



ISPM INTERNATIONAL JUNIOR MANAGEMENT PROGRAM

RM 3,000.00 (ISP MEMBER)

RM 3,500.00 (NON-MEMBER)

USD 1,500.00 (INTERNATIONAL PARTICIPANT)

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

Junior Management Program: 4 Days (3-Day Classroom Training, 1-Day Field Visit)

*Meals are provided four times a day (Breakfast, Morning Break, Lunch, and Afternoon Break)

TRAINERS: HRDC Accredited Trainers

9.00 a.m – 5.00 p.m

ISPM INTERNATIONAL JUNIOR MANAGEMENT PROGRAM

- 28 – 31 JANUARY 2026: SANDAKAN, SABAH
- 11 – 14 FEBRUARY 2026: PETALING JAYA, SELANGOR
- 22 – 25 APRIL 2026: TAWAU, SABAH

*For In-house or Online Training, kindly contact Dr. Ramesh Veloo
(016-5822121 / rvrameshveloo@isp.org.my)

FOR ENQUIRIES & REGISTRATION

03-79555561

Ms. Nadhira
nadhira@isp.org.my

Mr. Rizal
rizalhisham@isp.org.my

ISP Management (M) Sdn Bhd

Suite 3A01, Level 3A, PJ Tower, Amcorp Trade Centre, 18 Persiaran Barat, 46050 Petaling Jaya, Selangor



ISPM JUNIOR MANAGEMENT PROGRAM

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

ISP Management (M) Sdn Bhd

(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: 20-25 | Public 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



ISPM JUNIOR MANAGEMENT PROGRAM FOR CADETS, ASSISTANTS, FRESH GRADUATES AND STAFFS ASPIRING TO BE EXECUTIVES

ISP Management (M) Sdn Bhd

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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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

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COMPANY NAME: _____

PERSON IN CHARGE: _____

TELEPHONE: _____

EMAIL: _____

ADDRESS: _____

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.

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)

FOR OFFICE USE ONLY

DATE: _____

INV. NO.: _____

OR. NO.: _____