

Acknowledgements

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Table of Contents

Introduction	1
Leadership	2
Leadership Characteristics	3
Leadership Power	5
Supervision	6
Managerial Functions	6
Supervisory Skills	7
Building and Supervising Teams	9
Delegation	11
Leadership Styles	11
Making Style Fit the Situation	12
Adapting Your Leadership Style	18
Personal Style	20
Analyzing Your Own Style	20
Adapting Your Style	21
Special Supervisory Situations	25
Family Members	25
The Small Farm	26
Temporary or Seasonal Workers	26
Living and Working in the Same Yard	27
Dealing with Cultural Diversity	29
Substance Abuse	30
References	32

Introduction

*Employees are available to fill most employment situations. Recruitment is the key to finding them. **Good employee-employer relations is the key to keeping them.***

The B.C. Farm Employers' Handbook is written as a guide to farm managers. The book will assist you to recruit better employees; to supervise, motivate and train your employees to achieve maximum performance; and to discipline and fire them should that be required.

Sound human resource management can result in increased productivity, reduced staff turnover, motivated employees and satisfied managers. Use this Handbook to help you achieve these ends.

The Handbook is divided into five books. It is not essential that you read each from cover to cover, although it would be a good thing to do. Instead, familiarize yourself with the contents, place the books where they can be easily found and refer to them when you have need for specific information.

This is the third book in the series. The first book looks at the personnel planning process and offers a guide in deciding how many and what type of employees are required. That book also advises on the regulations about which an employer needs to be aware.

The second book discusses how to hire an employee and describes the 10 steps in the hiring process, starting with defining the job that needs to be done and ending with hiring and orientating the employee.

This book discusses supervision, one of the key elements in a good employee-employer relationship.