ISPM JUNIOR MANAGEMENT PROGRAMME

For Cadets, Assistants, Fresh Graduates, & Staffs Aspiring to be Executives

ISP Management (M) Sdn Bhd

Fees:
RM3,000 (ISP Member)
RM3,500 (Non-Member)
USD1,000 (Int. Participants)
**All fees are inclusive of 8% Sales and Service Tax (SST) for Malaysians only*

****RECOMMENDED PAX: 20-25 PAX***

Trainers:
Dato' Dr. Mohamad Hashim Bin Ahmad Tajudin
Dr. Ramesh Veloo
Dr. N. M. Thangaraj

2 and a Half Day Classroom, Half Day Field Visit

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 staff.

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 (registration as non-member)





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DAY 1 - CLASSROOM

Familiarisation To Plantation Management System and Estate Operations

TIME	SESSION
8.00 a.m. – 9.00 a.m.	Registration & Introduction
9.00 a.m. - 9.15 a.m.	Welcoming & Opening Remarks
9.15 a.m. - 10.30 a.m.	Session 1 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • 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 • Leading by Example • Managing Emotions and Maintaining Respect Under Stress • Empathy and Motivation
12.10 p.m. - 12.30 p.m.	Closing
12.30 p.m. - 2.00 p.m.	Lunch
2.00 p.m. - 5.00 p.m.	Assessment Field Visit and Observation