AGRI 1800 Employer/Employee Relations

Syllabus

Instructor and Class Information

Instructor Name: Pete Neigebauer
Email: Pete.Neigebauer@southcentral.edu
Phone: 507-276-0215
Office Location: E-134

Learner Supplies

You will need a computer that will support a web browser, camera and microphone.

Course Competencies

1  Assess employee personality considerations

Learning Objectives
- Describe personality tools
- Identify learning styles

2  Develop employee hiring portfolio

Learning Objectives
- Identify factors in hiring employees
- Complete job applications
- Complete personal resume
- Describe reference considerations
- Writing letter of application
- Professional attire

3  Describe employee legal issues

Learning Objectives
- Identify liability issues
- Describe whistle blower law
- Identify negligence issues
- Describe discrimination policies
- Describe animal and people abuse issues

4  Review company employment policies

Learning Objectives
- Identify employment policies
5  **Explain employee training considerations**

Learning Objectives
- Describe methods of training employees
- Describe effective communication skills and techniques
- Practice employee training of SOP
- Describe new employee training schedule

6  **Review employee performance considerations**

Learning Objectives
- Describe employee performance considerations
- Describe monitor of business SOP
- Describe records need for employee performance evaluations
- Perform sample employee evaluation
- Establish clear expectations
- Rhythm of action

7  **Examine employee case problems**

Learning Objectives
- Describe employee discipline considerations
- Discuss acceptable solutions to employee conflict
- Describe privacy issues in conflict resolution

8  **Apply decision-making techniques**

Learning Objectives
- Practice decision make situations
- Communicate operational goals and plans

9  **Apply stress control techniques**

Learning Objectives
- Describe work stress
- Describe factors to reduce work stress
- Assessing work environment