

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. FBMT

COURSE NUMBER: 2134

NUMBER OF CREDITS: 2

All Management Credits

Lecture: 0 **Lab:** 0 **OJT** 0

| Course Title: |
|---|
| Directed Studies – Personnel Management |

| Catalog Description: |
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| This course will organize skills for effective management of farm employees and agribusiness personnel through development of handbooks, compensation/incentive packages, individual expectations/evaluations and team meetings. |

| Prerequisites or Necessary Entry Skills/Knowledge: |
|---|
| None |

FULFILLS MN TRANSFER CURRICULUM AREA(S)

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered

- Methods of self-evaluation as a manager
- Team meetings
- Employee handbooks
- Enhancing employee skills through education and training
- Employee motivation
- Employee evaluation
- Job descriptions
- Employee compensation/incentive packages
- Interviews
- Tools and techniques developed in diploma and certificate programs

Student Learning Outcomes

1. Diagram a team concept/approach for determining business needs.
2. Determine methods for evaluating yourself as a manager of employees and consultants.
3. Organize essential features for effective employee meetings.
4. Develop employee handbooks specific to the farm business.
5. Determine a procedure for enhancing employee skills through education and training.
6. Develop employee compensation and incentive packages with guidelines for periodic review.
7. Conduct team meetings to diagnose and recommend treatment of business needs.
8. Develop written guidelines for employee evaluation.
9. Conduct interview for prospective employees.
10. Develop methods of employee motivation.
11. Outline complete job descriptions for each employee of the farm business.

Is this course part of a transfer pathway: Yes No

Revised Date: June, 2020