

MANAGERIAL SKILLS FOR PLANTATION MANAGERS/ EXECUTIVES

WHEN

October 14 – 15, 2019

WHERE

ISP Headquarters

Suite 3A01, Level 3A, PJ Tower, Amcorp Trade Centre, No. 18
Persiaran Barat, 46050 Petaling Jaya, Selangor

ORGANISED BY:

ISP MANAGEMENT (M) SDN BHD

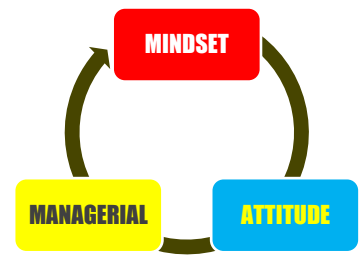
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INTRODUCTION

It is compulsory for plantation managers and executives to update and equip themselves with the right mindset, attitude and managerial know how as this information has strong impacts towards their career development, organizations and businesses. This activity pack two days program will discuss on managerial functions concepts, three core managerial skills needed by all levels of managers and basic leadership practices for business managers. Mastering of important managerial ingredients will create a strong platform to manage resources, leads peoples at workplace and structuring a pragmatic and rational business decision making.

METHODOLOGY

- Briefing, lectures and explanation
- Inquiry Technique / Question and Answer Technique
- Group work technique – discussion
- Mock-up /demo –classroom activity
- Workshop & Presentation



TARGET AUDIENCE

All plantation executives including

- All estates' executives such as assistant manager, sr. assistant manager & manager
- All estates' administration & finance executives, cadet, sr. field supervisor/conductor
- All plantation office (HQ) executives

TRAINING OUTCOMES

- ✓ Identify necessary skills needed in plantation management.
- ✓ Illustrate unique characters of plantation executives high performances.
- ✓ Understand the concept and philosophy of managerial functions
- ✓ Learn three core managerial skills at workplace/plantation
- ✓ Practice all managerial skills needed at workplace/plantation
- ✓ Understand the managerial roles of managers/executives
- ✓ Understand the concept & philosophy of leader-manager in plantation set-up
- ✓ Managerial skills verse technical skills

REGISTRATION FEES

- | | |
|--------------|------------------------------------|
| ➤ ISP MEMBER | RM550 <i>(Inclusive of 6% SST)</i> |
| ➤ NON-MEMBER | RM650 <i>(Inclusive of 6% SST)</i> |

WHAT YOU WILL COVER?

DAY 1	MORNING SESSION (8.00 AM – 12.30 PM)	AFTERNOON SESSION (2.00 PM – 5.00 PM)
	Registration & breakfast Managerial Functions of Plantation Executives <ul style="list-style-type: none">• Job Planning in Plantation Environment• Organizing and Allocating of Resources• Staffing and Job Skills• Leading in Plantation Set-up• Controlling Systems and Productivity• Technical Skills• Conceptual Skills• Interpersonal Skills• Current Needs of New Knowledge• Sustainability Management & Good Agricultural Practices• Safe Work Culture• Technologies in Plantation Management• Cost Awareness	Managerial Skills of Plantation Executives (continue) <ul style="list-style-type: none">• Planning and Direction – Strategic / Operational / Tactical• Rational Thinking with Perspectives• Performance Measurement & Control• Interpersonal Skills• Communication at Work Place
DAY 2	MORNING SESSION (8.00 AM – 12.30 PM)	AFTERNOON SESSION (2.00 PM – 5.00 PM)
	Managerial Skills of Plantation Executives (continue) <ul style="list-style-type: none">• Technical Skills / Conceptual Skills / Interpersonal Skills• Putting all 3 skills together• Individual / Group Work (Discussion)• Technical Skills / Conceptual Skills / Interpersonal Skills• Putting all 3 skills together• INDIVIDUAL / GROUP PRESENTATION	Managerial Leadership of Plantation Executives <ul style="list-style-type: none">• Interpersonal Roles & Responsibilities• Informational Roles & Responsibilities• Decisional Roles & Responsibilities• [ACTIVITY - ROLE PLAY]• Leader-Manager in Plantation• Empowering Employees• Performance Management• Clone & Delegate• Emotional Bonding & Intervention• SESSION ROUND-UP & CLOSING & AFTERNOON TEA

CURRICULUM VITAE

MOHD SABRE BIN SALIM

QUALIFICATION

1. Master in Business Administration (MBA) – UiTM/2006
2. Bac Sc Agribusiness – UPM/1986
3. Diploma in Agriculture – UPM/1983
4. Advance Certificate in Training Management – NIOSH/2007
5. Advance Certificate in Train the Trainer – NIOSH/2007
6. Certificate in Train the Trainer – HRDF/2007 & CIDB/2014
7. Certificate in Malaysian Sustainable Palm Oil (MSPO) Lead Auditor – DQS/2015
8. Certificate in Malaysian Sustainable Palm Oil (MSPO) Peer Reviewer – MPOCC/2017

WORKING EXPERIENCE

Hands on experience in plantation management that includes field operations, finance & administration, trainings and other HR management for:

- East Asiatic Company / Hap Seng Plantation - (1986 – 1997)
- Putrajaya Holdings Sdn Bhd (Prang Besar) / Distinct Plantation (MKIC) - (1998 – 2001)
- Aikinmas Sdn Bhd, Bintulu (2002 – 2008)

Training and consultancy experience in plantation sector since 2004 till now - that includes

1. TRAINING:
 - General management, leadership & financial management
 - Occupational safety & health management
 - Plantation (agriculture & agribusiness) management & field practices
 - Malaysian Sustainable Palm Oil (MSPO)
2. CONSULTANCY:
 - Malaysian Sustainable Palm Oil (MSPO)
 - Estate field operations audit / estate visit
 - Plantation management / business
3. CERTIFICATION AUDIT & PEER REVIEWER:
 - Malaysia Sustainable Palm Oil (MSPO)
 - Roundtable Sustainable Palm Oil (RSPO)
4. EDUCATION:
 - Resource person for The Incorporated Society of Planters
 - Guest lecturer for local universities



REGISTRATION FORM

Please register the following personnel to attend the training as above. Please photocopy for multiple bookings.

Name: I/C No.: Email: Member: RM 550.00 (Membership No.:) Non-Member: RM 650.00

Special Dietary Requirement (Tick if applicable)

Vegetarian Others

Name: I/C No.: Email: Member: RM 550.00 (Membership No.:) Non-Member: RM 650.00

Special Dietary Requirement (Tick if applicable)

Vegetarian Others

Name: I/C No.: Email: Member: RM 550.00 (Membership No.:) Non-Member: RM 650.00

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Vegetarian Others

Name: I/C No.: Email: Member: RM 550.00 (Membership No.:) Non-Member: RM 650.00

Special Dietary Requirement (Tick if applicable)

Vegetarian Others

Company Name: Person in Charge: Telephone: Email: Address:

Signature:

Company's Stamp



PAYMENT METHOD

Cash (Walk in only) Online Transfer ATM Transfer Cheque/ Bank Draft (Cheque/ Bank Draft No.:)

Credit Card Visa Mastercard

Card No.:

Cardholder's Name:

Bank's Name:

Expiry Date: / (mm/yy)

Signature: Date:

Amount: RM

Payment can be made to ISP MANAGEMENT (M) SDN BHD bank account AMBANK ISLAMIC BERHAD/ AMBANK BERHAD 888-101-596-8511

** Please return the registration form and provide proof of payment to emails below

TERMS AND CONDITIONS

- Request for cancellation must be made in writing. 100% refund will be made for written cancellation received 6 days before the day of the Seminar. Refund will be issued after the Seminar. No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below. The registration form serves as the official invoice. All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.

Registration must be done by faxing/emailing the registration form to the following:

CONTACT PERSON

For REGISTRATION: Ms. Siti NurNabilah Mohd Said 03-7955 5561 nabilah@isp.org.my

For ENQUIRIES: Mr. Rajindran Irusan 012-316 1280 rajindran@isp.org.my

Don't Miss the DEADLINE! 9 OCTOBER 2019