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## **Management Resource Notebook**



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**Many thanks to those who contributed to this publication: The Cornell Cooperative Extension Agricultural Agents of New York State, the PRO-DAIRY staff and the 1988 Managing for Success work group which included Stephan Hadcock, Wayne Knoblauch, Kristen Park, Shaw Reid, Terry Smith, Charles Sniffen and Bernard Stanton. The authors are also thankful to dairy farm managers who participated in the 1988 PRO-DAIRY program and offered their suggestions for program improvement.**

# **Management Resource Notebook**

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**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 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 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 reasource book that can be used in the development of any number of management educational meetings.**

## Key to Workshop Icons



**Overhead**



**Video**



**Flipchart**



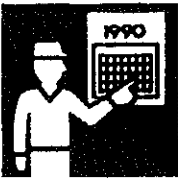
**Key Points**



**Discussion**



**Workbook**



**Planning**

## Key to Management Icons



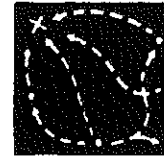
**Mission**



**Objectives**



**Goals**



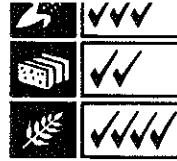
**Tactics**



**Problem identification  
and diagnosis**



**alternatives**

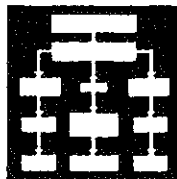


**criteria**



**selection**

**Organizing**



**Staffing**



**Directing**



**Controlling**

