

# STEP-UP MANAGERIAL SKILLS FOR PLANTATION MANAGERS/EXECUTIVES

**SPEAKER : MOHD SABRE SALIM**

**DATE : 17 – 18 FEBRUARY 2020**

**VENUE : ISP HEADQUARTES**

**SUITE 3A01, LEVEL 3A, PJ TOWER,  
AMCORP TRADE CENTRE  
18 PERSIARAN BARAT, 46050  
PETALING JAYA, SELANGOR**

## REGISTRATION FEES

➤ **ISP MEMBER**  
➤ **NON-MEMBER**

**RM550 (inclusive of 6% SST)**  
**RM650 (inclusive of 6% SST)**

**(inclusive of course materials, breakfast, lunch and 2 tea breaks)**

## 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 two day 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

## 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

# WHAT YOU WILL COVER?

## DAY 1

### MORNING SESSION (8.00 AM – 12.30 PM)

Registration & breakfast  
Managerial Functions of Plantation Executives

- 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

### AFTERNOON SESSION (2.00 PM – 5.00 PM)

Managerial Skills of Plantation Executives (continue)

- 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)

Managerial Skills of Plantation Executives (continue)

- 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

### AFTERNOON SESSION (2.00 PM – 5.00 PM)

Managerial Leadership of Plantation Executives

- 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

STEP-UP MANAGERIAL SKILLS FOR PLANTATION MANAGERS/ EXECUTIVES

17 – 18 FEBRUARY 2020

ISP Headquarters

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



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

**Special Dietary Requirement (Tick if applicable)**

Vegetarian  Others \_\_\_\_\_

\*\*\* All fee inclusive of 6% Sales & Service Tax (SST) for Malaysians only.

Company Name: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Company's Stamp/  
Signature:

## 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.
- ❖ The Organisers shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- ❖ The Organisers reserve the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

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

## CONTACT PERSON

For **ENQUIRIES:**

☎ 012-316 1280

Mr. Rajindran Irusan

✉ [rajindran@isp.org.my](mailto:rajindran@isp.org.my)

For **REGISTRATION:**

☎ 03-7955 5561

Ms. Siti NurNabilah Mohd Said

✉ [nabilah@isp.org.my](mailto:nabilah@isp.org.my)

**FEBRUARY**

**12**

**DEADLINE**