



Remote Working for Entrepreneurs and Business Leaders

online course

September 2021



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DATES

10, 15, 17 September 2021

FEE

Members - €120 per participant

Non Members - €150 per participant

Participants can apply for EU funding under the Investing in Skills Scheme managed by JobsPlus. Click [here](#) for further info.

LECTURERS

Dr Charlotte Camilleri, Ilaria Spiteri Axiak and Ritienne Xerri

DURATION

3 Lectures of 2 hours each

Lectures will be held from 1pm to 3pm

VENUE

Online. The joining instructions will be shared upon receipt of payment.

For registration, please go to: <https://forms.gle/u483QQpCqgH7CeCB6>

For further information

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course DESCRIPTION

Are you ready to spread your team around various locations? Do you have a sound communication strategy in place? This course will guide participants and provide tools, techniques and suggestions with regards to developing an effective communication strategy and managing the remote worker.

course OBJECTIVE

Participants will be able to discuss the new trends and challenges at the workplace as a result of the Covid-19 disruption to be able to make decisions for the future of their teams with regards to:

- a) Developing a working policy
- b) Implementing an effective communication strategy
- c) Managing the remote worker

target AUDIENCE

The course will be relevant to Senior Management (HR Managers, Entrepreneurs, Managing Directors, CEOs).

learning METHODOLOGY

The style of the session is classroom training whereby the trainers will bring in their expertise on the subject and participants can discuss any questions related to the subject.

course MATERIAL

A slide deck will be provided to all participants together with any worksheets required.

SYLLABUS

Training programme	Session Title	Topics to be covered
Session 1	Remote Work and the Maltese Law: An Overview Trainer: Dr. Charlotte Camilleri	<ul style="list-style-type: none">• What are teleworking and remote-working?• Legislation dealing with Teleworking and that regulating remote working• Rights and obligations• Risk Assessments vis-à-vis Health & Safety• Reference to MEA Position Paper on Teleworking
Session 2	The Future of Work Trainers: Ilaria Spiteri Axiak and Ritienne Xerri	<ul style="list-style-type: none">• The Covid-19 disruption• New trends and challenges• Understanding organisational culture• Teleworking, remote working, hybrid teams or back to our open plans?
Session 3	Managing Remote Teams Trainers: Ilaria Spiteri Axiak and Ritienne Xerri	<ul style="list-style-type: none">• Understanding and managing the remote worker• Developing an effective communication strategy• Managing and leading hybrid teams• Achieving a work life balance when working remotely

TRAINERS

Dr Charlotte Camilleri

Charlotte Camilleri is a lawyer by profession. Dr Camilleri studied at the University of Malta and at Università degli Studi di Salerno in Italy. She graduated in Doctor of Laws at the University of Malta in December 2005 and was called to the bar in 2006. She joined the Malta Employers' Association (MEA) in February 2006. Her responsibilities at the MEA comprise providing legal advice to MEA members on employment and industrial relations as well as social policy. Furthermore, she assists MEA members in issues relating to the Department for Industrial and Employment Relations and disputes with trade unions. She also assists MEA Members before the Industrial Tribunal when the need arises. She helps MEA Members when negotiating collective agreements and also assists members when conducting disciplinary hearings and taking disciplinary measures. In December 2010, she obtained a Magister Juris in European and Comparative Law from the University of Malta. Charlotte has for the past 15 years been regularly attending training courses on Labour Laws, Equality and Discrimination in employment at the Academy of EU Law in Trier, Germany. Dr Camilleri was a speaker at both local and international conferences and seminars and has chaired several workshops and panels. She lectures employment law at the Malta Employers' Association and is a guest lecturer at the Centre for Labour Studies. She is also examiner at the Faculty of Laws within the University of Malta. Charlotte is Chairperson of the Maternity Leave and Adoption Fund and a Member of the Malta Psychology Profession Board.

Ilaria Spiteri Axiak

Ilaria joined MISCO in 2019 after obtaining her B(Hons) Dance Studies from the University of Malta in 2014 and her Diploma in Facilitating Inclusive Education in 2018. She is currently reading a Masters in Education. She also has experience in the retail business and in the educational sector after working as a teacher and LSE for 5 years.

She joined MISCO working as a Training and Development Executive, specialising in course writing as well as completing the administrative role in the training department. Ilaria is also a trainer with MISCO, specialising in areas of Communication, Interpersonal Relationships, Selling Techniques, Project Management, Training, Talent Development and Job Coaching.

Moreover, she was appointed to be part of a board to writing the VET level 3 in Dance for the Visual and Performing Arts School in 2016. She is also a qualified Scout Leader with the Stella Maris College Scout Group.

Ritienne Xerri

Ritienne joined MISCO as a Human Resource (HR) Executive in 2006 after obtaining her Public and Private Sector Management Honours Degree from the University of Malta. She also has City & Guilds qualifications in Customer Service (Level 4), Selling (Level 3), Office Procedures (Level 3) and Planning and Delivering Teaching, Training and Assessment (Level 4).

Ritienne forms part of the management team at MISCO and is currently the Head of Training and Development and a Director. She is responsible for the management of the Training Unit at MISCO Consulting, including, planning, budgeting, implementing and reviewing of MISCO training operations in Malta and the development of new training initiatives. Ritienne has designed and delivered training programmes which include a range of soft-skills portfolio and internationally accredited qualifications.

Ritienne is also responsible for assisting clients in organisation restructuring, recruitment, drafting HR policies, conducting job evaluations, implementing performance management systems, human resource planning, leading training needs analysis and conducting salary benchmarking surveys.

EVENT BOOKING T&Cs policy

Please click [here](#) to view the MEA's Event booking terms and conditions and cancellation policy.

CERTIFICATION

A certificate of attendance will be awarded to participants who attend the whole course syllabus.

Since the course will consist of intensive sessions with heavy participant involvement and discussion, attendance is limited to a maximum of **twenty-five (25)** persons. Applications will be accommodated on a first come first served basis.

We reserve the right to alter the programme due to circumstances beyond our control.