Worksheet 4.18 Tasks and Workload

Use the space below to describe the marketing, operations, human resources and finance tasks associated with each new enterprise. Refer to Worksheets 4.11–4.12 (Describing Potential Crop and Livestock Systems) for operations workload estimates. Then estimate the workload (hours) associated with each task. If your business tends to be seasonal, distribute the total hours for each activity by periods of the year. Use a separate sheet of paper if more space is needed or make copies of this Worksheet to detail workload changes for each year in your transition period, as appropriate.

Enterprise _____ **Timeframe** _____

	Hours/Month											
Tasks	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Marketing:												
Operations												
Management:												
Finances:												
Total Hrs/Month												

TASK 4

Worksheet 4.19 Filling Workforce Needs

CONTINUED

Position/Task (title)	Type of Position (full time/part time, temporary/permanent)	Skills/Experience Desired	Acquisition Strategy

TASK 4

1. Describe training that may be required for new positions or new members of the workforce:

2. How will training be accomplished?

Worksheet 4.19 Filling Workforce Needs

Use the space below to flesh out new position titles and task descriptions for each new enterprise or existing enterprise that is short on labor. Next, if adding labor, describe the type of position that will be created—full-time or part-time, temporary or permanent, seasonal or year-round—as well as the skills desired for each position. Lastly, describe your strategy for addressing workforce gaps and acquiring and training labor. Workforce strategies may include: reassigning current labor; adding new labor (family, employees, volunteers, interns); hiring out work to custom operators or consultants; or developing work trade arrangements with neighbors or relatives. You might also consider reducing some of your labor needs through the use of additional equipment and machinery or through new business arrangements.

Position/Task (title)	**Type of Position** (full time/part time, temporary/permanent)	**Skills/Experience Desired**	**Acquisition Strategy**

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