



# 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

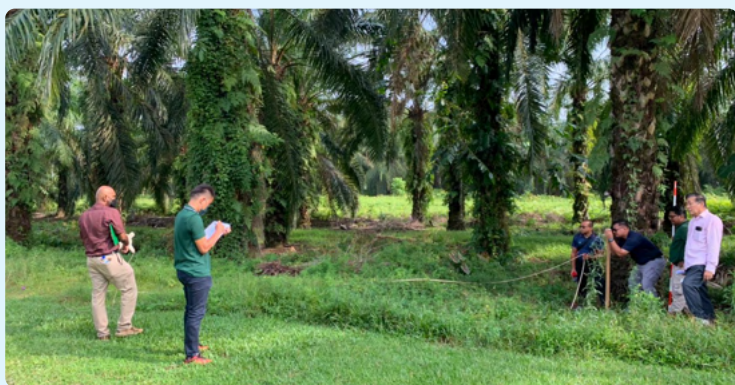
### TARGET AUDIENCE

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

Recommended Pax: | 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"><li>• Introduction/Familiarisation Plantation Management System</li><li>• Estate Organisational Structure and Chain of Command</li><li>• Plantation Culture</li><li>• Career Path for a Successful Planter</li><li>• Upgrading Skills Through Educational Opportunities</li></ul>
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"><li>• Nursery Upkeep and Management</li><li>• Replanting and Immature Management</li><li>• Mature Management</li><li>• Estate Maps/Boundary</li></ul>
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"><li>• Attending and Conducting Roll Call/Muster</li><li>• Job Specifications and Labour Wages</li><li>• Annual/Monthly/Weekly/Daily Work Programme</li><li>• Maintenance of Daily Estate Records</li><li>• Stores Management</li></ul>
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"><li>• Harvesting Operations and Collection</li><li>• Mechanisation of Estate Operations</li><li>• Vehicle Management and Preventive Maintenance</li></ul>

## 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"><li>• Estate Accounts and Cost Control</li><li>• Estate Soils and Management</li><li>• Crop Quality and Oil Mill Standards</li><li>• IT Functions and AI in Estate Management</li></ul>
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"><li>• Water and Drought Management in Estates</li><li>• Oil Palm Nutrient Management</li><li>• Estate Security</li><li>• Managing Foreign Workers</li><li>• Research and Development - Functions and Support</li></ul>
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"><li>• OSHA</li><li>• ESG - Environment Social and Governance</li><li>• Handling Disciplinary Problems</li><li>• E.P.F./S.O.C.S.O./Labour Laws</li></ul>
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"><li>• Handling Meetings and Presentations</li><li>• Handling Visitors and In House Entertainment</li><li>• Managing a Division/Estate</li></ul>

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



# 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: \_\_\_\_\_

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

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

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 Organizer 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

FOR OFFICE USE ONLY

DATE: \_\_\_\_\_

INV. NO.: \_\_\_\_\_

OR. NO.: \_\_\_\_\_

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)