Management Resource Notebook

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Table of Contents

I. Managing for Success I
   Participant's workbook

II. Managing for success II
    Participant's workbook

III. Management Clinic

IV. Management Overview

V. Planning

VI. Organizing

VII. Staffing

VIII. Directing

IX. Controlling
In order to receive the most benefit from this resource book there are two points to understand. First the resource book is designed to be used by management education facilitators and by farm managers.

The farm manager is best served by reading text sections under the topic tabs. This reading can be enhanced by filling out the exercise sheets. It is also helpful for the farm manager to read the text included for those who might facilitate a workshop on one of the topics.

The second point of interest to facilitators is that the video tapes, overheads and slides referred to in the reference book are available through the PRO-DAIRY office 110 Morrison Hall, Cornell University, Ithaca NY. 14853-4801.

Facilitators will find materials in this resource book that can be used in the development of any number of management educational meetings.
Key to Workshop Icons

Overhead

Video

Flipchart

Key Points

Discussion

Workbook
Key to Management Icons

Planning

Mission
Objectives
Goals
Tactics

Problem identification and diagnosis
alternatives
criteria
selection

Organizing

Staffing

Directing

Controlling