South Central College

AGRI 1800* Employer/Employee Relations

Common Course Outline

Course Information

Description
This course covers the principles of supervision and the factors of supervision as they relate to the goals of the business. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determine personnel needs, finding and recruiting people, performance appraisals, training, promotions, legal issues, stress control and terminations will be included. Students will develop an employment portfolio. (Prerequisites: None)

Total Credits 2.00
Total Hours 32.00

Types of Instruction

Instruction Type Credits/Hours
Lecture 2/32

Pre/Corequisites
Prerequisite None

Institutional Core Competencies

Ethical reasoning and action: Students will develop ethical and social responsibility to self and others, and will collaborate with others to address ethical and social issues in a sustainable manner.

Written and oral communication: Students will communicate effectively in a range of social, academic, and professional contexts using a variety of means, including written, oral, numeric/quantitative, graphic, and visual modes of communication.

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.

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.
   - Write sample business worker policies.
   - Describe animal care policies.
   - Describe worker safety policies.

5 **Explain employee training considerations.**
   Learning Objectives
   - Describe methods of training employees.
   - Describe effective communication skills and techniques.
   - Practice employee training of Standard Operating Procedure (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.

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.

**SCC Accessibility Statement**
If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. This information will be made available in an alternative format, such as Braille, large print, or cassette tape, upon request. If you wish to contact the college ADA Coordinator, call that office at 507-389-7222.

Disabilities page [http://southcentral.edu/academic-policies/disability-rights.html](http://southcentral.edu/academic-policies/disability-rights.html)