Alexandria Technical and Community College

FBMA 2941: Directed Studies - Personal Management

A. COURSE DESCRIPTION

Credits: 2
Lecture Hours/Week: 0
Lab Hours/Week: 0
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: 01/24/2024 - 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. Develop employee handbooks specific to the farm business
4. Conduct interviews with prospective employees

D. LEARNING OUTCOMES (General)

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
6. Develop a list of ways to motivate employees

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted