

# People GPS

Find your way

## People GPS is a four-day course for dairy farmers that developed by Dairy Australia

It is part of a large and long-term investment in developing resources, advice and training for dairy farmers around the people management part of their businesses.

### Who is it for?

**PeopleGPS** is for anyone who manages people working on dairy farms: farmers who employ one, two or many staff; family run dairy businesses; managers employed on dairy farms; and share farmers.

### Key outcomes for participants

Farmers participating in the course will:

- Learn how to confidently use The People in Dairy online resources
- Develop a plan for further action on their farm
- Network with farmers and advisers around people issues.

### Course principles

The four principles identified as the key to getting great outcomes on farms around people management are:

- Consider all the people on the farm
- Adapt farm systems to suit people
- Have the right people doing the right jobs at the right time
- Have effective working relationships

## What do participants will get out of the course?

The course focuses on a case study farm to explore issues around recruitment, safety procedures and protocols, compliance with industrial relations laws and awards, performance appraisals, termination of employees, working with other people, and planning for the future.



Using The People in Dairy online resources, farmers will create a position description, employment contract, an induction program, safety procedures and protocols, performance appraisal process, and a training plan for the case study farm.

The practice and experience gained from customising the online resources to suit a farm situation provides helpful guides for generating similar documents for their own farm.

Throughout the course, farmers get the opportunity to develop their computer and smart phone skills by using the internet and other commonly used software (eg. MS Word, Excel).

## Course outline

Each day runs from 10 am to 3.30 pm.  
The maximum group size is 15 people.

It is beneficial if two people (the decision makers) from each farm attend.

Farmers who have completed the course can obtain credit for the unit AHCBUS501A Manage Staff.

### Enrolment

Participants will enrol with a partner registered training organisation.

Only participants who have enrolled and attended all four days are eligible for accreditation.

### Fees

For details of course fees contact us via [www.thepeopleindairy.org.au/contact.htm](http://www.thepeopleindairy.org.au/contact.htm)

### Deliverers

The course will be delivered by experienced dairy consultants who have also completed a Diploma of Human Resources Management (Dairy).

## The sessions

### Day 1: Adapting farms to suit people

- Introduction to the case study farm
- The People in Dairy online resources
- Snapshot of current farm situation
- Where am I at? Productivity and systems analysis
- Farm policies and procedures

### Day 2: Recruiting and engaging people

- Recruitment and selection
- Classifying the engagement of people
- Understanding which legislation affects employment
- Contracts, agreements and remuneration

### Day 3: Building effective working relationships

- Working styles
- Induction
- Running a performance appraisal process
- Rewarding good effort, developing people to their potential and dealing with underperformance
- Termination process

### Day 4: Working as a team and planning for the future

- Work-life balance
- Leadership
- Culture in the dairy workplace
- Develop action plan for own farm
- The team
- Planning for the future