

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. FBMA

COURSE NUMBER: 2134

NUMBER OF CREDITS: 2

Lecture: 2 Lab: 0 OJT 0

Course Title:

Directed Studies – Personnel Management

Catalog Description:

Directed Studies - Personnel Management organizes 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:

FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

- ☐ 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 (General)

1. Determine methods for evaluating yourself as a manager of employees and consultants
 - a. Diagram a team concept/approach for determining business needs
 - b. Organize essential features for effective employee meetings
2. Conduct team meetings to diagnose & recommend treatments of business needs
 - a. Determine a procedure for enhancing employee skills through education and training
 - b. Develop methods of employee motivation
 - c. Develop written guidelines for employee evaluation
3. Develop employee handbooks specific to the farm business
 - a. Outline complete job descriptions for each employee of the farm business
 - b. Develop employee compensation and incentive packages with guidelines for periodic review

4. Conduct interviews with prospective employees
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Student Learning Outcomes

Prepare a job description

Develop a compensation package for employees
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Develop an employee evaluation format

Prepare an employee handbook

Develop a format for team meetings

Develop a list of ways to motivate employees
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Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
