



AGRICULTURAL PERSONNEL MANAGEMENT

IN ENGLISH



A WORKSHOP FOR AG EMPLOYERS AND SUPERVISORS

Thursday
December 4, 2003
8:00 a.m. to 12:00 noon

Clear Lake Grange #680
1510 Big Valley Road
Finley, CA 95435

GENERAL INFORMATION

The University of California Cooperative Extension in Lake and Mendocino Counties and the UC Agricultural Personnel Management Program invite you to an **Agricultural Personnel Management Workshop** on December 4, 2003 at the Clear Lake Grange in Finley, California.

The Seminar will be presented in English and targets employers and first-line supervisors. It will cover a variety of topics that will help you improve the productivity of your workers, including:

- Employee selection and performance appraisals
- Managing for effective first-line supervisors
- Laws and regulations update
- Changes in the law governing grower-farm labor contractor relationships

The workshop will update agricultural employers and first-line supervisors on the latest trends and practices related to ag personnel management, as well as the latest ag labor policies and regulations.

The workshop will be held following the complementary 2-day Farm Labor Supervisor Training in Spanish on December 2 & 3.

For more information about both workshops, please contact the conference coordinators, U.C. Cooperative Extension at (707) 263-6838, celake@ucdavis.edu.

Rachel Elkins
UCCE Pomology Advisor

Glenn McGourty
UCCE Viticulture/Plant Science Advisor

John Harper
UCCE Livestock/Natural Resources Advisor

University of California Cooperative Extension and the
UC Agricultural Personnel Management Program (APMP) presents
AGRICULTURAL PERSONNEL MANAGEMENT WORKSHOP

Clear Lake Grange #680

1510 Big Valley Road
Finley, CA 95435

DATE AND TIME

December 4, 2003

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TOPICS TO BE COVERED

- Employee selection and performance appraisals
- Managing for effective first-line supervisors
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MAIN SEMINAR SPEAKERS

- Gregorio Billikopf Encina, Area Farm Advisor – UC APMP
- Howard Rosenberg, Extension Specialist – UC Berkeley
- Steve Sutter, Area Farm Advisor, UC APMP

SEMINAR COORDINATORS/MODERATORS

- Rachel Elkins, Pomology Farm Advisor – UCCE Lake & Mendocino Counties
- Glenn McGourty, Viticulture/Plant Science Advisor – UCCE Lake & Mendocino Counties

ACCESSIBILITY

The Clear Lake Grange hall is a handicapped-accessible facility. Free parking is available for seminar participants. Please call U.C. Cooperative Extension at (707) 263-6838 for more information or to request special accommodations.

The University of California prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during : provisions of applicable State and Federal laws. g the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, keside Drive, Oakland, CA 94612 (510) 987-0096.



University of California, County of Lake, and the United States Department of Agriculture cooperating.

REGISTRATION FORM

Name(s) – List all people attending from your company

Organization/Business

Address

City/State/ZIP

Phone

FAX

E-Mail

Check if vegetarian meal is desired

REGISTRATION INFORMATION

The registration fee for this workshop is **\$40** per person. The fee covers refreshments and all instructional materials, including copies of the latest English edition of Gregorio Billikopf Encina's book, "*Agricultural Labor Management: Cultivating Personnel Productivity*" and Dr. Howard Rosenberg's new book *Ag Help Wanted: Guidelines for Managing Agricultural Labor*.

Make check payable to **UC Regents** and mail along with complete registration form **BY NOVEMBER 21** to:

UC Cooperative Extension
Attn: Ag Personnel Management
883 Lakeport Blvd.
Lakeport, CA 95453

FOR FURTHER INFORMATION, contact U.C. Cooperative Extension at (707) 263-6838, fax (707) 263-3963, or email celake@ucdavis.edu.