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## 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