SECTION HEADING

FBMA 2134: Directed Studies - Personnel Management

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.

Management Credits

2

Topics to be Covered

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

Learning 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