**Directed Study – Personnel Management**

**Course Outcome Summary**

**Course Information:**

**Organization:** Minnesota State
**Developers:** FBM Curriculum Review Team
**Course Number:** FBMA 2941
**Type of Instruction:** Individualized
**Total Credits:** 2.0
**Total Hours of Instruction:** 8.0

**Description:**

Students 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.

**Course Outcomes:**

1. Prepare a job description
2. Develop a compensation package for employees
3. Develop an employee evaluation format
4. Prepare an employee handbook
5. Develop a format for team meetings
6. Develop a list of ways to motivate employees

**Course Outline:**

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