

STEP- UP MANAGERIAL SKILLS FOR PLANTERS

FOR PLANTATION MANAGERS /EXECUTIVES

DATE: 23 – 24 JANUARY 2019

SPEAKER: MOHD SABRE BIN SALIM

VENUE ISP HEADQUARTERS

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



ORGANISED BY ISP
MANAGEMENT (M) SDN
BHD

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

- 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

TARGET AUDIENCE

- 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

REGISTRATION FEES

ISP MEMBER	RM500
NON-MEMBER	RM550

METHODOLOGY

- Briefing, lectures and explanation
- Inquiry Technique / Question and Answer Technique
- Group work technique – discussion
- Mock-up /demo –classroom activity
- Workshop & Presentation

WHAT YOU WILL COVER?

DAY	MORNING SESSION (9.00 AM – 1.00 PM)	AFTERNOON SESSION (2.30 PM – 3.30 PM)	DAY	MORNING SESSION (9.00 AM – 1.00 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)
1	1. Managerial Functions of Plantation Executives <ul style="list-style-type: none"> Job Planning in Plantation Environment Organizing and Allocating of Resources Staffing and Job Skills Leading in Plantation Set-up Controlling Systems and Productivity Technical Skills Conceptual Skills Interpersonal Skills Current Needs of New Knowledge Sustainability Management & Good Agricultural Practices Safe Work Culture Technologies in Plantation Management Cost Awareness 	1. Managerial Skills of Plantation Executives (continue) <ul style="list-style-type: none"> Planning and Direction – Strategic / Operational / Tactical Rational Thinking with Perspectives -Performance Measurement & Control Interpersonal Skills Communication at Work Place 	2	1. Managerial Skills of Plantation Executives (continue) <ul style="list-style-type: none"> Technical Skills / Conceptual Skills / Interpersonal Skills Putting all 3 skills together Individual / Group Work (Discussion) Technical Skills / Conceptual Skills / Interpersonal Skills Putting all 3 skills together INDIVIDUAL / GROUP PRESENTATION 	1. Managerial Leadership of Plantation Executives <ul style="list-style-type: none"> Interpersonal Roles & Responsibilities Informational Roles & Responsibilities Decisional Roles & Responsibilities [ACTIVITY - ROLE PLAY] Leader-Manager in Plantation Empowering Employees Performance Management Clone & Delegate Emotional Bonding & Intervention SESSION ROUND-UP & CLOSING & AFTERNOON TEA

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REGISTRATION FORM

BILLING DETAILS

Company Name: _____
 Person In Charge: _____
 Telephone: _____
 Email: _____
 Address: _____

Signature
Name: _____ Designation: _____

Company's Stamp

PARTICIPANT(S)' DETAILS

1. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

2. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

3. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

4. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

5. Name: _____
 I/C No.: _____ Member (Membership No.: _____) Non-Member

PAYMENT METHOD

Cash Online Transfer ATM Transfer
 Cheque/Bank Draft (Cheque/Bank Draft No.: _____)

Amount: RM _____

Payment can be made to **ISP MANAGEMENT (M) SDN BHD** bank account **AMBANK ISLAMIC 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 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.
- Registration must be done by faxing/emailing the registration form to the following:

<u>CONTACT PERSON</u>			
For REGISTRATION :	Encik Rizal	Tel. No.: 03-7955 5561	Email: rizalhisham@isp.org.my
For enquiries:	Mr. Rajindran	Tel. No.: 012-316 1280	Email: rajindran@isp.org.my

DEADLINE:
21 JANUARY 2019

ABOUT THE TRAINER

MOHD SABRE SALIM - biodata

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.