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

**Student Learning Outcomes**

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<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Prepare a job description</td>
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<td>Develop a compensation package for employees</td>
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<tr>
<td>Develop an employee evaluation format</td>
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<tr>
<td>Prepare an employee handbook</td>
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<tr>
<td>Develop a format for team meetings</td>
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<td>Develop a list of ways to motivate employees</td>
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**Is this course part of a transfer pathway:** Yes ☐ No ☒