

One-on-One Consultation Checklist

What is the farmer's stage of farm development?

After a discussion about stages of development circle the stage that best represents this farm.

Prospective

Start-up

Establishing

Strategizing

Refining

Conversation Openers

What would you like to focus on today? What would you like to accomplish with our discussion?

Farmer States their Area of Focus:

- 1. What are some key phrases or words that the farmer uses to describe the area of focus?*
- 2. How has the farmer tried to address the stated focus? What have they done or who else have they talked to help improve the area of focus?*
- 3. Do you believe there is a more critical area of improvement that the farmer would be best served to identify and address first. Can you guide them to identifying it with a question such as, How are things going with _____?*
- 4. Are there aspects of communication, decision making, goal setting, or time management in the farmer's area of focus?*

→ If **yes**, "how would you rate your ability in each of the skill areas in relation to the problem or need?"

	Self rating (1-5) 1-novice, 2-adv beg, 3-competent, 4-proficient, 5-expert	Skill Areas <ul style="list-style-type: none"> • Communication: Identify the relationships and roles on the farm and tools to improve communication between family members, farm partners, employees, customers and other decision makers. • Decision-making: Utilize existing tools to prioritize tasks and plan in advance. Have a clear understandings of management roles and responsibilities, and criteria on what decisions can be made by the person in charge and which require all stakeholder's input. • Goal-setting: Develop farm goals that integrate quality of life values and relationship goal criteria into farm decision making. • Time Management: Utilize existing resources to assist farmers in optimizing farm roles and responsibilities.
Communication		
Decision Making		
Goal Setting		
Time Management		

Brainstorm what aspects of the skills would help to address the area of focus:

(Use the Inquiry Prompts; reference the Stage & Skills Document; inquire about specific challenges in the skill area, etc.)

Feedback:

(referrals made; handouts recommended; further planning suggested, etc.)

Next Steps:

(follow up call; action plan, etc.)