People are Your #1 Dairy Business Asset

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Foundation of your Dairy Business

Cows

People

$$$

GPS DAIRY CONSULTING LLC
“Most workers...approach a role and a company with their own set of expectations. They want their work to have meaning and purpose.”

“Employees want to feel good about who they work for and what it offers. They want to be able to say, ‘I like what this company stands for’.”

“ONLY 50% OF WORKERS CLEARLY KNOW WHAT IS EXPECTED OF THEM EVERY DAY.”

SOURCE: GALLUP
“People” Strategy includes:

- Organizational Strategy
- Transition Strategy
- Talent Management Strategy
- Human Resources Strategy
Organizational Strategy

Organizational strategies sum up all of the actions you intend to take in order to achieve your long-term business goals.

Where are we today?
- Current state

Where do we want to be?
- Future state

How will we get there?
- Strategic plan
How do you define Human Resources?

It is the function within an organization that’s primarily focus is on the management of people – the policies and the systems.
Human Resources Strategy

- Compensation & Benefits
- Recruitment
- Administration
- Legal & Compliance
- Employee Relations & Communications
- Culture & Employee Satisfaction (Health, Safety & Security)
- Training & Development

Human Resources
Safety = Wellness = Compliance

- OSHA Compliance
- Workmen’s Compensation
- Maintenance Request Forms
- Safety Training Program
- Weekly Safety Meetings
Role / Job Descriptions

http://www.ahg.com:8180/PSUJobDescription/

Job Description Generator for the Dairy Industry

Penn State Extension Dairy Team
Job Description Generator

The standard dairy job categories and duties to help develop a draft job description to duct is sent via email entered at the beginning of the form. Once the form is the document, and the form data and temporary document are deleted.

We do, however, welcome your feedback. Please contact the Penn State Extension Dairy Team to send your comments and suggestions.

Step 1 of 5: Farm Information

Farm Name: *

Farm Contact Name: *

Address 1: *
Onboarding NEW EMPLOYEES

ACTION: Describe to me what my first day / week will look like if you hire me.

✓ Who will be their main point of contact?
✓ Tour of the Farm
✓ New Hire Paperwork / Handbook
✓ Parking
✓ Time Clock
✓ Breakroom
✓ What can you do to help the employee know what’s expected of him or her?
Protocols... SOP’s... Daily Task Schedule

An **SOP** is a **procedure** specific to your **operation** that describes the activities necessary to complete tasks in accordance with industry regulations and/or to meet your **standards** for your business. Any document that is a “how to” falls into the category of **procedures**.
Milking procedures

MILKING PARLOR PROCEDURES

GOALS: Follow the milking routine consistently. Attach units to clean, dry and well stimulated teats. Harvest all available milk from cows milked in a calm and efficient manner.

Milking routine

Prep cows in groups of 5 and follow the same teat order: LF -> RF -> RR -> LR

1. Stripping and Scrubbing: Strip 3 squirts of milk per quartet with left hand, and scrub with right hand two passes per teat, one pass washing, one pass drying.
2. Attaching: Milkers attach units with both hands, putting 2 teat cups at a time
3. Post-dipping: Good coverage, thrifty dipper

*Suggested routine:

1. Stripping cows 1 to 5 → 3-5 squirts per quarter, observe to detect clinical mastitis.
2. Scrubbing cows 1 to 5 → first pass scrub with disinfectant 2 sec per teat. Second pass drying 2 sec per teat.
3. Attaching and align unit cows 1 to 5 → Attach 2 teat cups at a time. Use hose support to align unit.

Separate stripping and scrubbing. Milkers will focus in one activity at a time. Better detection of mastitis when doing only stripping. Improve milk let down and get a more homogenous attaching time for all cows.
7 Step Udder Preparation Procedure

These 7 steps ensure a consistent udder prep routine resulting in cows milking Gently, Completely, and Quickly

1. Rub to remove any residual bedding
2. Dip with pre-dip
3. Strip/wash teat end with gloved hand
4. Dry with one circular motion - flip towel and aggressively squeeze teat end
5. Attach unit
6. Adjust unit for proper placement
7. Post-dip – cover complete teat!!

10 to 12 seconds of teat contact time (stripping, washing and drying).
Attach unit within 75-90-seconds after steps 3 and 4.
After attachment, adjust unit to hang squarely on the cow as soon as the last teat cup is attached.

Credit to: LDS Boumatic
7 Pasos a seguir para preparar la ubre

Estos 7 pasos aseguran la consistencia de una rutina para la ordeña de las vacas

SUAVEMENTE, COMPLETAMENTE y RÁPIDAMENTE

1. Frote para quitar culaquier residuo de leche
2. Sumerja el pezón en pre-dip o pre-sellador
3. Despunte/lave la punta del pezón con guantes
4. Ssegue con un movimiento circular – volte la toalla y agresivamente apriete el pezón
5. Coloque la unidad
6. Ajuste la unidad para que haya una colocación apropiada
7. Selle post-dip - cubra el pezón por completo!!

¡Creciendo con usted!

BOUMATIC

Tiempo de contacto del pezón de 10 a 12 segundos (despunte, lavado y secado).
Colocar la unidad de ordeño en 75-90 segundos después del etapa 3y4.
Ajustar la unidad para colgarla en ángulo recto debajo de la vaca tan pronto como la última pezonera haya sido adherida.

Credit to: LDS Boumatic
There are multiple ways to provide instruction. Think about what will be best for your employees?

Remember that each person may have a different learning style.
### Daily tasks / Schedule of work

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 to 4:30</td>
<td>Parlor/Mast Samp./Colostrum check</td>
<td>Parlor/Mast Samp./Colostrum check</td>
<td>Parlor/Mast Samp./Colostrum check</td>
<td>Parlor/Mast Samp./Colostrum check</td>
<td>Parlor/Mast Samp./Colostrum check</td>
<td>Parlor/Mast Samp./Colostrum check</td>
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</tr>
<tr>
<td>4:30 to 5:00</td>
<td>Herd Check Prep (Push up cows)</td>
<td>Feed and Tag Calves</td>
<td>Foot bath/Feed and Tag Calves</td>
<td>Help Breeders</td>
<td>Feed and Tag Calves</td>
<td>Feed and Tag Calves</td>
<td></td>
</tr>
<tr>
<td>5:00 to 5:30</td>
<td>Herd Check</td>
<td>Feed and Tag Calves</td>
<td>Feed and Tag calves</td>
<td>Help Breeders</td>
<td>Feed and Tag Calves</td>
<td>Feed and Tag Calves</td>
<td></td>
</tr>
<tr>
<td>5:30 to 6:00</td>
<td>Herd Check</td>
<td>Enter Calvings/milk weights</td>
<td>Enter Calvings/milk weights</td>
<td>Enter Calvings and milk weights</td>
<td>Enter Calvings and milk weights</td>
<td>Enter Calvings and milk weights</td>
<td></td>
</tr>
<tr>
<td>6:00 to 6:30</td>
<td>Herd Check</td>
<td>Second iut shots</td>
<td>Lut 1 and lut 2 shots</td>
<td>Feed and Tag Calves</td>
<td>Walk Pens</td>
<td>Walk Pens</td>
<td></td>
</tr>
<tr>
<td>6:30 to 7:00</td>
<td>Herd Check</td>
<td>Walk Pens for lame cows to trim</td>
<td>Meeting Prep/Foot bath</td>
<td>Enter Calvings/Milk weights</td>
<td>Walk Pens</td>
<td>Walk Pens</td>
<td></td>
</tr>
<tr>
<td>7:00 to 7:30</td>
<td>Herd Check</td>
<td>Walk Pens for lame cows to trim</td>
<td>Herdsman Mtg</td>
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</tr>
<tr>
<td>7:30 to 8:00</td>
<td>Check pen 4 in parlor</td>
<td>Check pen 4 in parlor</td>
<td>Check udder fill for pen 4</td>
<td>Check udder fill for pen 4</td>
<td>Check udder fill for pen 4</td>
<td>Check udder fill for pen 4</td>
<td></td>
</tr>
<tr>
<td>8:00 to 8:30</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td></td>
</tr>
<tr>
<td>8:30 to 9:00</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td>Fresh Check</td>
<td></td>
</tr>
<tr>
<td>9:00 to 9:30</td>
<td>Pull blood in fresh pen</td>
<td>Move Pen 4 cows</td>
<td>Foot bath</td>
<td>Pull blood in fresh pen</td>
<td>break</td>
<td>Fresh Check</td>
<td></td>
</tr>
<tr>
<td>9:30 to 10:00</td>
<td>break</td>
<td>break</td>
<td>break</td>
<td>help in parlor</td>
<td>Overall check/Treat pen 5</td>
<td>Overall check/Treat pen 5</td>
<td></td>
</tr>
<tr>
<td>10:00 to 10:30</td>
<td>Treat Hospital Pen</td>
<td>Treat Hospital pen/Dry Cows up</td>
<td>Treat Hospital</td>
<td>Treat Hospital</td>
<td>Treat Hospital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30 to 11:00</td>
<td>Check Colostrum</td>
<td>Treat Hospital pen/Dry Cows up</td>
<td>Shop (Help Jose or Dan)</td>
<td>training</td>
<td>Empty Garbages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 to 11:30</td>
<td>Clean/Bed Calving area if needed</td>
<td>Vacc. Cows moved to Close up</td>
<td>Foot bath</td>
<td>training</td>
<td>Check Waterers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 to 12:00</td>
<td>Clean/Bed Calving area if needed</td>
<td>Vacc. Cows moved to Close up</td>
<td>Shop (Help Jose or Dan)</td>
<td>training</td>
<td>Check Close-up (Overdue cows?)</td>
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</tbody>
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Talent Management Strategy

- Talent Management – is about attracting and hiring talented candidates and nurturing them into long-term employees with a more strategic and holistic approach.
Organizational Chart

Strategic business tool to help identify:
- Which roles do what in the organization
- How many are in each department
- What the chain of command is

Helps to SET UP THE TEAM!

ARE THE RIGHT PEOPLE IN THE RIGHT POSITIONS?
My dairy LLC Organizational Chart

General Manager

Feed Manager
- Mix
- Delivery
- Relief
- Parlor
- Herdperson
  - Milker / Pusher
    - AM
    - PM

Country Side Manager
- Non-Lactating Team (Dry & Heifers)
  - Milker / Pusher
    - AM
    - PM

Utility / Relief
- Scraper – AM
- Scraper – PM
- Bedding
- Facilities / Utility
- Equipment / Dairy

Maintenance Manager
- Scraper - FM
- Parlor
- Asst Operations – PM

Operations Manager
- Milker – PM
- Pusher – FM
- Milker – AM
- Pusher – AM
- Relief x 3 (milker)
- Relief x 3 (pusher)

Dixieland Manager
- Milker – AM
- Pusher – AM
- Milker – AM
- Pusher – AM
- Relief (pusher)
- Calves
- Cows
- Relief

Parlor Lead – AM
- Pre-Fresh
- Hospital
- Biological (BST, vaccinations, etc)

Repro Office Manager
- Herdperson
- Office Assistant

Office Manager

Mid-Larger Size Operation
Pathway to Success Plan
Transition Strategy

- Outlines what changes will be forthcoming in the business and how to navigate them successfully.

- Setting Clear Expectations
- Knowledge Transfer & Responsibility Transfer
- Ensure the tools and support needed are provided
Your “People” Strategy Plan

People Strategy

- Organizational Strategy
- Transition Strategy
- Talent Management Strategy
- Human Resources Strategy

People are Your #1 Dairy Business Asset
Thank You!

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