



meea

MALTA EMPLOYERS' ASSOCIATION

HUMAN RESOURCE MANAGEMENT IN PRACTICE AWARD

You Will Learn among others:

- Recruitment & Selection
- Training and Development
- Managing Sick Leave
- Negotiation skills
- Managing Diversity
- Discipline & Dealing with Dismissals

MQF LEVEL 5

TRAINING WILL BE HELD ON :



April - June 2024

REGISTER NOW!



admin@maltaemployers.com



2123 7585 / 2122 2992

HUMAN RESOURCE MANAGEMENT IN PRACTICE AWARD

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.

Dates

Starting 4 April 2024
Ending 13 June 2024

Duration

13 Lectures of 2 hours each.
Lectures will be held from 4pm to 6pm

Fee

MEA Members: €400 per person
Non-members: €500 per person

Participants can apply for EU funding under the [Investing in Skills Scheme](#) managed by JobsPlus and/or under the [Get Qualified Scheme](#) managed by the Ministry for Education.

Venue

Online

Two of the lectures will take place in person at the MEA's premises in Valletta.

Learning Methodology

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

Certification

This course is equivalent to 4 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.

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).

Booking T&Cs policy

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

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.

>> Online registration

Syllabus

1. **Setting the HR Function**
2. **Organisation design and development**
3. **Recruitment and Selection**
4. **Training Needs Analysis**
5. **Basics of Occupational Health & Safety**
6. **Fundamental Negotiation Skills**
7. **HR Practice in a Unionised Environment – Unions' Perspective**
8. **Alcohol and Substance Abuse at the Workplace**
9. **Managing Diversity at the Workplace – Age, Disability, Social Issues**
10. **Managing Sick Leave**
11. **Managing Flexible Working Time**
12. **Discipline and Dealing with Dismissals**
13. **Employing Third Country Nationals**

Lecturers

Ivan Refalo, HR Professional

Dr Anne Marie Thake, Lecturer and researcher with the Faculty of Economics, Management and Accountancy; President of Chevening Alumni Association of Malta

Jonathan Camilleri, Human Resources Manager, Expedition42

Mark J Galea, Managing Director, Quad Consultancy

Josette Cutajar, HSE Coordinator, De La Rue Currency & Security Print Ltd

Josef Bugeja, Secretary General, GWU

Sheryl Spiteri, Prevention Professional, Sedqa, Foundation for Social Welfare Services

Dr Charlotte Camilleri, Lawyer, MEA

Norman Mifsud, Chief Officer Corporate Services Corporate Services Unit, MAPFRE MSV Life

Sharon Farrugia, interested in Economics & Social Affairs

Joseph Farrugia, Director General, MEA

Tania Brown, Chief Policy and Strategy Officer, Identity Malta Agency

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.



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.

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.

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, SGI Europe and the International Organisation of Employers.

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 foras. 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.

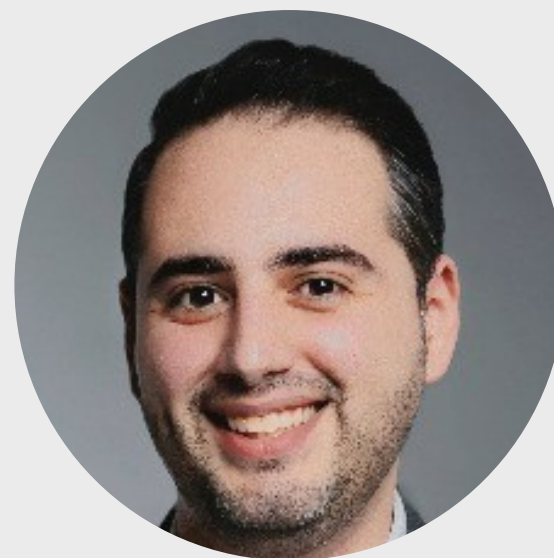
Sheryl Spiteri



Sheryl Spiteri works at the Foundation for Social Welfare Services, specifically at Aġenzija Sedqa, Malta's national agency addressing drug and alcohol abuse and gambling addiction, as part of the prevention team. During her employment, she managed to continue studying for a Master's Degree in Philosophy. She took her Master's Degree as an opportunity to further her knowledge within the addiction field and managed to relate Philosophy with addiction. In fact, the title of her dissertation 'The Disease Concept of Addiction: A Philosophical Evaluation'.

Amidst her career, Sheryl presented at the ISAM Conference (2022) and served as a keynote speaker at the ECAD conference (2023). She actively participates in local and international addiction conferences, enhancing her professional development.

Jonathan Camilleri



Jonathan Camilleri is an HR professional with experience in both the maritime and HR services industries, focusing on operations and Human Resources. As the Head of Human Resources at Expedition42, he oversees the full HR lifecycle, including recruitment, training, performance management, and employee relations. Jonathan's genuine enthusiasm is fueled by a strong belief in the power of ongoing improvement and collaborative efforts. His passion is dedicated to enhancing recruitment processes and crafting and implementing HR strategies that create environments where individuals thrive and teams flourish.

Norman Mifsud



Norman Mifsud is the Chief Officer responsible for Corporate Services at Malta's leading life insurance company, MAPFRE MSV Life plc and at MAPFRE Middlesea Insurance 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-nine years of work experience in Human Resources, Financial Management, Strategic Management, Procurement, Brand Management and other business related areas. Prior to joining MAPFRE Malta Group, he occupied a number of senior positions in private and public entities within the ICT, Manufacturing and Insurance sectors.

Mark J Galea



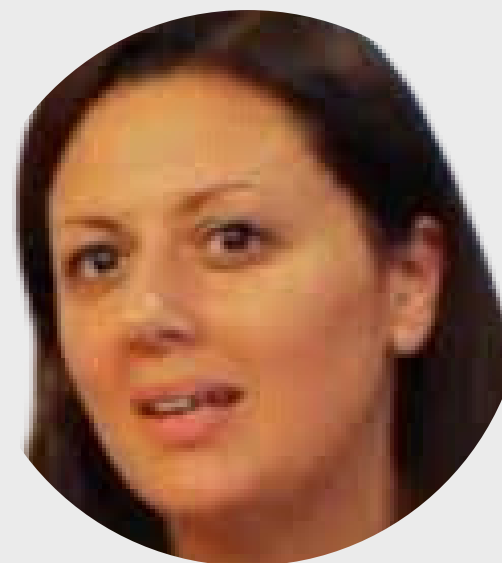
Mr Mark Galea is the co-founder of Quad Malta (a boutique business management consultancy specialising in Recruitment, HR, Legal, Finance, Communications and IT), and his main focus is to add value to other organisations through the outsourcing of our various services. For the last 15+ years, Mr Galea 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.

Josette Cutajar



Josette comes from a Health and Safety background, a NEBOSH Diploma graduate and NEBOSH Examiner. Her working experience spans over years in the hospitality industry and recruitment of professionals to work in the Oil and Gas industry. For the past 9 years Josette has worked as a Safety Consultant supporting a number of companies in their Health and Safety Management Systems and taught a great variety of training courses. Currently, employed as Senior HSSE officer at Oiltanking Malta, she is also a member of the IOSH -Institute of Occupational Health and MIIRSM- Member of the International Institute of Risk and Safety Management.

Sharon Farrugia



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.

She worked with the MEA as a Research Executive. Prior to joining MEA, Ms Farrugia managed a project promoting family-friendly measures amongst employers. She is a committee member of the Get Qualified Scheme, formed part of the CORE Platform on CSR, and represented the Association in South Med countries through BUSINESSMED. Ms Farrugia holds a B.A (Hons) Social Policy and an MA European Studies.

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 16 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 senior researcher and guest lecturer at the Centre for Labour Studies within the University of Malta. She is also examiner at the Faculty of Laws at the University of Malta.

Tania Brown



Tania is primarily responsible for the identification, analysis, and implementation of key policies across Identità's various units, contributing to the development of proposals for developing new policies, and the development and implementation of change management strategy across the agency.

She has previously held the position of Senior Manager in the Expatriates Unit, responsible for the day-to-day running of the Unit as well as management reporting, setting of standard operating procedures, participation in outreach events, active involvement in the development and improvement of online systems, and representing the Unit in meetings, conferences, and other fora.

She has studied economics and management at the London School of Economics and holds a Masters of Science in Business and Management from the University of Essex. She is also certified in ITIL and has previously held various senior positions and directorships in both the private and public sectors. Her core beliefs are centered on how modern organisations can be more relevant, sustainable, and effective by adopting a philosophy of continuous improvement coupled with innovative management principles and practices.