

A photograph of three people in a barn-like setting. On the left, a man in a dark blue shirt and a tan cap with sunglasses on top is smiling. In the center, a man with glasses and a blue plaid shirt is looking towards the right. On the right, a woman with short grey hair and a light blue shirt is also smiling. They are all looking down at a large, corrugated metal surface in the foreground. The background shows wooden beams and windows of a barn.

Setting your team up for success

WORKBOOK

FARMIQ[®]

Are you struggling to get your team using FarmIQ?

Getting a team of people to change their behaviour can be tricky.

Getting anyone to do anything new or different takes time, investment and repetition – but it's worth it and there are some sure-fire ways to get you and your team on the right track.

Sit down with your team and fill in this workbook together. It will help them understand why it is important to use FarmIQ, and it will help you figure out how to motivate them to do so.

8 steps to success

- 1** **What** do you want to use FarmIQ for and **why**?
- 2** Clearly define **how** you will use FarmIQ.
- 3** Provide all necessary tools and training.
- 4** Lead by example.
- 5** Incentivize the behaviours you want.
- 6** Use the programme as a team.
- 7** Invest in the team and play for the long term.
- 8** Don't give up.

1

What do you want to use FarmIQ for and why?

Sit down as a team and talk about the WHY. What problems are you trying to solve? Give them a reason to believe and a reason to change. If they don't believe, then they won't change. Make it a team project to transition to digital recording.

	EXAMPLE	YOUR ANSWERS	TRAINER'S TIPS
WHAT	Keep up to date animal health treatment records.		<p>It doesn't matter if you start with "what" or with "why".</p> <p>Just make sure you have looked at both of these before moving on to step 2.</p>
WHY	Make it super easy to meet farm assurance requirements.		<p>Is this enough to get your team fired up? Maybe not. You need to make it relevant to them. For example...</p> <p>Talk about what happened last time your farm was audited. How having good records in FarmIQ would have made that situation easier.</p> <p>We get a lot of feedback from farmers about how easy an audit is when using FarmIQ compared to the stress of doing it the old, paper-based way.</p>



Write your "Why" and your "What" up on the wall where the whole team can see it. Better yet, get someone from your team to write it up!

2

How will you use FarmIQ?

Start slow with something simple like timesheets and animal health treatment recording or pasture covers. Build up to more complex tasks like mob moves and farm plans. It's easy to get overwhelmed, start with small steps. Rome wasn't built in a day.

	EXAMPLE	YOUR ANSWERS	TRAINER'S TIPS
WHAT NEEDS TO BE DONE	Step 1: Record health treatments Step 2: Track inventory Step 3: Report results		Get people recording health treatments first. When you are happy with that, add inventory tracking into the mix. You can run the reports any time you wish.

2

How will you use FarmIQ? Step 1

Create as many steps as you need. Here are some examples to get you going.

	EXAMPLE	YOUR ANSWERS	TRAINER'S TIPS
STEP 1 HOW	<p>Record health treatments</p> <p><i>Everyday Pack</i> 1. When you treat stock, record what you did in FarmIQ.</p> <p><i>Performance and Enterprise Packs</i> 1. Keep an accurate stock reconciliation (record all sales, purchases, deaths, losses, births and found stock.</p> <p>2. When you treat stock, record what you did in FarmIQ.</p>		<p><i>Everyday Pack</i> For the Everyday pack, its easy peasy – just one thing to do in FarmIQ and your Health treatments record will start building.</p> <p>Hint: when you record a stock event, the system remembers the description you typed in. Next time, tap Favourites on the Mobile app or PC to retrieve the description.</p> <p><i>Performance and Enterprise Packs</i> In Performance and Enterprise packs, you have to keep your stock reconciliation up to date, because you select from those animals when recording the treatment.</p> <p>Bonus: An accurate stock reconciliation makes your end of year reporting to the Accountant dead easy.</p>

2

How will you use FarmIQ? Step 2

Create as many steps as you need. Here are some examples to get you going.

	EXAMPLE	YOUR ANSWERS	TRAINER'S TIPS
STEP 2 HOW	Track inventory 1. When you purchase a product, add it to your inventory. 2. Use the batch number in the Health treatment record. 3. When the product is all used up, check inventory and Write Off any unused product to keep your records straight.		<p>The easiest way to log inventory is when the product arrives on farm or when you pick it up on that town run – you can do it using the Mobile app.</p> <p>You write off inventory using the PC app. Bonus: You can also record how you disposed of the containers.</p> <p>All that information is available for an audit. And it is stored safely in the cloud – it can't get lost.</p>

3

Tools and Training

Give people the proper tools and the training they need to succeed.

If you have to invest in new phones and training for the team then do it. In the long-term the benefits of quality records will far outweigh the costs. It's not reasonable to expect people to make a change of any significance if they don't have the tools for the job. We're here to help and we'll train your team for you if you let us.

**WHAT DOES YOUR TEAM NEED TO SUCCEED?
ARE THERE ANY OBVIOUS BARRIERS STANDING IN THEIR WAY?**

4

Lead by example

You've got to walk the talk and be seen to be doing the work online yourself. Your team is looking to you for guidance and will smell weakness. If you're not 100% committed they won't be.

MAKE A LIST OF WHAT YOU, PERSONALLY, WANT TO DO IN FARMIQ

5

Incentivize the behaviors you want

People love games, they also love to win. Reward the person that uses FarmIQ most frequently each day/each week with a prize.

Consider penalizing people that don't come along for the ride by making them feel they've let the team down (because they have...). A simple weekly list of best to worst performers can be a very powerful tool.

Perhaps a box of beer on the lowest user of the month?

WHAT ARE YOUR TEAM'S INCENTIVES?

6

Use the programme as a team

At the end of each week get the team together and take a look at what you've recorded.

Make it feel like an accomplishment and build a sense of pride in good quality record keeping.

Set weekly / monthly FarmIQ goals and celebrate success properly and make sure the team feel accountable for recording what

	EXAMPLE	YOUR REPORTS AND GOALS	TRAINER'S TIPS
STEP 3 HOW	<p>Report results</p> <p>Run the Health treatments report, the inventory report and the inventory reconciliation report to ensure you are keeping on track.</p>		<p>These reports are available on the Report Centre in FarmIQ.</p> <p>You can export them to a PDF file and email them to your auditor ahead of their visit. Stress free, paper free audit compliance.</p>

7

Invest in the team and play for the long term

Experience with FarmIQ is a transferrable skill. Farm workers with experience using FarmIQ could/should find it easier to find future employment. Make sure the team understands this and offer to coach them and give them a reference that references their skill level.

8

Don't give up

Don't expect to change everyone's behavior overnight. That's not how humans work. Be sensitive, firm, take time, be the coach and get the balance between stick and carrot right and you'll be fine. It might take weeks or even months, but it will happen. Don't give up!

And remember, we're here to help. Give us a call on 0800 327 647 and we'll talk you and your team through whatever it is you are struggling with. We are your biggest fans.