



Training Bytes Training & Development Quarterly Newsletter

JANUARY 2019

BITS & BYTES

P.I.G. Talks: Neighbor to Neighbor

Presented by: Jan
Archer

The Training and Development team proudly coordinated the first P.I.G. (Pork Industry Group) Talk on December 19, 2018. Jan Archer, swine producer and Administrator of production education and outreach programs for the North Carolina Pork Council shared the **Neighbor to Neighbor** presentation.

Neighbor to Neighbor is designed so that you are able to answer production-related questions in your community. Farm Managers,

and employees will feel empowered to address questions from their neighbors about issues concerning animal care, antibiotics, the environment, industry structure, and pork nutrition and health.

Mrs. Archer spoke about swine production today vs 40 years ago. We have 35% less carbon footprint, use 78% less land and 41% less water. Forty years ago the industry averaged 14 Pigs per Sow per Year, whereas today we are averaging in the mid to high 20's. Today we export 27% vs. 0% 40 years ago. Pork is 16% leaner today.

We may need to explain some of our acronyms. To a swine producer AI means artificial insemination. To other it means Artificial Intelligence.

We need to listen to our neighbors, acknowledge their concerns, and educate them on how we raise pigs – Responsibly!

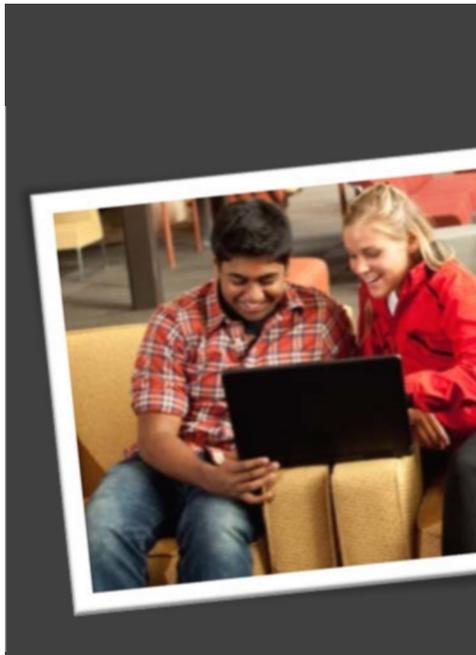
Confidence + Competence = Trust

For further information on the **Neighbor to Neighbor** program please visit <https://www.pork.org/production/talks/>

Look for our second P.I.G. Talk: **Cooking with Pork** coming soon.



MURPHY *Family* VENTURES



EYE ON IT – SPANISH ACADEMY

Keep an eye out for new training being offered: Spanish Academy

Courses will be offered the first Tuesday of every month to Spanish leadership, so that they may complete their development plan.

VOLUNTARY BENEFITS

Representatives from Worksite Services will be sharing the Allstate voluntary benefits with Murphy Family Ventures employees.

Meetings will be held the week of January 21st in Missouri and January 28th in North Carolina. See your local Human Resources Office for your scheduled times. Learn about these supplemental coverages:

1. Critical Illness
2. Life Insurance
3. Wellness Benefit
4. Accident
5. Cancer



W2S

Did you know that you can now access your employee record online? You can see your pay stubs, your benefit elections and your training record. You can also change your address or taxes or direct deposit.

W2s will be mailed from the North Carolina office on January 31st.

You can access your W2 much sooner through the Paycor app.

Access/register at **Paycor.com**. Murphy Family Ventures' access code is **62095**.

REFERRAL BONUS

Do you know someone that is looking for a job? The Production, Hospitality, and 1800PackRat divisions of the company offer a referral bonus.

If you refer someone that is hired, you get \$\$\$\$. Please ask your manager for details.

A total of 134 referral bonuses were paid in 2018. This equated to approximately \$ 15,000.

YEAR IN REVIEW 2018

#39 Classroom and Via the Net Classes were taught

#274 Employees attended these classes

An additional #57 employees completed classes through MFV University

#53 Employees received promotions



TECHNOLOGY TIP

Q. Do you know of some web browsing shortcuts?

Here are several:

- E0 01** **Zoom: Make print larger by hitting Ctrl+Plus Sign. Zoom out with Ctrl+Minus Sign**
- E0 01** **Manage Tabs: To open a new tab, hit Ctrl+T. To close a tab, hit Ctrl+W.**
- E0 01** **Navigate Tabs: When you have several tabs open, Hit Ctrl+1 to go to the first one, Ctrl+2 for the second, etc. Ctrl+9 gets you to the last tab.**
- E0 01** **Scroll: Skill the scroll wheel and hit the Space Bar to jump one screen down to see the next line or image.**



Stepping into Box 2: Time Management

As leaders, we create plans to manage production, staffing, and finances. Our goal is to achieve success and master time management. However, any given day can bring new challenges, i.e. broken equipment, staff shortages,

feed spills, power outages, etc. It is important to have a written plan so that issues that arise don't derail our daily plans and we can still achieve some measure of success. The Eisenhower Time Management Matrix is a popular tool for managing what we call "Box 1" and "Box 2" tasks. Box 1 tasks are emergencies or issues that arise throughout the course of a day. Box 2 is for tasks that we plan to complete, which can also be known as goals that we set for others and ourselves. Inevitably what happens is that "Box 1" steals the show almost daily, but we must train ourselves to stop and determine if the task or issue is truly a box 1 item. Maybe it can be placed in "Box 2". The more items that one can place in "Box 2" will free up time during the day to accomplish your goals and tasks that were previously planned.

Let's practice with stepping out of "Box 1" into "Box 2":

1. Feed Spill- This should be placed in "Box 1" with appropriate personnel assigned.
2. Employee Issue: Two employees are fist fighting due to personal issue- This is a "Box 1 issue"- break up the fight and put them in separate locations. Next step "Box 2": Call HR and at a later point bring the two employee's together to discuss the issues and hopefully resolve the problem.
3. Training and Development- "Box 2" with appropriate preparation time assigned.
4. Month-End-Paperwork- "Box 2" with appropriate preparation time assigned.

5. New Employee Welcome- "Box 2" with appropriate preparation time assigned and "Box 1" the day of their arrival (You should not be looking for or planning for new employees the day they arrive).

Do you notice a pattern? There are many issues that can arise that make us step into "Box 1". If we have appropriately identified "Box 1" vs "Box 2" tasks it will create a better road to recovery when you have to step into "Box 1" on occasion. If you find yourself in "Box 1" each day, you should write down tasks and goals and assign them appropriately. What you will find is that many items that one feels are "Box 1" urgent and important really can be put in "Box 2" not urgent, but important. You will have less stress and become more productive.

Happy Learning

The Time Management Matrix

	Urgent	Not Urgent
Important	ACTIVITIES: 1. Crises 2. Pressing problems 3. Deadline-driven projects	ACTIVITIES: 1. Prevention, 2. Preparation 3. Relationship Building, 4. Planning 5. Recognizing new opportunities 6. Planned recreation
	ACTIVITIES: 1. Interruptions 2. Some calls 3. Some mail 4. Some reports 5. Some meetings 6. Pressing matters 7. Popular activities	ACTIVITIES: 1. Trivia 2. Busy work 3. Irrelevant mail 4. Some phone calls 5. Time wasters 6. Escape activities
Not Important		

The best use of our time both at work and in our personal lives will be achieved if we can focus on **Quadrant II** activities and minimize the other three quadrant activities.