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Introduction

The B.C. Farm Employers' Handbook is written as a guide to farm managers. The book will assist you to recruit better employees; to supervise, motivate and train your employees to achieve desired performance; and to discipline and fire them should that be required.

Sound human resource management can result in increased productivity, reduced staff turnover, and satisfied employees and managers. Use this Handbook to help you achieve these ends.

The Handbook is divided into five books. It is not essential that you read each from cover to cover, although it would be a good thing to do. Instead, familiarize yourself with the contents, place the books where they can be easily found and refer to them when you have need for specific information.

This, the first book in the series, *Personnel Planning and Regulations*, describes the personnel planning process, a process which helps you decide how many and what type of employees you require. The book also advises on regulations about which an employer needs to be aware.