

PEMANTAPAN KOMPETENSI PENYELIAAN UNTUK PENYELIA LADANG

SPEAKER : EN. MOHD SABRE BIN SALIM

ISP HEADQUARTERS

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



21 - 22 SEPTEMBER 2020

HRDF
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MENGENAI PROGRAM LATIHAN

Menyempurnakan tugas pekerjaan adalah cara hidup kerjaya dalam alam pekerjaan. Kesempurnaan tugas seseorang penyelia ladang/kilang bergantung kepada kebolehan mereka memastikan kuantiti dan kesempurnaan kerja yang dipertanggungjawabkan. Ianya memerlukan kecekapan dan keberkesanan dalam penyeliaan dan yang lebih penting sebagai seseorang penyelia unit perniagaan, kerja yang disiapkan mestilah memberi impak kepada keberuntungan perniagaan dimana keberkesanan penyeliaan amat diperlukan. Program ini disediakan untuk membantu penyelia ladang/kilang menambahbaik dalam menguruskan kerja dengan lebih berkesan dan menyelia proses kerja dengan lebih cekap agar lebih banyak kerja berimpak positif dapat disempurnakan. Lebih daripada 30 rahsia dalam 5 modul akan dikongsikan dengan peserta selama 2 hari program sepenuh masa.

SIAPA YANG PERLU HADIR?

Semua kakitangan ladang yang terlibat dengan proses penyeliaan kerja di ladang dan juga kilang seperti

- > Penyelia/konduktor ladang/kilang di semua bahagian kerja
- > Eksekutif dan Kadet (Pelatih)
- > Mandor yang berpotensi untuk dinaikkan pangkat kepada Penyelia
- > Kakitangan/Staff pejabat dan lain-lain bahagian sokongan

METHODOLOGI LATIHAN

Pendekatan yang ringkas dan mudah untuk difahami mengikut tahap pengalaman dan pendidikan peserta. Secara amnya, beberapa teknik latihan akan digunakan seperti:

- o Pencerahan, syarahan dan penerangan
- o Simulasi
- o Teknik bertanya dan menjawab
- o Aktiviti berkumpulan – perbincangan & Latihan

SPEAKER PROFILE >> MOHD SABRE BIN SALIM



Known as the modern planter by many, Mohd Sabre Salim has the "special touch" to change the life of a young unknown cadet trainee to a successful planter. His wide experience in plantation business management areas made him the outstanding person for reference in developing all levels of personnel in plantation industry. Equipped with the latest and advanced knowledge in plantation management, it is undeniable he is a role model that young planters of today emulate and dreamed to be.

Colonial trained by traditional Danish planter in the early 80's, polished by open minded Malaysian planters, he is able to nurture young school leavers with necessary

foundation to become successful planters. To him, pursuing knowledge and gaining experience to upgrade his career and passion in developing people is a never-ending mission. With this in mind from a Diploma in Agriculture and degree in Agribusiness in the early 80's, he pursued his Master in Business Administration (MBA) in 2004/06 specifically for the plantation industry. From then on it was no turning back for him. His mission is to gain experience, get knowledge, shared with others to add their values. It is proven when he thought plantation business management subjects for certificates, diploma, degree and masters student from various public and private universities as well as carrying out public and in-house training programs for plantation personnel.

He is also a competent and certified trainer with a level 3 advanced Train the Trainer from National Institute of Occupational Safety and Health (NIOSH), Malaysian Construction Development Board (CIDB) and the Pembangunan Sumber Manusia Berhad (Human Resource Ministry). He was appointed as an external consultant for human resource management and development by National Human Resource Centre, Ministry of Human Resource. Adding to his knowledge, he grabbed the opportunity and successfully completed the MSPO Lead Auditor Course and now a certified

Malaysian Sustainable Palm Oil (MSPO) Auditor and also a MSPO Peer Reviewer (MPOCC). Since the introduction of MSPO, he has delivered various training and knowledge sharing in the sustainability subjects to personnel from plantation companies and university students.

With combination of vast hands-on experience in plantation operations, business management and administration, knowledge and information from the exposure in plantation sector regionally, training & presentation competency and passion in human capital development, he has provided numerous interactive and learner-centered training and development in the areas of plantation operations and management, managerial and supervisory development programs, plantation financial management, Occupational Safety and Health Management for plantation and agricultural sector, project management areas, employee performance management, plantation cadetship programs and also guest lecturer for plantation modules offered by public universities for diploma, degree and masters students.

Binding in a word "competent", his training session is an experience gaining event, an acquaintance with him will be an invaluable experience that will benefit you, your career and your employer.

REGISTRATION FEE

- MEMBER **RM550** (Inclusive of 6% SST)
- NON-MEMBER **RM650** (Inclusive of 6% SST)

KEBERHASILAN LATIHAN

Peserta akan dapat;

1. Kenalpasti keperluan sebagai seorang penyelia ladang kompeten
2. Menguruskan kerja dengan cekap dan berkesan
3. Menilai dan membezakan kerja yang berimpak positif
4. Professional dalam menjalankan tugas-tugas penyeliaan
5. Peka kepada permasalahan pekerjaan

KANDUNGAN MODUL

DAY 1

0800 – 0830
0830 – 0900
0900 – 1030

PENDAFTARAN & MINUM PAGI
PENGENALAN KEPADA PROGRAM
1. MEMAHAMI PERSEKITARAN KERJA
> Memahami Nilai Strategik Perniagaan Syarikat
> Memahami Prinsip Asas Pengurusan untuk Penyelia
> Menyelaras Peranan Penyelia Ke arah Nilai Strategik Syarikat

REHAT - MINUM PAGI
2. KETAHUI "APA" YANG PERLU DIBUAT
> Visi Jelas – pelarasan Visi sendiri & syarikat
> Misi Jelas – pelarasan Misi sendiri & syarikat
> Membangunkan Personaliti & Integriti – Buat kerja betul dengan betul
> Penghasilan lebih – Hukum 86,400
REHAT - MAKAN TENGAHARI
3. KETAHUI "BAGAIMANA" MEMBUAT KERJA
> Pendekatan kepada aktiviti kerja
> Penanda Aras – Rujuk & Banding
> Mengukur Kualiti – Hasil & Keberhasilan
> Tambahbaik Hasil Melalui "KISS".
MINUM PETANG

1030 – 1100
1100 – 1300

1300 – 1430
1430 – 1630

1630 – 1700

DAY 2

0800 – 0900
0900 – 1030

PENDAFTARAN HARI KE 2 & MINUM PAGI
4. KETAHUI "BILA" KERJA DIAKTIFKAN
> Hukum 86,400 – 1st Thing 1st / utamakan yang utama
> Keutamaan – Segera & Penting – Nilai Semula Senarai Kerja
> Perancangan Kerja – Penjadualan Aktiviti Kerja
> Penjadualan Mudah – PERT & GANT
REHAT - MINUM PAGI
5. RANCANG-KAWAL
> Semak Perancangan – proses kerja & jadual
> Semak Sasaran – hasil & keberhasilan
> Selaraskan Sumber & Gerakkan Perancangan
> Utamakan Keselamatan
> Menangani Gangguan & Halangan
> Elak Kerja Bertanggung – Buang Masa
> Kawal Hasil
REHAT - MAKAN TENGAHARI
6. PIMPIN-SELIA
> Deligasi tugas
> Seni deligasi tugas berkesan (SMART*)
> Kepimpinan dalam deligasi (STAR*)
> Motivasi dalam deligasi (WIIFY*)
> Latihan & pembelajaran dalam deligasi
RINGKASAN/ KONKLUSI & PENUTUP
MINUM PETANG & "NETWORKING"

1030 – 1100
1100 – 1300

1300 – 1430
1430 – 1600

1600 – 1630
1630 – 1700

REGISTRATION FORM

PEMANTAPAN KOMPETENSI PENYELIAAN UNTUK PENYELIA LADANG

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Please register the following personnel to attend the training as above.

Please photocopy for multiple bookings.

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM550.00** (Membership No.: _____)
Non-Member: **RM650.00** ☐

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM550.00** (Membership No.: _____)
Non-Member: **RM650.00** ☐

Name: _____
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Mobile No.: _____
Member: **RM550.00** (Membership No.: _____)
Non-Member: **RM650.00** ☐

Name: _____
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Email: _____
Mobile No.: _____
Member: **RM550.00** (Membership No.: _____)
Non-Member: **RM650.00** ☐

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM550.00** (Membership No.: _____)
Non-Member: **RM650.00** ☐

*** 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/ REGISTRATION:
03-7955 5561

Mr. Mohd Rizalisham
rizalisham@isp.org.my

For office use only:
Date : _____ / _____ / _____
Inv. No: _____
OR No.: _____



DEADLINE >>> 14 SEPTEMBER 2020