

# STEP-UP MANAGERIAL SKILLS FOR PLANTERS

**SPEAKER : EN. MOHD SABRE BIN SALIM**

**ISP HEADQUARTERS**

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



**14 - 15  
SEPTEMBER  
2020**

**HRDF  
Claimable**

## REGISTRATION FEE

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

## 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.

## TRAINING OUTCOMES

Participants will be able to:

- Identify necessary skills needed in plantation management
- Illustrate unique characters of high performances plantation executives
- 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

## WHO SHOULD ATTEND?

- 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.

## METHODOLOGY

Our approach is simple and easy to digest according to the levels of participants. Generally, few techniques will be adopted such as:

- Briefing, lectures and explanation
- Role play & conflict simulations
- Inquiry Technique / Question and answer Technique
- Group work technique – discussion & exercise

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.

## WHAT YOU WILL COVER

08.30 – 09.00AM	REGISTRATION & INTRODUCTION TO THE PROGRAM
09.00 – 09.30AM	PRE-TRAINING SELF TEST
09.30 – 10.30AM	<ul style="list-style-type: none"><li>MANAGERIAL FUNCTIONS OF PLANTATION EXECUTIVES<ul style="list-style-type: none"><li>Job Planning in Plantation Environment</li><li>Organizing and Allocating of Limited Resources</li><li>Workforce and Job Skills</li><li>Leadership &amp; Leading in Plantation Set-up</li><li>Controlling Systems and Productivity</li></ul></li></ul>
10.30 – 11.00AM	MORNING COFFEE BREAK
11.00 – 12.00PM	<ul style="list-style-type: none"><li>MANAGERIAL SKILLS OF PLANTATION EXECUTIVES<ul style="list-style-type: none"><li>Technical Skills</li><li>Conceptual Skills</li><li>Interpersonal Skills</li></ul></li><li>MANAGERIAL SKILLS OF PLANTATION EXECUTIVES Technical Skills in Practice<ul style="list-style-type: none"><li>Sustainability Management, requirements &amp; compliance</li><li>General Good Estate Practices</li></ul></li></ul>
12.00 – 01.00PM	LUNCH BREAK
01.00 – 02.00PM	<ul style="list-style-type: none"><li>MANAGERIAL SKILLS OF PLANTATION EXECUTIVES Technical Skills in Practice<ul style="list-style-type: none"><li>Analyzing physical data</li><li>Determining productivity of physical resources</li><li>Analyzing financial data</li><li>Determining economic productivity of resources</li><li>Making decision – productivity improvements</li></ul></li></ul>
02.00 – 04.30PM	SESSION ROUND-UP, AFTERNOON TEA & NET WORKING
04.30 – 05.00PM	REGISTRATION
08.30 – 09.00AM	<ul style="list-style-type: none"><li>MANAGERIAL SKILLS OF PLANTATION EXECUTIVES Conceptual Skills in Practice<ul style="list-style-type: none"><li>The Purpose</li><li>Planning and Direction – Strategic / Operational / Tactical</li></ul></li><li>Rational Thinking with Perspectives</li></ul>
09.00 – 10.30AM	<ul style="list-style-type: none"><li>COFFEE BREAK</li><li>MANAGERIAL SKILLS OF PLANTATION EXECUTIVES Interpersonal Skills in Practice<ul style="list-style-type: none"><li>Communication at Work Place</li></ul></li><li>Stakeholders relationship</li></ul>
10.30 – 11.00AM	<ul style="list-style-type: none"><li>MANAGERIAL ROLES &amp; RESPONSIBILITIES OF PLANTATION EXECUTIVES<ul style="list-style-type: none"><li>Interpersonal Roles &amp; Responsibilities</li><li>Informational Roles &amp; Responsibilities</li></ul></li><li>Decisional Roles &amp; Responsibilities</li></ul>
11.00 – 12.00PM	<ul style="list-style-type: none"><li>LUNCH BREAK</li><li>MANAGERIAL LEADERSHIP OF PLANTATION EXECUTIVES Change management<ul style="list-style-type: none"><li>Initiating change</li><li>Implementing change</li></ul></li><li>Follow through</li></ul>
11.00 – 01.00PM	<ul style="list-style-type: none"><li>MANAGERIAL LEADERSHIP OF PLANTATION EXECUTIVES Leader-Manager in Plantation<ul style="list-style-type: none"><li>Empowering Employees</li><li>Performance Management</li></ul></li><li>Clone &amp; Delegate</li></ul>
01.00 – 02.00PM	
02.30 – 03.30	
03.30 – 04.30PM	

## SPEAKER PROFILE MOHD SABRE BIN SALIM



# STEP-UP MANAGERIAL SKILLS FOR PLANTERS

## ISP HEADQUARTERS

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



**14 - 15  
SEPTEMBER  
2020**

HRDF  
Claimable

REGISTRATION FORM

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: \_\_\_\_\_  
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: \_\_\_\_\_  
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 >> 7 SEPTEMBER 2020**