

The Functioning Farm Office

MASTERMIND

Your 6-week guide to get organised, systemised
and start capitalising your farm business.

Information Pack



Brought to you by

Alison Hamilton

CONSULT • COACH • CONNECT

Welcome

I am thrilled that you have reached out to seek some information about The Functioning Farm Office Mastermind.

The Functioning Farm Office has come about as I have listened to clients, industry friends and colleagues all express frustration, lack of time, poor performing systems etc etc when it comes to the administration of their farming business – and I have been there too! I know as farmers we would generally much rather be out in the paddock or the yards and as a result the administration is one of those tasks that generally sits at the bottom of your 'To Do' list – am I right?

Coaching and connecting with like-minded people has become a real passion of mine. I truly believe I can help you feel more in control of your farm office work, and essentially your business, through this six-week Mastermind course.

A little about me...

I have been in Agriculture my whole life; I am a 4th generation beef cattle farmer and a consultant with over 10 years' experience in my own business

Alison Hamilton (formerly, AJM Livestock Solutions). I also juggle our small business administration, 2 small children, several leadership positions in Agriculture and our farm – so I get it when you say you have many balls in the air!

The journey within the **Functioning Farm Office Mastermind** will logically step you through chapters in Organising, Systemising and Capitalising the administration of your farm office.

I know you will enjoy this unique experience and the best part is you don't have to do it alone – the power of working with a Mastermind of like-minded people will bring you a Quantum Leap that you never knew was possible.

To get the most out of this Mastermind you need to truly be ready and dedicated to making the change, show up, participate, complete the work and remember no question is a silly question – the more vulnerable and open you can be over the next 6 weeks – the more you will gain!

Within this Information pack you'll find a comprehensive overview of the six-week course to give you a greater insight into what we will cover and how we will achieve the goals we set for the duration of the course.



Mastermind overview

Why a Mastermind of 6 weeks – A Mastermind is a peer to peer mentoring group used to help members solve their problems with input and advice from others within the group.

We know that farming can often feel lonely, you are often plugging away at what you do in isolation. Particularly when it comes to the office and administration of our farming businesses I don't believe it's really something we talk about over the fence or over a beer at a BBQ – but I do believe that there is a lot of growth attached for everyone if we do start talking more about this topic of 'The Farm Office and Administration'.

So make the most of this small group of likeminded people, you have all been attracted

“It is literally true that you can succeed best and quickest by helping others succeed.”

- NAPOLEON HILL

here at this time for a reason. I also guarantee that the more you put into this 6 weeks the more you will get out of it.

What I want at the end is to see you well on the path to achieving the goals you set for yourself in week one.

Module

01

Module 01 is the **Stocktake** – before you can move forward you really need to know where you have been, where you are and where it is that you want to get to.

In this module you will reflect on the structure of your business, the people in your business, the industry and enterprise you are operating in.

You will reflect on what is working well and what is not working so well, you will also look at your farm office and administrative role in the big picture scheme of your life and how it fits.

At the end of this week you will create a clear and well defined goal that you will set for yourself..... then you are on the path to achieving this!

Module

02

Let's **Clear the Clutter** – This week is about getting 'Organised' and start making some changes.

“If you always do what you have always done, you will always get what you have always got”

- HENRY FORD

We will literally 'Clear your Clutter' – physical and in your mind! We will look at knowing your worth and valuing your time.

Prioritise - looking at what we **MUST** do and what we would **LIKE** to do.

At the end of this week you will create a clear and well defined goal that you will set for yourself..... then you are on the path to achieving this!



Module 03

Understand **People and Communication** –
Let's face it 'Team Work, Makes the Dream Work', and good team work requires good communication skills and systems.

In this module we STOP and reflect on 'Communication' within our business – we learn some important principles about effective communication and how we can embed them into the running of our own businesses.

We also take a close look at our own strengths and weaknesses and the same for the business, we find the gaps and look at how we are going to fill them.

Module 04

Let's **Systemise** – create processes to take you from 'Getting By' to 'Excelling!!'.

We will look at how you choose and or create a system that is going to work for you, we will look at industry programs, apps, hardware and software – what is important to you and your business and how you can transition to your ideal system.

We will also take a deep dive into general office systems, business daily running, accounting and others. We will work through some important steps to help you define and build the system that your business needs.

This may involve refining the system you already have or finding a brand new option.

Module

05

Now that we have our ideal system – this week we are dedicated to figuring out how we are going to ‘change’ and how we are going to embed the new system into our days and broadly into the business. Changing ways and habits can be hard – but you have invested in a system you need to use it to reap the rewards.

This week will be really concentrate on how you build on your system without getting overwhelmed, how you use the features that work for you and exactly what they are.

How the system fits into the business – like its always been there.

Module

06

Let’s **Capitalise** – this our final week – (which really just marks the ‘Beginning’ for your new way) is all about the ‘Cream on the Cake’.

We look at all the opportunities that are now visible on your radar to take you, your family and your business to new found heights. This week is about taking our information and making informed and timely decisions.

Now that you have efficient functioning farm office systems what does this mean for your business growth and future opportunities.

How it works

- We cover **one topic per week** with an activity pack arriving to you by email on a Monday morning.
- Mid-week check-in: **1 hour Mastermind call** via zoom (this is recorded if you miss a session).
- Ongoing messenger **chat group access** with the group for the entire 6 weeks.
- Post program **1 on 1 coaching session** with Alison to readdress anything we have covered in the Mastermind.

Investment: \$1,900 + GST