## Dairy Advisory Team Coordinators Save Time And Improve Problem Solving

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Spring has arrived and many producers want to accomplish more in a day. While some producers struggle with the issue of time management, many are finding new ways to solve problems more effectively with less time spent. Over ninety Pennsylvania Dairy Advisory Teams were started over the last four years to improve farm business while saving time.

What is a Dairy Advisory Team?

A Dairy Advisory Team works together with dairy producers to develop new ideas, set goals, and achieve a vision. The dairy producer chooses team members who best complement farm goals and are often selected from current advisors. Instead of meeting one on one with the producer, key consultants meet together to share information and improve farm goals. Teams often include veterinari-

narians, lenders, nutritionists, cooperative field persons, accountants, partners, experienced producers, consultants, and business management experts. Teams typically have five members with more complex businesses having larger teams. One third of the dairy advisory team should be farm decision makers.

One team member serves as a coordinator who works with the producer to organize and facilitate team meetings. Team meetings are short, focused, and regular. Advice given by team members is always in harmony with the producer's goals, values, and constraints. While all team members contribute to and learn from the advisory process, the farm owner makes all decisions and determines all actions taken.

The Rewards Of Being

A Team Coordinator:
Scott Hodgson,
Sales & Nutrition
Manager of Cumberland Valley Cooperative, has been a
coordinator of two
Dairy Advisory Teams
in Pennsylvania. He is
also a member of two
additional teams.
Hodgson says that advisory teams help him
better manage his
time.

"I meet with each team once a month and am always ready to make an additional visit or phone call if there is a problem between meetings. Teams help producers verbalize their frustrations and challenges. Making a difference on the farm requires the team to understand the problems and issues that the farm faces.

Having key consultants together around one table puts these problem issues into perspective," Hodgson said.

He has also benefited from networking with other agricultural business people on the team. "I am able to provide better services to my customers with the knowledge gained from team members." Scott enjoys the sense of accomplishment that he feels when teams exceed their goals.

The Role of the Team Coordinator:

The Dairy Advisory Team process includes data analyses, a SWOT analysis (strengths, weaknesses, opportunities, and threats), problem solving, goal setting, action planning, monitoring, and continuous quality improvement. In order to facilitate this process effectively, the team must have a skillful coordinator. The team coordinator plays an important role during

the team meeting as well as outside the team meeting. An effective coordinator keeps the team focused on the importance of increased productivity, profitability, and satisfaction for the producer.

During a team meeting, a coordinator keeps a meeting moving, and welcomes ideas from everyone, especially shy team members. Appropriately established ground rules encourage shared thoughts in a trusting atmosphere. A coordinator fosters this atmosphere by controlling dominating conversations and by helping team members listen to one another.

Hodgson says a great deal of information is gathered during a team meeting. "It is my responsibility as a coordinator to design a system of tabulating data and to share it with the other team member."

The system may be as simple as listing critical data, writing a short summary statement, making written action plans and reporting monthly progress. Action plans determine tasks, spread the workload among the team, and set deadlines. Major outcomes should be shared in written form to all team members after each meeting.

Together with the producer, the coordinator can use action plans to set an agenda for the next meeting. The team coordinator summarizes farm data and creates a "Dairy Advisory Team Meeting Report." Hodgson says that this meeting report includes information from all aspects of the farm and is a great tool to monitor team progress toward goals.

Who Should Coordinate?

Few people are experienced team coordinators. Talented people need to be identified and encouraged to develop their team skills. An enthusiastic person who possesses excellent

communication skills and understands social dynamics makes a great team coordinator. The coordinator will use these interpersonal skills when facilitating a meeting of diverse personalities. Coordinators tend to be organized people with a service background: veterinarians, consultants, lenders, etc.

For more information about Dairy Advisory teams and coordinators, please contact: Beth Moore, Dairy Advisory Teams, Project Manager, Department of Dairy and Animal Science, The Pennsylvania State University, (717) 375-2639 Voice and Fax, beth@innernet.net E-mail; or Shelly Hershey, Dairy Advisory Teams, Project Liaison, Department of Dairy and Animal Science, The Pennsylvania State University, (814) 865-4685 Voice, (814) 865-7442 Fax, shershey@das.psu.edu E-mail.

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