



ISPM JUNIOR MANAGEMENT PROGRAM

FOR CADETS, ASSISTANTS, FRESH GRADUATES AND STAFFS ASPIRING TO BE EXECUTIVES

ISP Management (M) Sdn Bhd



20 - 23 JANUARY 2026



**ISP HQ & PLANTATION SITE AT
SELANGOR**



(3-Days Classroom, 1-Day Field Visit)



**TRAINERS: ACCREDITED
INDUSTRY EXPERTS**

OBJECTIVES

- Expose and encourage youngsters to join the planting industry.
- Prepare current Assistants to independently manage a property/estate.
- Shorten learning curve for cadets, probationary assistants and fresh graduates.
- Create opportunities/career path for non executive staffs.

METHODOLOGY

- On-site learning through real plantation experience
- Knowledge sharing via briefings, lectures, and case studies
- Interactive sessions including group discussions, workshops, and presentations
- **Language medium** - English, Bahasa Melayu, Bahasa Indonesia

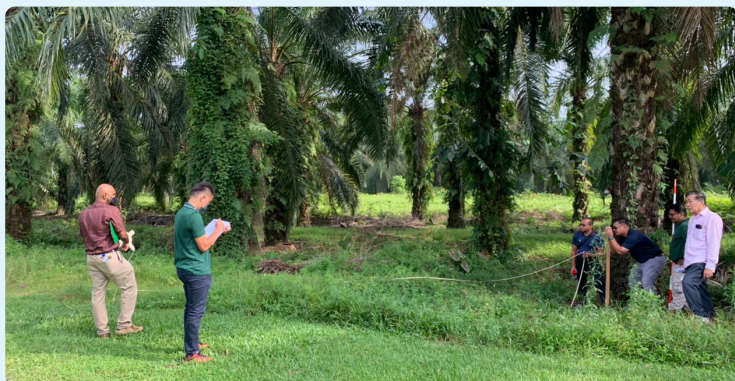
TARGET AUDIENCE

- Estate Assistants, Cadets and Fresh Graduates
- Staffs aspiring to be plantation executives (**as non-member**)

Recommended Pax: | Public
20-25 | Programme

RM 3,000 (ISP MEMBER)
RM 3,500 (NON-MEMBER)
**USD 1,000 (INTERNATIONAL
PARTICIPANT)**

**All fees are inclusive of 8% Sales and Service Tax (SST) for Malaysians only*



Contact Person in Charge:

Dr. Ramesh Veloo (Any inquiry related to the program/Trainers) - +6016 582 2121 (rvrameshveloo@gmail.com)

Ms. Nadhira (Registration/HRDC Matters) - +603 7955 5561 (nadhira@isp.org.my)

DAY 1: CLASSROOM

Familiarisation To Plantation Management System and Estate Operations

TIME	SESSION
9.00 a.m. - 9.15 a.m.	Welcoming & Opening Remarks
9.15 a.m. - 10.30 a.m.	Session 1: <ul style="list-style-type: none">• Introduction/Familiarisation Plantation Management System• Estate Organisational Structure and Chain of Command• Plantation Culture• Career Path for a Successful Planter• Upgrading Skills Through Educational Opportunities
10.30 a.m. - 10.45 a.m.	Morning Break
10.45 a.m. - 12.30 p.m.	Session 2: <ul style="list-style-type: none">• Nursery Upkeep and Management• Replanting and Immature Management• Mature Management• Estate Maps/Boundary
12.30 p.m. - 2.00 p.m.	Lunch Break
2.00 p.m. - 3.30 p.m.	Session 3: <ul style="list-style-type: none">• Attending and Conducting Roll Call/Muster• Job Specifications and Labour Wages• Annual/Monthly/Weekly/Daily Work Programme• Maintenance of Daily Estate Records• Stores Management
3.30 p.m. - 3.45 p.m.	Afternoon Break
3.45 p.m. - 5.00 p.m.	Session 4: <ul style="list-style-type: none">• Harvesting Operations and Collection• Mechanisation of Estate Operations• Vehicle Management and Preventive Maintenance

DAY 2: CLASSROOM

Estate Operations and Knowledge on Support Functions

TIME	SESSION
9.00 a.m. - 10.30 a.m.	Session 5: <ul style="list-style-type: none">• Estate Accounts and Cost Control• Estate Soils and Management• Crop Quality and Oil Mill Standards• IT Functions and AI in Estate Management
10.30 a.m. - 10.45 a.m.	Morning Break
10.45 a.m. - 12.30 p.m.	Session 6: <ul style="list-style-type: none">• Water and Drought Management in Estates• Oil Palm Nutrient Management• Estate Security• Managing Foreign Workers• Research and Development - Functions and Support
12.30 p.m. - 2.00 p.m.	Lunch Break
2.00 p.m. - 3.30 p.m.	Session 7: <ul style="list-style-type: none">• OSHA• ESG - Environment Social and Governance• Handling Disciplinary Problems• E.P.F./S.O.C.S.O./Labour Laws
3.30 p.m. - 3.45 p.m.	Afternoon Break
3.45 p.m. - 5.00 p.m.	Session 8: <ul style="list-style-type: none">• Handling Meetings and Presentations• Handling Visitors and In House Entertainment• Managing a Division/Estate

DAY 3: CLASSROOM

Developing Soft Skills for Future Leaders in the Oil Palm Industry

TIME	SESSION
8.30 a.m. - 8.45 a.m.	Session 9: Opening & Icebreaker <ul style="list-style-type: none">• Icebreaker Activity• Learning Objectives and Expectations• Soft Skills Importance in Plantation Work
8.45 a.m. - 9.30 a.m.	Session 10: Communication & Teamwork in the Field <ul style="list-style-type: none">• Clear Communication with Supervisors and Workers• Listening and Feedback Handling• Teamwork and Managing Field Issues Effectively• Group Activity - Managing Presentations
9.30 a.m. - 10.15 a.m.	Session 11: Problem-Solving & Adaptability <ul style="list-style-type: none">• Common Challenges in Field Operations (Weather, Pests, Labour)• Thinking on Your Feet and Staying Solution-Oriented• Managing Stress and Work Pressure• Group Case Study: "Rain During Peak Harvest - Pro-Active Planning"
10.15 a.m. - 10.25 a.m.	Morning Break
10.25 a.m. - 11.15 a.m.	Session 12: Work Discipline & Ethics <ul style="list-style-type: none">• Punctuality, Responsibility, and Reliability in Daily Tasks• Following Standard Operating Procedures (SOPs)• Honesty and Professionalism• Discussion: "What Does Integrity Mean in the Field?"
11.15 a.m. - 12.10 p.m.	Session 13: Leadership & Emotional Intelligence <ul style="list-style-type: none">• Leading by Example• Managing Emotions and Maintaining Respect Under Stress• Empathy and Motivation
12.10 p.m. - 12.30 p.m.	Closing

DAY 4: ASSESSMENT FIELD VISIT AND OBSERVATION

TIME	SESSION
8.00 a.m. - 5.00 p.m.	Session 14: <ul style="list-style-type: none">• Field Observation/Activities• Assessment - Estate Management Theory• Assessment - Estate Management Practical



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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: RM 3,000.00 (MEMBERSHIP NO.: _____)

NON-MEMBER: RM 3,500.00

INTERNATIONAL PARTICIPANTS: USD 1,000

NAME: _____

I/C NO.: _____

EMAIL: _____

MOBILE NO.: _____

MEMBER: RM 3,000.00 (MEMBERSHIP NO.: _____)

NON-MEMBER: RM 3,500.00

INTERNATIONAL PARTICIPANTS: USD 1,000

NAME: _____

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EMAIL: _____

MOBILE NO.: _____

MEMBER: RM 3,000.00 (MEMBERSHIP NO.: _____)

NON-MEMBER: RM 3,500.00

INTERNATIONAL PARTICIPANTS: USD 1,000

***All fees are inclusive of 8% Sales and Service Tax (SST) for Malaysians only.

COMPANY NAME: _____

PERSON IN CHARGE: _____

TELEPHONE: _____

EMAIL: _____

ADDRESS: _____

COMPANY STAMP / SIGNATURE

HRDC CLAIMABLE

Contact Person in Charge:

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Ms. Nadhira (Registration/HRDC Matters) - +603 7955 5561 (nadhira@isp.org.my)

PAYMENT METHOD

☐ HRDC GRANT

☐ CASH (WALK-IN ONLY)

☐ ONLINE TRANSFER

☐ ATM TRANSFER

☐ CHEQUE / BANK DRAFT

CHEQUE / BANK DRAFT NO.: _____

☐ CREDIT CARD: ☐ VISA ☐ MASTERCARD

CARD NO.: _____

CARDHOLDER NAME: _____

BANK 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 at the bottom of the page**

TERMS & 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 Training. Refund will be issued after the Training.
- No refund will be given for cancellation received after the Training. 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 Training to entitle for members' rate, or else, non-members' rate will be applied.
- The Organiser shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- The Organizer reserves the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

FOR OFFICE USE ONLY

DATE: _____

INV. NO.: _____

OR. NO.: _____