**Course Title**: Directed Study – Personal Management

**Course Number**: FBMA 2941

**Credits:** 2

**Course Description:**

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.

**Course Outline:**

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

**Course Specific Outcomes:**

1. Prepare a job description;
2. Develop a compensation package for employees;
3. Develop an employee evaluation format;
4. Prepare "employee rules" for distribution to workers;
5. Develop a format for team meetings; and
6. Develop a list ways to motivate employees.