

Keep - in - Check

“They either catch on or they don’t.” Those were the words from a farm manager when asked to share with me his new employee training technique.



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Ironically, this same farmer was having difficulty finding successful employees who would stay longer than two or three months on the job. In a world where locating good help can be difficult, I believe it is in our best interest to invest in solid training techniques and clear expectations.

During my many years in the workplace, I can honestly say the job training that most prepared me for my duties and expectations was waitressing. The owner did not just hand me an apron and throw me out to the hungry customers. My manager and co-workers warmly welcomed me and provided specific “how to’s” and “whys” throughout my entire training process. My duties were explained to me along with the expectations of great customer service. The first few shifts, I shadowed another fellow waitress and could ask as many dumb questions as I needed to. As a result, I truly felt prepared to serve my first table.

Why, as farm owners, do we just throw new hires in the parlor and then assume they will either catch on or they won’t? As leaders, we need to prepare our inexperienced and experienced employees with the same detail for the new hires to complete their duties effectively and safely.

Follow up your business’s onboarding program with job training that will guarantee your new employees feel prepared and ready to tackle their duties and be outstanding, long-term team members.

You hired a new employee, now what?

By Liz Griffith

New Employee Training Checklist

- Determine their current skill set
- Describe the function and goals of the position
- Provide a detailed job description
- Verify the employee possesses a good understanding of the duties
- Schedule of hours/shifts
- Provide the new hire with the reason for their job and duties (explain the whys)
- Utilize the job description as a roadmap in your training process
- Discuss both immediate and long-term goals of this position
- Start with the basics of your farm’s processes
- Utilize hands-on training as much as possible
- Provide adequate breaks. Too much information shared at once will easily be lost.
- Allow new hires to ask questions; repeat the question back to verify your understanding of their inquiry.
- Provide training on record-keeping (lists, DC305, white boards, etc.)
- Set aside time to cover some basic areas not listed in the job description
- Best practices
- Cattle movement
- Location of supplies and storage
- Location of equipment and tools
- Other duties that may be required (i.e., covering bunker)
- Utilize a buddy or mentor system. (Who will oversee the remaining training for this new hire and how will they work together to ensure success?)
- Share information about who they report to/make introductions
- Determine and share your next check-in points (two days, one week, one month, first quarter)

Training takes time and effort; great training takes an even larger investment. Successful leaders and managers will leave nothing to chance. After all, your main goal is an effective long-term employee who feels they have the knowledge and tools to succeed. ↪

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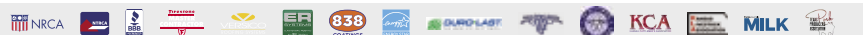


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