



# 12TH ANNUAL FARM LABOR SUPERVISOR TRAINING

**IN SPANISH**



A

**SEMINAR  
FOR AG FOREMEN  
AND SUPERVISORS**

Tuesday & Wednesday  
December 2 & 3, 2003  
8:00 a.m. to 4:00 p.m.

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

Farm Labor Seminar on the Web at  
<http://groups.ucanr.org/FarmLabor/>

**GENERAL INFORMATION**

The University of California Cooperative Extension in Lake and Mendocino Counties and the UC Agricultural Personnel Management Program invite you to the **12th ANNUAL FARM LABOR SUPERVISOR TRAINING IN SPANISH** to be held December 2-3, 2003 at the Clear Lake Grange in Finley, California.

The Seminar targets Spanish-speaking foremen and supervisors. It will cover a variety of topics that will help you improve the productivity of your workers, including:

- Interpersonal relations on the Job
- Employee discipline
- Power and abuse of authority
- Employee counseling techniques
- Listening skills
- Mediation and negotiation skills
- Conflict management techniques
- The ideal foremen or supervisor – from the WORKER perspective

This seminar offers farm supervisory staff a chance to learn by actively participating in role play activities, case studies and interactive class discussions. The seminar has sold out in the past and has attracted participants from all over California and out of state. We encourage you to **register early and save**. If you have Spanish-speaking foremen, supervisors, or employees, you want to make sure they attend this training!

For more information about the seminar please contact the conference coordinators, U.C. Cooperative Extension at (707) 263-6838, [celake@ucdavis.edu](mailto:celake@ucdavis.edu). You may also visit the Seminar website at <http://groups.ucanr.org/FarmLabor/>.

Rachel Elkins  
UCCE Pomology Advisor

Glenn McGourty  
UCCE Viticulture/Plant Science Advisor

John Harper  
UCCE Livestock/Natural Resources Advisor

University of California Cooperative Extension presents:  
12<sup>th</sup> ANNUAL FARM LABOR SUPERVISOR TRAINING IN SPANISH  
Clear Lake Grange #680  
1510 Big Valley Road; Finley, CA 95435

**DATE AND TIME**

December 2 - 3, 2003

8:00 a.m. – 4:00 p.m. both days

**TOPICS TO BE COVERED**

- Interpersonal relations on the job
- Employee discipline
- Power and abuse of authority
- Employee counseling techniques
- Listening skills
- Mediation and negotiation Skills
- Conflict management techniques
- The ideal foremen or supervisor – from the WORKER perspective
- Role-plays, case studies, interactive discussions, and more!

**MAIN SEMINAR SPEAKERS**

- Gregorio Billikopf Encina, Area Advisor – UC Agricultural Personnel Mgt. Program
- Guadalupe (Lupe ) Sandoval, PHR – United States Insurance, Northern California
- Jesus Valencia – formerly UCCE Vegetable Crops Advisor, Fresno County

**SEMINAR COORDINATORS/MODERATORS**

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

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

**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 two-day seminar is **\$50** per person if postmarked by **November 21, 2003**. The fee is \$60 after this date at the door, if space allows. The registration fee covers Mexican lunches on both days, refreshments, and all instructional materials, including a copy of the latest Spanish edition of Gregorio Billikopf Encina's book, "Agricultural Labor Management: Cultivating Personnel Productivity".

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

UC Cooperative Extension  
Attn: Farm Labor Supervisor Training  
883 Lakeport Blvd.; Lakeport, CA 95453

**ACCESSIBILITY**

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

