Florida Department of Education
Student Performance Standards

Course Title: Management and Human Resources
Course Number: 8301110
Course Credit: 1

Course Description:

This course explores the reach and impact of managing people, one of the most important resources of an organization. Students are required to perform higher level strategic thinking. Topics include; management policy development, evaluating organizational effectiveness, sourcing and recruitment, hiring and retention planning, employee training, performance appraisals, compensation and benefit programs, maintaining working conditions and providing a safe working environment.

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
34.0 Describe how formulating policies and guiding the change process supports the organizations' mission and strategic goals – the student will be able to:		
34.01 Identify information relating to an organization's internal operations and strategic development. Include discussion of finance, marketing and IT areas.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
34.02 Identify information from outside the organization; include reference to the general business environment, industry practices, technology advancements, economy, and labor force, legal and regulatory environment.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
34.03 Identify types of strategic relationships with key positions within an organization to impact organizational decision making.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
34.04 Identify important alliances with key people outside an organization to support strategic growth (e.g., community partnerships).	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
34.05 Develop strategies to manage change within the organization that balances the needs of the organization, employees and other stakeholders.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3,	

CTE Standards and Benchmarks		FS-M/LA	NGSSS-Sci
		LAFS.1112.L.2.3	
34.06	Identify ways to develop and communicate organization's core values and mission.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	
34.07	Demonstrate ways to support organization's core values and mission through modeling, communication and coaching.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	
35.0	Research and explain how evaluating organizational effectiveness contributes to the overall strength of the business – the student will be able to:		
35.01	Explain how data describing human capital projections and related costs support the organization's general budget.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-ID.2.5, 3.9 MAFS.912.S-IC.2.6	
35.02	Identify types of legislative and regulatory changes that impact organizations. Discuss steps organizations might take to support, modify or oppose these types of changes.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
35.03	Discuss enterprise risk management and identify policies that protect an organization from potential risk.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
35.04 Identify organization's mission, vision, values, business goals, objectives, plans, and processes.	LAFS.910.L.2.3, LAFS.1112.L.2.3	
35.05 Identify and analyze legislative and regulatory processes.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3 LAFS.1112.L.2.3	
35.06 Identify and analyze how design factors, implementation and evaluation impact strategic planning processes.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
35.07 Identify and analyze how planning, organizing, directing and controlling impact management functions.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
35.08 Describe examples of significant corporate governance procedures and compliance.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.L.2.3, LAFS.1112.L.2.3	
35.09 Identify cost benefit analysis factors utilized during the life cycle of a business, including growth scenarios, anticipated scenarios, economic stress, worst case scenarios and impact on net worth and earnings.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	
35.10 Describe business concepts, including competitive advantage, organizational branding, business case development, and corporate responsibility.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.0 Describe how sourcing and recruitment planning are important to the organization's ability to achieve goals and objectives – the student will be able to:		
36.01 Describe the importance and manner in which workforce planning and employment activities need to comply with applicable federal laws and regulations, including Title Vii, ADA, EEOC, and Uniform Guidelines on Employee Selection Procedures, Immigration Reform and Control Act.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.02 Identify workforce requirements needed to achieve an organization's strategic goals and objectives (include corporate recruiting, workforce expansion and reduction). Discuss costs/hire, selection ratios and adverse impact. Evaluate impact of compensation and benefits on recruitment and retention.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
36.03 Describe procedures to conduct job analysis to create and develop job descriptions and competencies.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.04 Identify, review, document and update examples of essential job functions for positions.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.05 Describe criteria for hiring, retraining, retaining and promoting based on job descriptions.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.06 Investigate labor market resources that influence an organization's ability to satisfy workforce requirements.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6	
36.07 Describe how to assess internal and external workforce skills to determine availability of qualified candidates. Discuss skills testing, inventory, and workforce demographics. Develop performance appraisal processes.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.08 Identify and describe internal and external recruitment resources including employee referrals, diversity groups, and social media.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.09 Identify and describe measurement tools for workforce planning.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
36.10 Describe methods, steps and plan to brand and market an organization to potential applicants.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.910.L.2.3, LAFS.1112.L.2.3	
37.0 Explore and discuss how hiring and retention planning are critical to organizational success – the student will be able to:		
37.01 Develop a strategy to select appropriate candidates for a position, including: applicant tracking, interviewing, reference and background checking. Investigate interviewing techniques.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.L.3.4, LAFS.1112.L.3.4,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.L.3.5, LAFS.1112.L.3.5, LAFS.910.L.3.6, LAFS.1112.L.3.6	
37.02 Practice developing, extending and negotiating job offers.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6 LAFS.1112.SL.1.1, 1.2, 1.3, 2.4, 2.5, 2.6	
37.03 Describe post offer employment responsibilities, including: employment agreements, 109 procedures, coordinating relocation and immigration.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3	
37.04 Develop orientation procedures for new and rehires.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
37.05 Develop and implement organizational exit for voluntary and involuntary terminations.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
37.06 Develop and implement an Affirmative Action Plan.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.SL.1.1	
37.07 Develop a record retention procedure for managing documents and employee files.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
37.08 Describe a coaching process for managers to effectively manage organizational talent.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
38.0 Research and develop tools and programs that support employee training and professional development – the student will be able to:		
38.01 Identify steps to ensure human resource development activities meet federal laws and regulations.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
38.02 Describe an effective needs assessment that establishes priorities for HR development.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
38.03 Identify employee training programs (including leadership skills, harassment prevention, and IT skills) to improve individual and organizational effectiveness.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
38.04 Plan and evaluate performance appraisal processes.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
38.05 Describe coaching to managers and executives regarding management of organizational talent.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1	
39.0 Investigate and prepare employee development tools and performance appraisals to meet organizational needs – the student will be able to:		
39.01 Describe career and leadership development theories and their applications, including succession planning and dual career ladders.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3	
39.02 Identify and describe organization development theories and their application.	LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3	
39.03 Describe training development techniques to create general and specialized training programs.	LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3,	
39.04 Identify facilitation techniques, instructional methods, and program delivery mechanisms.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3	
39.05 Identify performance appraisal methods, including instruments, and ranking scales.	LAFS.910.RI.4.10, LAFS.910.W.4.10,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, LAFS.1112.SL.1.1, 1.2, 1.3,	
39.06 Describe performance management methods, including goal setting, relationships to compensation, job placements, and promotions.	LAFS.910.RI.4.10, LAFS.910.W.4.10, LAFS.910.SL.1.1, 1.2, 1.3, LAFS.1112.SL.1.1, 1.2, 1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3 LAFS.1112.RI.4.10, LAFS.1112.W.4.10, MAFS.912.S-IC.2.4, MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5, MAFS.912.S-MD.2.7	
39.07 Analyze techniques to assess training program effectiveness, including the use of applicable metrics, including participant surveys, pre and post testing.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.910.SL.1.2, LAFS.910.SL.1.3, LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3	
40.0 Research and evaluate compensation and benefit programs and their impact on organizational goals, objectives and values – the student will be able to:		
40.01 Identify federal laws and regulations that govern organization's compensation and benefits programs. Include: FLSA, ERISA, FMLA, and USERRA.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, LAFS.1112.SL.1.2, LAFS.1112.SL.1.3, LAFS.910.L.2.3, LAFS.1112.L.2.3, 3.4, 3.5	
40.02 Evaluate compensation policies, including pay structures, performance-based pay, internal and external equity. Investigate related budgeting and accounting	LAFS.910.RI.4.10, LAFS.1112.RI.4.10,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
practices and related fiduciary responsibilities.	LAFS.910.SL.1.1, 1.2, .1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5, 2.7	
40.03 Investigate how payroll information is managed, including new hires, adjustments and terminations.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, 1.2, 1.3 LAFS.1112.SL.1.1, 1.2, 1.3 LAFS.910.L.2.3, LAFS.1112.L.2.3 MAFS.912.S-IC.2.6	
40.04 Investigate how outsourced compensation and benefits components are managed, including payroll vendors, COBRA administration.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, 1.2 .2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	
40.05 Describe how compensation and benefits programs are developed, managed, updated and evaluated; including health and welfare, wellness, retirement, and stock purchase.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5	
40.06 Investigate how workforce is trained in compensation and benefits program, policies and processes. Include self-service technologies.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6	
40.07 Discuss job evaluation methods, include job pricing and pay structures and non-cash compensation methods (e.g., equity programs, and non-cash rewards).	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
41.0 Explore the manner and importance of maintaining relationships and working conditions to balance employer and employee needs and rights in support of organizational goals and objectives – the student will be able to:	3.4, 3.5, 3.6 MAFS.912.S-IC.2.6, MAFS.912.S-MD.2.5	
41.01 Discuss federal laws affecting employment in union and non-union environments; including laws regarding antidiscrimination policies, sexual harassment, labor relations and privacy. Include discussion of WARN, Act, Title VII, and NLRA.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6 LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6,	
41.02 Discuss how to investigate organizational climate by surveying employees. Include focus groups, employee surveys and staff meetings	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, LAFS.1112.L.1.2 LAFS.1112.L.2.3	
41.03 Analyze employee relations programs that promote a positive organizational culture through employee recognition, special events, and diversity programs. Evaluate their effectiveness through metrics using exit interviews, employee surveys and turnover rates. Review employee involvement strategies, including employee management activities.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, LAFS.1112.L.1.2 LAFS.1112.L.2.3	
41.04 Discuss workplace policies and procedures, including employee handbook, reference guides and operating procedures. Include review of individual employment rights and practices, employment at will, negligent hiring, defamation. Include a discussion of unfair labor practices.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.5, 3.6 LAFS.910.SL.1.1, LAFS.1112.SL.1.1	

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CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
41.05 Investigate effective discipline policies based on organizational code of conduct and ethics. Consider disparate impact. Include review of workplace behavior issues, such as absenteeism and performance improvement.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
41.06 Create termination process that addresses reductions in force, policy violations and poor performance. Consider disparate impact.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
41.07 Evaluate grievance and dispute resolution, performance improvement policies. Discuss legal disciplinary procedures and techniques for investigating unbiased investigations.	LAFS.910.RI.4.10, LAFS.910.SL.1.1, LAFS.910.L.2.3, LAFS.910.W.4.10, LAFS.1112.RI.4.10, LAFS.1112.SL.1.1, LAFS.1112.L.2.3, LAFS.1112.W.4.10,	
41.08 Discuss how to resolve employee complaints filed with federal agencies regarding employment practices, working conditions and how to work with legal counsel and mediation and arbitration specialists.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3, LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
41.09 Discuss how to participate in collective bargaining activities, including contract negotiations, costing and administration.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
42.0 Evaluate how to provide a safe, secure work environment that protects the organization from liability – the student will be able to:		
42.01 Discuss federal laws that ensure workplace health, safety, security and privacy. Include: OSHA, Drug-free workplace Act, ADA, HIDAA, Sarbanes-Oxley Act.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6 LAFS.1112.L.1.1, 1.2 2.3, 3.4, 3.4, 3.5, 3.5, 3.6	
42.02 Investigate how to conduct a needs analysis to identify an organization's safety requirements. Discuss occupational injury and illness prevention and compensation and general health and safety practices.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6 LAFS.910.L.3.6	
42.03 Identify a return-to-work process after injury or illness to ensure a safe workplace. Include modified duty assignment, reasonable accommodations and medical exam.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6 LAFS.910.L.3.6	
42.04 Discuss how to develop workplace policies that protect employees and minimize organization's loss and liability. Include employer response, workplace violence and substance abuse and how to train workforce on security plans. Include organizational incident and emergency response plans, internal investigation and monitoring.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.L.1.1, LAFS.910.L.1.2 LAFS.910.L.2.3 LAFS.910.L.3.6, LAFS.1112.L.1.1, 1.2, 2.3, 3.4, 3.4, 3.5, 3.5, 3.6	
42.05 Make a business continuity and disaster plan that includes workforce training.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10,	

CTE Standards and Benchmarks	FS-M/LA	NGSSS-Sci
42.06 Develop policies and procedures for appropriate use of electronic media, including email, social media, web access, and use of hardware.	LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
42.07 Develop internal and external privacy policies that discuss identity theft, data protection and workplace monitoring.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
42.08 Develop procedures on workplace safety, health and security enforcement agencies. Include return to work procedures, workplace safety and security risks.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
42.09 Identify employer and employee rights regarding substance abuse.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
42.10 Plan for business continuity and disaster recovery plan (data storage and back up, alternative work conditions).	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.W.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	

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42.11 Discuss data integrity techniques and technology, including social media, monitoring software.	LAFS.910.RI.4.10, LAFS.1112.W.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	
42.12 Discuss financial management practices, including procurement policies, credit and policies and expense management.	LAFS.910.RI.4.10, LAFS.1112.RI.4.10, LAFS.910.SL.1.1, LAFS.1112.SL.1.1, LAFS.910.L.2.3, LAFS.1112.L.2.3	