ Outline staff roles and responsibilities – owners and managers, the team(s) – who are the key people they will be working with?
- ❑ Ensure the employee knows who their direct supervisor is – for reporting to. How will they interact with them?
- ❑ Ensure the employee knows who their buddy is for moral support and “answering stupid questions”. How will they interact with them?
- ❑ Other people living on the farm and ways to communicate with them

Introduce key staff to the new employee

**Ask each team member to introduce themselves and explain their roles. This is good to complete on the farm tour.**

## The farm map

The farm map is a really useful tool for orienteering new farm staff.

- ❑ Point out the key features of the farm on the map to help with discussion on how the business works, safety, specific farming operations, the daily routine, and the new employee’s role on-farm.

How we use the map

**How do we use the farm map for day-to-day management on the farm?**

How key features are marked

**Can you point out a feature on the farm that you saw on the farm tour?**

**How are the paddocks identified?**

**Where is the emergency assembly point?**

### If you don't have a farm map, consider making one

- Typically, a farm map has a satellite base layer and shows important features such as the property boundary, infrastructure, cropping and non-cropping areas and significant natural features such as drainage lines and water sources. Add in the dairy, fences, powerlines, paddocks, 'no go' zones, speed limit zones, sheds, tanks, chemical storage, first aid stations and emergency assembly points.
- Apps available to prepare a farm map include: Fields Area Measure

# Example of a farm map

