

# AGENDA

- 9:00-9:30 Registration
- 9:30-9:45 Intros and Overview
- 9:45-10:00 BLBW Overview
- 10:00-11:30
- Analyze Your Needs: What skills and experience are you looking for?
  - Employers Biggest Fears: Disgruntled Employees, hiring trouble, compliance, etc.
  - Interview and Making the Hire
  - Season Begins: Be Prepared, Provide Training
  - Feedback and Evaluation
- 11:30-12:00 Lunch
- 12:00-1:30
- Giving Responsibility: Who is ready for it?
  - Harvest Crunch, Endless Summer, Finish Strong
  - Expectations about End of Season: Who leaves, when?
  - Inviting Returning Employees
  - Providing for off-season employment.
- 1:30-2:00 Q & A

# SPONSORS & PARTNERS



Wisconsin Dept of  
Agriculture,  
Trade and Consumer  
Protection

Valley  
Stewardship  
Network



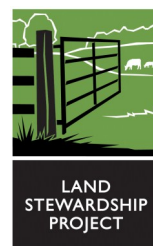
UW-Extension,  
Winnebago  
County

UW- Barron  
County



Gardens of Eagan

Land Stewardship  
Project



Please advise us at least 10 days before event if you are handicapped and require special accommodations. Requests will be kept confidential.



# BUY LOCAL BUY WISCONSIN 2011-2012 REGIONAL WORKSHOP ROADSHOWS



December 2011

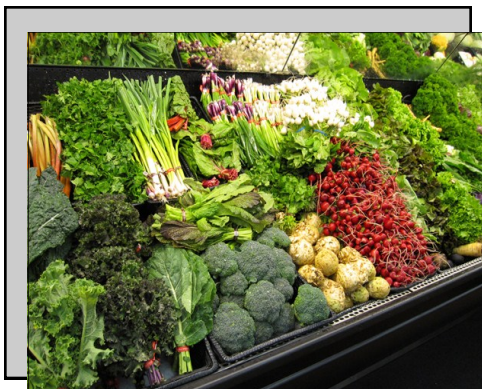
## EMPLOYEE MANAGEMENT: GUIDING THE HERD!

Increase communication, performance, and teamwork! Learn about interviewing, hiring, teamwork, employee evaluation, seasonality, and delegating from Linda Halley.

Mon., Dec. 12th 9:00 AM-2:00 PM	Rice Lake
Tues., Dec. 13th 9:00 AM-2:00 PM	Oshkosh
Wed., Dec. 14th 9:00 AM-2:00 PM	Madison
Thurs., Dec. 15th 9:00 AM-2:00 PM	Viroqua

# THE SPEAKER

Linda Halley has been growing organic produce since 1989, and is currently the Farm Manager of Gardens of Eagan Farm. In addition to farming she is engaged in the development of the Organic Field School at Gardens of Eagan, dedicated to training farmers and creating educated food citizens.



## Upcoming Buy Local Workshops

**Quickbooks 101 for Local Food Producers: Squash your Accounting Fears**  
Early January 2012

Join Robin Meier, of Wegner LLP, to get started or refresh your skills in using Quickbooks for basic income and expense tracking.

**Branding: It's not just about logos**  
Late January 2012

At this workshop you will participate in brand development exercises and learn from Andrea Neu about examples of successful brand development, local food trends, and the 12 steps to successful packaging.

For more information, visit

[http://datcp.wi.gov/Business/Buy\\_Local\\_Buy\\_Wisconsin](http://datcp.wi.gov/Business/Buy_Local_Buy_Wisconsin)

# LOCATIONS

## Monday, December 12th, 9:00-2:00

UW Barron County Campus  
*Ritzinger Hall*  
1800 College Drive  
Rice Lake, WI  
Contact: Tracey Mofle  
(715)790-9177  
[tracey.mofle@uwc.edu](mailto:tracey.mofle@uwc.edu)

## Tuesday, December 13th, 9:00-2:00

James P. Coughlin Center  
625 E. County Rd. Y  
Oshkosh, WI  
Contact: Nick Schneider  
(920)232-1970  
[nschneider@co.winnebago.wi.us](mailto:nschneider@co.winnebago.wi.us)

## Wednesday, December 14th, 9:00-2:00

Webinar\*— attend remotely for free  
OR in person at:  
DATCP  
*Training Room 090*  
2811 Agriculture Drive.  
Madison, WI  
Contact: Theresa Feiner  
(608)224-5112  
[theresa.feiner@wisconsin.gov](mailto:theresa.feiner@wisconsin.gov)

## Thursday, December 15th, 9:00-2:00

Viroqua Area Medical Clinic  
*Lower Level Conference Rooms A & B*  
407 S Main St  
Viroqua, WI 54665  
Contact: Nicole Penick  
(608)637-3615  
[vsnnicole@gmail.com](mailto:vsnnicole@gmail.com)

The Madison workshop will also be a **webinar**, and you can attend **free of charge**. If you are unable to make it to one of the other dates or locations, we encourage you to go this route!

*\*If you register for the webinar, you will receive the webinar directions via email a week before the workshop.*

REGISTER BY MAIL

OR

ONLINE\*

[http://datcp.wi.gov/Business/Buy\\_Local\\_Buy\\_Wisconsin/BLBW\\_Workshops](http://datcp.wi.gov/Business/Buy_Local_Buy_Wisconsin/BLBW_Workshops)

Name: \_\_\_\_\_

Business/  
Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Vegetarian? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

*I plan on attending the following session:*

Rice Lake       Oshkosh  
 Madison       Webinar (free)  
 Viroqua

**COST: \$30 for first person, \$15 per person for any additional registrations from the same farm/organization/family. Lunch included.**

Amount Enclosed: \_\_\_\_\_

Mail registration and check payable to:  
WI DATCP

Buy Local Buy Wisconsin Workshops  
2811 Agriculture Drive  
PO Box 8911  
Madison, WI 53708-8911  
ATTN: Theresa Feiner

Questions Regarding Registration:

Theresa Feiner, [theresa.feiner@wisconsin.gov](mailto:theresa.feiner@wisconsin.gov) (608) 224-5112

Registration will be capped at 30 people per workshop.  
The registration deadline is Friday, December 3rd.