

KEMAHIRAN PENGURUSAN OPERASI DAN PERBELANJAAN LADANG

SPEAKER : EN. MOHD SABRE SALIM



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

18 – 19 DECEMBER 2024

KANDUNGAN MODUL

HARI 1

MASA	TAJUK/PERBINCANGAN
8.30PAGI	PENDAFTARAN PESERTA
9.00PAGI	PENGENALAN KEPADA PROGRAM/MODUL LATIHAN
9.15PAGI	UJIAN AWAL KURSUS
9.45PAGI	SESI 1: BERFUNGSI DENGAN BERKESAN SEBAGAI EKSEKUTIF ❖ Perancangan kerja ❖ Penyelarasan sumber-sumber ❖ Kepimpinan ❖ Sistem kawalan
10.30-10.45PAGI	REHAT – MINUM PAGI
10.45PAGI	SESI 1: SAMBUNGAN
11.15PAGI	SESI 2: KEPERLUAN KEMAHIRAN DALAM PENGURUSAN ❖ Kemahiran teknikal ❖ Kemahiran konseptual ❖ Kemahiran interpersonal ❖ peranan dan tanggungjawab
12.30TENGAHARI – 2.15PETANG	REHAT – MAKAN TENGAHARI / SOLAT
2.15PETANG	SESI 2: SAMBUNGAN AKTIVITI SESI 2
4.30PETANG	PERBINCANGAN
5.00PETANG	BERSURAI

SASARAN PESERTA

- Eksekutif muda, pelatih ladang (cadet planter), Penyelia Kanan Ladang, Kakitangan Pentadbiran & Ibu Pejabat secara am dan mereka yang berminat dengan pengurusan perniagaan perladangan.

HARI 2

MASA	TAJUK/PERBINCANGAN
8.30PAGI	PENDAFTARAN PESERTA
9.00PAGI	SESI 3: SASARAN HASIL KERJA – FIZIKAL DAN KEWANAGN ❖ Produktiviti fizikal kerja dan perbelanjaan ❖ Perancangan kewangan & bajet ❖ Mengukur prestasi perbelanjaan ❖ Perbelanjaan dan produktiviti kewangan
10.30-10.45PAGI	REHAT – MINUM PAGI
10.45PAGI	SESI 3: SAMBUNGAN AKTIVITI SESI 3
12.30TENGAHARI – 2.15PETANG	REHAT – MAKAN TENGAHARI / SOLAT
2.15PETANG	SESI 4: PEMANTAUAN HASIL KERJA – FIZIKAL & KEWANAGN ❖ Analisa perbelanjaan kerja ❖ Tatacara pemantauan perbelanjaan ❖ Inisiatif penjimatan perbelanjaan AKTIVITI SESI 4
3.30PETANG	UJIAN AKHIR KURSUS
4.00PETANG	PERBINCANGAN
4.30PETANG	PENUTUP
5.00PETANG	BERSURAI

METODOLOGI LATIHAN

- Ceramah dan Pencerahan
- Ujian bertulis
- Gerakkerja kumpulan
- Soalan terbuka / Perbincangan

PENGENALAN

Program latihan secara bersemuka ini di rangka khas untuk meningkatkan kemahiran pengurusan pekerjaan kepada penyelia kanan dan eksekutif muda ladang yang akan di jalankan sepenuhnya dalam Bahasa Melayu. Elemen yang sangat penting dalam kejayaan seseorang eksekutif ladang adalah memiliki minda yang positif terhadap persekitaran kerja dan sikap yang selari dengan kehendak pekerjaan itu sendiri. Melengkapi minda yang positif dan sikap yang betul adalah kemahiran menguruskan pekerjaan secara fizikal dengan mengambilkira impak ekonomi dalam mencapai objektif sesebuah perniagaan perladangan. Kebolehan untuk memahami, mengurus dan berkomunikasi secara teknikal dan kewangan dapat membantu eksekutif ladang mempertingkatkan kemahiran mereka dalam menguruskan perniagaan perladangan dan seterusnya memperlihatkan kompetensi mereka sebagai seorang eksekutif yang bercirikan usahawan, membuat keputusan rasional berdasarkan fakta dan bersandarkan kewangan. Modul ini bakal membawa peserta menyelusuri kaedah membuat keputusan dalam pengurusan operasi ladang bermula daripada kemahiran teknikal pekerjaan secara fizikal, menukarkan proses teknikal kepada perbelanjaan dengan andaian yang rasional dan seterusnya membentuk sistem pemantauan perbelanjaan secara menyeluruh dan berkesan.

OBJEKTIF

Memberikan pengetahuan dan gambaran jelas kepada peserta bagaimana pengurusan operasi pekerjaan memberi impak kepada produktiviti fizikal dan kewangan organisasi perniagaan perladangan.

KEBERHASILAN LATIHAN

- Peserta akan dapat;
- Memahami konsep dan filosofi fungsi-fungsi pengurusan
 - Mengamalkan keperluan keusahawanan dalam pekerjaan.
 - Memahami kepentingan pengurusan kewangan dalam pekerjaan.
 - Memahami hubungan kemahiran teknikal dalam pengurusan kewangan.
 - Menukarkan proses kerja fizikal kepada perbelanjaan.
 - Usunatur perbelanjaan dalam penyediaan bajet.
 - Menganalisa proses kerja dalam bentuk perbelanjaan.
 - Menyediakan sistem pemantauan perbelanjaan menyeluruh dan berkesan.
 - Menggambarkan perwatakan seorang eksekutif berprestasi tinggi

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 taught 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 Human Resource Development Corporation (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.

Since joining the plantation sector 35 years ago, he is an active member of Incorporated Society of Planters (ISP) and for the past 12 years, he is voluntarily involved in the development activities of planters through the society, his contribution and dedication has earned him trust and currently appointed as the Chairman of Technical Education Scheme (TES), ISP Board member and one of the Board of Directors for ISP Management Sdn. Bhd.

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.

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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: _____
Email: _____
Mobile No.: _____
Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

Name: _____
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Email: _____
Mobile No.: _____
Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

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Non-Member: **RM1080.00**

Name: _____
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Email: _____
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Member: **RM864.00** (Membership No.: _____)
Non-Member: **RM1080.00**

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

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

Company's Stamp/Signature:

PAYMENT METHOD

- HRDC Grant
- Cash (Walkin 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 Training. Refund will be issued after the Training.
- 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 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 Organiser 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:

For ENQUIRIES/ REGISTRATION: Pn. Nadhira
nadhira@isp.org.my
03-7955 5561 En. Rizal
rizalhisham@isp.org.my

For office use only:
Date :___/___/___
Inv. No.: _____
OR No.: _____

DEADLINE
16th Dec 2024