

# UnCommon Farms' Learning and Development Toolbox

## Human Resources

- HR Boot Camp
- 12-module Supervisor Training course
- HR for Farm Leaders
- Recruiting Process
- How to Attract, Retain and Engage Employees
- Hiring: Interviews and Selection
- New Employee Onboarding
- Basic Employee Files
- Finding the Right People, Job Descriptions Recruitment and Selection
- Workforce Planning: When and What to Hire
- Effective Performance Reviews
- Workforce Planning
- Performance Management
- Discipline and Discharge
- Managing Difficult Employees
- Employee Retention Strategies
- Managing and Understanding Generations in the Workplace
- Conflict and Family Dynamics
- Compensation: Merit or Inherit, Managing Compensation Complexities, Compensation Strategies on the Farm, and more
- Legal Compliance
- Harassment
- Problem solving/decision making
- Life Balance
- Staffing Up
- Keeping HR Files and Records
- Developing People/Results
- Teambuilding
- Conflict Management and Resolution
- Managing Difficult Employees
- Navigating Work Life as Spouses
- Implementing an EAP (Employee Assistance Program)
- Debunking Unemployment Myths
- HR Administration for Farm Leaders

## Compliance/Regulatory

- Laws, Forms and Regulations
- OSHA 300 Logs
- DOT

## Financial Services

- Financial Boot Camp (Ag Accounting Concepts)
- Capital Finance and Investing
- Cost of Production
- Benchmarking
- Taking Control of Your Finances
- Assets, Debt & Equity Management
- Ratios & Economics
- Accounting Standards & Procedures
- Creating a Budget
- Balance Sheet Reconciliation
- Ten Biggest Financial Mistakes
- Types of Leases
- Working Capital
- Managerial Analysis
- Preparing for an Audit

## Succession/Transition

- Succession Basics
- Tax Planning
- Wealth Management
- Leadership Transition
- Business Continuity
- Foundation for Successful Transition
- Risk Management
- Collaborations / M&A/ JV
- Role of Owners
- Family Guiding Principles
- Entity Structure

## Peer Groups

- Agronomy
- Women's
- Legacy
- New Members
- Emerging Leaders
- General Manager
- Manager Development
- Operations Manager
- Financial

## Leadership/Management Skills

- Academy mini-MBA
- 10-part Supervisor Training
- GM Skillset
- Time Management
- Communication Skills
- Performance Management
- Employee Development
- Strategy and Planning
- Critical Thinking
- Advocacy
- Advisory Boards
- Project Management
- Change Management
- Emerging Leaders
- Landowner Relations
- External Environment
- Political Environment
- Macro and Microeconomics
- Public Policy
- Lean
- Inventory Management and Logistics
- Control Systems
- Cost of Goods
- Regen Ag
- Delegation
- Problem Solving/ Decision Making
- Life Balance
- Conflict Resolution
- Governance
- Role of Owners: Becoming an Owner, Owner Oversight, Owner Culture)
- Colors (communication training)
- Growing Great Leadership
- Building a High-Performance Culture

## Risk Management

- Basic Grain Futures
- Basic Grain Options
- Basic Grain Marketing
- Advanced Grain Marketing
- Grain Sales Plan
- Grain Charting and Tech Signals
- The Role of HR in Managing Risk on the Farm
- Risk Management is More than Crop Insurance

## Strategic Planning

- This important topic is covered in many of the training courses on this list

## Safety/Crisis Management

- Safety
  - Confined Spaces
  - Semi Driving
  - Equipment Usage
  - Livestock Handling
  - First Aid
  - Emergency Action Plan
- Building a Crisis Management Plan
- Preparing Your Employees for a Crisis
- Communication in a Crisis
- How to Build an SOP Handbook

## Business Strategy

- Corporate Structure
- HR Components of Business Strategy
- Internships
- Boards/ Advisory Boards
- Governance
- Vertical and Horizontal Integration
- Technology
- Risk Management and Drivers for Change
- Equipment Strategies
- Foundational Business Planning: Strategic Planning, Vision, Mission, Values, Business Plan
- Org Design
- Glass Ceiling
- Colors
- New Business Ventures

## Business Development / Business Marketing

- Growth
- Differentiation
- Diversification
- Landowner Relations
- Leases
- Marketing Materials
- Business Development Plan
- Renting Land
- Sales
- CRM Orientation
- Collaborations: M&A, Joint Ventures
- Communications Training
- What Makes You Uniquely Different
- Public Relations