



MANAGERIAL SKILLS FOR PLANTATION MANAGERS/ EXECUTIVES

SPEAKER

MOHD SABRE SALIM

DATE

20 - 21 APRIL 2020

VENUE

ISP HEADQUARTERS

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

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

REGISTRATION FEE

MEMBERS
RM550
*(Inclusive of 6%
SST)*

NON-MEMBERS
RM650
*(Inclusive of 6%
SST)*

**HRDF
Claimable**

WHAT YOU WILL COVER?

DAY 1	08.00 – 09.00AM	REGISTRATION & INTRODUCTION TO THE PROGRAM	DAY 2	09.00 – 10.30AM	<ul style="list-style-type: none"> ▪ MANAGERIAL SKILLS OF PLANTATION EXECUTIVES - Conceptual Skills in Practice - The Purpose - Planning and Direction – Strategic / Operational / Tactical - Rational Thinking with Perspectives
	09.00 – 09.30AM	PRE-TRAINING SELF TEST		10.30 - 11.00AM	COFFEE BREAK
	09.30 – 10.30AM	<ul style="list-style-type: none"> ▪ MANAGERIAL FUNCTIONS OF PLANTATION EXECUTIVES - Job Planning in Plantation Environment - Organizing and Allocating of Limited Resources - Workforce and Job Skills - Leadership & Leading in Plantation Set-up - Controlling Systems and Productivity 		11.00 – 12.00PM	<ul style="list-style-type: none"> ▪ MANAGERIAL SKILLS OF PLANTATION EXECUTIVES - Interpersonal Skills in Practice - Communication at Work Place - Stakeholders relationship
	10.30 – 11.00AM	MORNING COFFEE BREAK		11.00 – 01.00PM	<ul style="list-style-type: none"> ▪ MANAGERIAL ROLES & RESPONSIBILITIES OF PLANTATION EXECUTIVES - Interpersonal Roles & Responsibilities - Informational Roles & Responsibilities - Decisional Roles & Responsibilities
	11.00 – 12.00PM	<ul style="list-style-type: none"> ▪ MANAGERIAL SKILLS OF PLANTATION EXECUTIVES - Technical Skills - Conceptual Skills - Interpersonal Skills 		01.00 - 02.00PM	LUNCH BREAK
	12.00 – 01.00PM	<ul style="list-style-type: none"> ▪ MANAGERIAL SKILLS OF PLANTATION EXECUTIVES - Technical Skills in Practice - Sustainability Management, requirements & compliance - General Good Estate Practices 		02.30 – 03.30	<ul style="list-style-type: none"> ▪ MANAGERIAL LEADERSHIP OF PLANTATION EXECUTIVES - Change management - Initiating change - Implementing change - Follow through
	01.00– 02.00PM	LUNCH BREAK		03.30 - 04.30PM	<ul style="list-style-type: none"> ▪ MANAGERIAL LEADERSHIP OF PLANTATION EXECUTIVES - Leader-Manager in Plantation - Empowering Employees - Performance Management - Clone & Delegate
	02.00 – 04.30PM	<ul style="list-style-type: none"> ▪ MANAGERIAL SKILLS OF PLANTATION EXECUTIVES - Technical Skills in Practice - Analyzing physical data - Determining productivity of physical resources - Analyzing financial data - Determining economic productivity of resources - Making decision – productivity improvements 		04.30 – 05.00PM	SESSION ROUND-UP & CLOSING & AFTERNOON TEA
	04.30 – 05.00PM	SESSION ROUND-UP, AFTERNOON TEA & NET WORKING			

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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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:

For office use only:

Date: _____ / _____ / _____
Amount: _____
Inv. No.: _____
OR No.: _____

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**:
☎ 03-7955 5561

Mr. Tharmaraj
✉ tharmaraj@isp.org.my

For **REGISTRATION**:
☎ 03-7955 5561

Ms. Siti Nurnabilah
✉ nabilah@isp.org.my

DEADLINE
14 APRIL 2020

HRDF Claimable