Alexandria Technical and Community College

FBMT 2954: Farm Management Personnel Management

A. COURSE DESCRIPTION
   Credits: 1
   Lecture Hours/Week: *.*
   Lab Hours/Week: *.*
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   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.

B. COURSE EFFECTIVE DATES: 08/25/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Determine methods for evaluating yourself as a manager of employees & consultants.
   2. Conduct team meetings to diagnose & recommend treatments of business needs.
   3. Diagram a team concept/approach for determining business needs.
   4. Organize essential features for effective employee meetings.
   5. Develop employee handbooks specific to the farm business.
   6. Determine a procedure for enhancing employee skills through education and training.
   7. Develop written guidelines for employee evaluation.
   8. Outline complete job descriptions for each employee of the farm business.
  10. Conduct interviews with prospective employees.

D. LEARNING OUTCOMES (General)
   1. The learner will demonstrate effective employee management by preparing an employee evaluation report.
   2. The learner will prepare questions for a job interview.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted