

Award in

HR MANAGEMENT in PRACTICE

MQF Level 5

September – December 2021



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HR MANAGEMENT in PRACTICE

DATES

Starting 6 September 2021

Ending 6 December 2021

Every Monday and Thursday

FEE

Members: €750 per person

Non-members: €850 per person

Participants can apply for EU funding under the Investing in Skills Scheme and/or Training Pay Scheme managed by JobsPlus and/or under the Get Qualified Scheme managed by the Ministry for Education.

Click [here](#) for further info.

LECTURERS

Mr Ivan Refalo, Dr Anne Marie Thake, Mr Norman Mifsud, Mr Josef Said, Mr Jonathan Camilleri, Mr Mark Galea, Ms Marika Busuttil, Mr Josef Bugeja, Mr Lucas Cortizo, Mr Arthur Muscat, Mr Joseph Farrugia, Dr Charlotte Camilleri, Mr Ryan Spagnol, Ms Stelmart Khalil, Mr Jareth Mark Grima, Ms Sharon Farrugia, Dr Luke Fiorini, Dr Thomas Bugeja, Dr Sue Vella, Dr Viviana Premazzi

View profiles [here](#).

DURATION

26 Lectures of 2 hours each.

Lectures will be held from 4pm to 6pm

VENUE

On-line

For further information

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Please register at: <https://forms.gle/9NEU9UeYn7sXgKHj9>

course **OBJECTIVE**

HR management is a specialisation, and many practitioners in Malta have the qualities to be competent HR managers but lack the knowledge and skills that enable them to function as HR professionals. In addition, many companies, mostly micro and small enterprises, may not have the scale to employ a full-time HR person, and will opt to train an existing member of staff to become knowledgeable about the importance and application of HR within his/her organisation. In many instances, people are thrown into an HR position, or asked to assume HR related responsibilities, without adequate preparation, in the belief that 'anyone can do it'. There is increasing awareness that this is not the case, and this course will address a critical gap that many companies currently face and is the main reason why this course is being offered.

For this reason, the overall course objectives are:

- ➔ To acquire knowledge on the role of HR practitioners
- ➔ To learn about the necessary skills needed by an HR practitioner
- ➔ To disseminate information on best practices used in the HR field
- ➔ To raise awareness on topics that HR practitioners should be taking into consideration in their day-to-day activities
- ➔ To discuss national and EU policies affecting HRM practice

target **AUDIENCE**

Managers, HR trainees, personnel taking HR duties, students interested in HR, etc.

entry **REQUIREMENTS**

At least a level 4 qualification in management or a related discipline, and/or a minimum of 2 years' experience in general or HR management.

learning **METHODOLOGY**

The course will consist of presentations, question-and-answer sessions and discussions.

SYLLABUS

1. Setting the HR Function
2. Organisation design and development
3. HR Interface with other Managerial Functions
4. Recruitment and Selection
5. Training Needs Analysis
6. Making use of JobsPlus and Employment Schemes

7. Remuneration and Performance Management
8. Employer Branding and Employee Retention Strategies
9. Basics of Occupational Health & Safety
10. Fundamental Negotiation Skills
11. HR Practice in a Unionised Environment – Unions' Perspective
12. HR Practice in a Unionised Environment – Employers' Perspective
13. Discipline and Dealing with Dismissals
14. The Social Dialogue System in Malta
15. Managing Diversity at the Workplace – Multiculturalism
16. Managing Diversity at the Workplace – Age, Disability, Social Issues
17. Employing Third Country Nationals
18. HR Management and CSR
19. Mental Health and the Workplace
20. Alcohol and Substance Abuse at the Workplace
21. Managing Sick Leave
22. Managing Flexible Working Time
23. HR Management and Data Protection Issues
24. Social Media and the Workplace
25. HR Management and Labour Market Data Analytics
26. HR and Change Management

EVENT BOOKING T&Cs policy

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

ACCREDITATION & LICENSURE

The Malta Employers' Association is licensed as a Higher Education Institution (License No.: 2017-001) by the Malta Further and Higher Education Authority (MFHEA).

CERTIFICATION

This course is equivalent to 6 ECTS and is accredited at MQF Level 5. All lectures are compulsory. Students will also be required to submit an assignment of 2,500 words to be eligible for certification.

Since the course will consist on intensive sessions with heavy participant involvement and discussion, attendance is limited to a maximum of (20) twenty 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.

LECTURERS

Mr Ivan Refalo

Ivan Refalo's business experience spans over 30 years with work experience in the Manufacturing sector, Hospitality, Aviation and Services industries, covering primarily Quality, Operations and Human Resource Management and Development. He worked in various leading companies such as Foster Clark Products, Playmobil and Palm City (Libya), Medavia and Seifert Systems. Mr Refalo has been a speaker in various fora and panel discussions and also served on boards of both public and private entities. Ivan served as member on FHRD's board, also serving as president. Mr Refalo has been sitting on the Council of the Malta Employers' Association (MEA) since 2016 and is also member of the HR Committee of the Malta Chamber of Commerce, Enterprise and Industry. Mr Refalo is a Henley MBA graduate.

Dr Anne Marie Thake

Anne Marie Thake, B.A. (Hons), (Melit.), M.Sc. (Manchester), PhD. (Bath) lectures at the University of Malta and is a specialist in human resource development and social and policy sciences. Her interests are in graduate employability, talent management, training and performance management.

Prior to reading for her PhD, Anne Marie worked with various organisations namely Deloitte, BOV plc, Alf. Mizzi & Sons (Marketing) Group and the Planning Authority, where she developed their human resource departments, drafted their plans and implemented HR practices ranging from recruitment, performance management to developing their employees.

At the start of her career, Dr Thake worked in different ministries including the Office of the Prime Minister. She was also attached to the European Parliament - Directorate General for Research – Luxembourg related to performance management.

Dr Thake has published papers on graduate underemployment in Malta and cultivating human resource potential. She was instrumental in drafting a HR policy and strategy plan for Malta (2004-2006) and served on the post-secondary and tertiary education Government Funding Commission.

Mr Norman Mifsud

Norman Mifsud is the Chief Officer responsible for Human Resources & Corporate Services for Malta's leading life insurance company, MAPFRE MSV Life plc. He has a masters' degree in Management from Anglia Polytechnic University in Cambridge,

UK. Norman has served on various boards, management committees, advisory panels and also lectures on Financial and HR Management topics. He has over thirty three years of work experience in Human Resources, Financial Management, Strategic Management, Procurement, Brand Management and other business related areas. Prior to joining MAPFRE MSV Life, he occupied a number of senior positions in private and public entities within the ICT, Manufacturing and Insurance sectors.

Mr Josef Said

Josef holds a B.Com Honours in Economics and a Masters in European Studies. Josef set up KONNEKT in 2007. KONNEKT is the largest recruitment agency in Malta with a strong team of 40 professionals, receiving 60,000+ applications a year. Josef is also involved in a number of startups mainly in recruitment, HR tech and education. He will share some of his successes and failures, implementing Performance Management & Remuneration Strategies across the organisations he is involved in.

Mr Mark Galea

Mr Mark Galea is the co-founder of Quad Malta (a boutique business management consultancy specialising in Recruitment, HR, Legal, Finance, Communications and IT), and his main focus is to add value to other organisations through the outsourcing of our various services. For the last 15+ years, Mr Galea have led the HR Departments in various organisations within the service industry and during this time, he was always a key player in the company's organisational growth and development. Mr Galea specializes in Maltese Employment Law, learning and development, employee development and support, development and execution of HR strategy, recruitment, development of HR Metrics, and HR services.

Mr Ryan Spagnol

Ryan Spagnol was an official of Identity Malta, having extensive experience in working with employers, businesses, government officials and civil society organisation on the employment of Third Country Nationals in Malta. Mr Spagnol is a graduate in Public Policy from the University of Malta.

Mr Josef Bugeja

Mr Josef Bugeja has been the General Secretary of GWU since 2015, after occupying the role of Junior Secretary focusing on Government and Public Entities since 2003. In his role as Junior Secretary, Bugeja was involved in various negotiations and collective bargaining. He represented the workers' interest in front of Disciplinary Boards, as well as was responsible to train Shop Stewards and workers representatives in negotiation and representation. Mr Bugeja represents GWU in various national and international forums. Mr Bugeja has a B.A in Works and Human Resources, an International Higher Diploma in Business Management, and a Diploma in Social Policy and Labour Studies.

Dr Luke Fiorini

Dr Luke A Fiorini B.Sc.(Hons) (Melit.), P.G.Dip.(Melit.), M.Sc.(Derby), Ph.D. (Nottingham) is a lecturer at the Centre for Labour Studies (CLS), University of Malta. He designed and now coordinates the Bachelor degree in Occupational Health and Safety (Hons). Apart from lecturing in this course, he also lectures extensively in the Bachelor in Work and Human Resources, as well as several other courses.

In terms of research and teaching, Luke is particularly interested in topics related to ergonomics and occupational health psychology. In particular, he has conducted research regarding presenteeism, absenteeism, work-related musculoskeletal disorders, work-related stress, and the wellbeing of healthcare workers. He is also interested in performance management, worker motivation and involvement, return-to-work initiatives, and labour relations.

Luke has worked with employers in Malta to improve health, wellbeing and performance within their organisations. He also has extensive experience in rehabilitating injured workers and aiding them to return to work. Luke has also provided several talks at international conferences and meetings. He is a contributor to Eurofound's (European Foundation for the Improvement of Living and Working Conditions) network of correspondents and is the Maltese ambassador for The European Network Education and Training in Occupational Safety and Health (ENETOSH).

Mr Arthur Muscat

Mr Arthur Muscat is the Senior Vice President of the Association. Mr Arthur Muscat served as President between 2013 and 2017 and as Vice President between 2017 and 2019 of the Malta Employers' Association. Arthur Muscat achieved a

B.A. in History and Economics from the University of Malta.

With a focus on industrial relations, for over 30 years, he was responsible for the Human Resources function at Simonds Farsons Cisk Plc., where he also served in the position of Company Secretary. He has been an MEA council member since 1995 and served as President in 2004/5 and 2013/14. Over the years he represented MEA on the Malta Council for Social and Economic Development and attended various seminars and conferences in the EU as well as International Labour Organisation events in Geneva. He serves on Industrial Tribunal panels that rule on trade disputes.

Mr Joseph Farrugia

Mr Joseph Farrugia has occupied the post of Director General of the Malta Employers' Association since 2001. He is also a visiting lecturer at the Department of Marketing at the University of Malta. Mr Farrugia has extensive experience in marketing consultancy and human resources management. Between 2010 and 2013 he served as President of the Malta College of Arts, Science and Technology, which is the major vocational education institution in Malta. Mr. Farrugia sits on the board of directors of the JobsPlus, the Employment Relations Board and represents the MEA on the Malta Council for Economic and Social Development. He also represents employers on panels of the Industrial Tribunal. He has represented Maltese employers on a number of international fora, amongst them the Board of Directors of the European Foundation for the Improvement in Living and Working Conditions, the European Social Fund, CEEP and the International Organisation of Employers.

Ms Stelmart Khalil

Ms Stelmart Khalil is an Assistant Director responsible for employee wellbeing and support within the People and Standards Division. She is a psychotherapist by profession and her role involves promoting wellbeing issues across the Public Administration, training delivery as well provide guidance and support in relation to wellbeing policies and procedures.

[Dr Charlotte Camilleri](#)

Charlotte Camilleri is a lawyer by profession. Dr Camilleri studied at the University of Malta, Università degli Studi di Salerno and at Il Perugino Institute in Italy. She graduated in Doctor of Laws at the University of Malta in December 2005 and was called to the bar in 2006. In December 2010, she obtained a Magister Juris in European and Comparative Law from the University of Malta. Charlotte has for the past 12 years been regularly attending training courses on Labour Laws, Equality and Discrimination in employment at the Academy of EU Law in Trier, Germany. She has been selected, on occasion, as spokesperson for her group in moot cases.

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. 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 and examiner at the Faculty of Laws within the University of Malta. She also lectures on invitation. Dr Camilleri is Chairperson of the Maternity Leave Fund.

Mr Jareth Mark Grima

Jareth Mark Grima is a warranted social worker with 9 years of experience within the social sector. Jareth worked mainly in the addiction specialised area, however he has experience within the youth residential care sector and homelessness drop in shelter. In addition, Jareth also worked within a social work generic service, male victim domestic violence and community social work services. Recently Jareth obtained MSc in Human Resource Management and Training from the University of Leicester. Jareth also worked within various projects to create new strategies and design practice for today's society. Jareth is a key player in delivering different sessions with sports nurseries various workplaces, schools and communities in general.

[Ms Sharon Farrugia](#)

Ms Sharon Farrugia has experience in working with the public and private sector through governmental agencies, NGOs and associations. She has worked

on various EU funded projects and was responsible in implementing social policies at the workplace.

Ms Farrugia is now the Research Executive at the MEA. Prior to working at the Association, Ms Farrugia was managing a project promoting family-friendly measures amongst employers. She is a committee member of the Get Qualified Scheme, forms part of the CORE Platform on CSR, and represents the Association in South Med countries through BUSINESSMED. Ms Farrugia holds a B.A (Hons) Social Policy and an MA European Studies.

[Dr Thomas Bugeja](#)

Dr Thomas Bugeja is an Associate working at Fenech & Fenech Advocates for the past 4 years. He mainly specialises in Employment, IT law and Data Protection as well as general commercial and consumer law. Thomas takes a particular interest in the interplay between technology and employment law, and how technological advances are leading to changes in the employment sector. Dr Bugeja obtained his Doctor of Laws (LL.D) in 2014 after having submitted his thesis on the social media implications in the employment field.

[Dr Sue Vella](#)

Dr Sue Vella is a Senior Lecturer at University focusing on Research. She has been the COO/CEO of Malta Enterprise for 3 years and the CEO of the Employment and Training Corporation for 4 years. Dr Vella holds a PhD in Philosophy and Social Policy.

[Dr Viviana Premazzi](#)

Dr Viviana Premazzi is an expert in international mobility, diversity and inclusion, as well as intercultural communication. She read a Ph.D in Sociology of Migration. Dr Premazzi has worked for corporations and NGOs in Europe, North America and the Middle East, and as a consultant for the EU, the World Bank, the Migration Policy Institute (MPI), the Robert Kennedy Foundation (RFK), the International Organisation on Migration (IOM) and the United Nations Interregional Crime and Justice Research Institute (UNICRI). Dr Premazzi travelled to more than 50 countries and lived in Italy, Malta, Portugal, The Netherlands, USA, Canada and Brazil. In 2017 she moved to Malta, and started her own business called GMD (Global Mindset Development) Malta to offer consultancy services and training, to help businesses to promote diversity and develop a global mindset through cross-cultural understanding. Viviana strongly believes in the power of Edutainment (Entertainment Education) and learning by doing. Her aim is to bridge research with practice and fieldwork.

Mr Lucas Cortizo

Lucas Cortizo has been working as Legal Counsel at the Office of the Information and Data Protection Commissioner (IDPC) of Malta since 2019. Besides representing Malta at the European Data Protection Board (Brussels, Belgium), he is the contact person of other groups and projects, as the Global Privacy Assembly and Common Thread Network. Lucas is the co-author of the Guidelines on the data protection aspects related to the collection of employees' COVID-19 vaccination status, published by the IDPC. Yet, he is the leader on the development and publication of the new IDPC website by drafting numerous guidelines within the sections "for individuals" and "for organisations", and articles for the IDPC blog, such as "Supplement transfer tools: EDPB's Recommendations 01/2020" and "Processing of personal data in the context of COVID-19".

Lucas is graduated in Law and he has obtained a Master (LLM) in Law and Technology from University of Minho, Portugal. Furthermore, he is the author of books and legal articles, such as "Blockchain and e-Government", "Digital law debates", "Artificial Intelligence and algorithm bias", etc. In addition, he is the founder of a Digital Law Podcast Channel, as well as member of the European Artificial Intelligence Alliance.

Lucas is a great advocate of data protection as a fundamental right and believes that awareness-raising activities and training employees must be the way forward to avoid GDPR infringements.