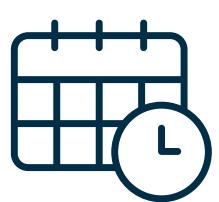


# **AWARD IN HUMAN RESOURCES MANAGEMENT IN PRACTICE I & II**

**Learning outcomes :**

**MQF LEVEL 5**

- Understand the full range and strategic importance of the HR function.
- Learn and apply essential HR techniques (e.g., interviewing, negotiation, managing sick leave).
- Apply HR knowledge and principles strategically within the workplace.
- Assess an organisation's HR needs and develop appropriate strategies and procedures.
- Gain practical, industry-based insights through interactive learning with experienced practitioners.
- Use HR-related software and communicate HR information effectively.



**February - July 2026**

# AWARD IN HUMAN RESOURCES MANAGEMENT IN PRACTICE I & II

## Target Audience

Employers, Managers, HR practitioners, Students intending to work in HR management.

## Dates - Part I

17, 2 February | 3, 10, 17, 24 March |  
7, 14, 21, 28 April | 5, 12, 26 May 2026.



## Duration & Location

- 13 lectures, 4:00–6:00 PM
- Blended: Zoom + 2 in-person sessions

## Dates - Part II

2, 5, 9, 12, 16, 19, 23, 26, 30 June |  
3, 7, 10, 14 July 2026.

## Duration & Location

- 13 lectures, 4:00–6:00 PM
- Blended: Zoom + 2 in-person sessions

## Objective

Human Resource Management in Practice is designed for employers, managers, HR practitioners, and students seeking practical, industry-relevant HR knowledge. Delivered by seasoned experts, the course blends academic insight with real-world experience to equip participants with the core skills needed to operate effectively within any HR function.

Through interactive sessions and small-group learning, participants gain hands-on techniques in areas such as recruitment, interviewing, managing sick leave, negotiation, disciplinary processes, and more. The course also highlights the strategic role of HR within an organisation, making it valuable even for non-HR managers.

By the end of the programme, learners will understand the full spectrum of HR activities, be able to set up or strengthen an HR function, and apply key HR principles confidently within their workplace.

## Fee & Funding



### Full Programme (per part):

Members: **€550 per person**

Non-Members: **€750 per person**

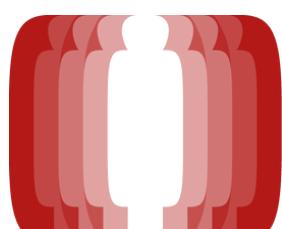
### Discounts:

- Booking **Parts 1 & 2: 10% discount** on the combined fee
- Loyalty Rate: **10% discount** for previous Part 1 participants

### Individual Lecture Fee:

**€85** (Members) | **€120** (Non-Members)

Funding may be available through Investing in Skills (JobsPlus) and Get Qualified (Ministry for Education).



# AWARD IN HUMAN RESOURCES MANAGEMENT IN PRACTICE I & II



## Syllabus - Part II

- The HR Interface with Other Managerial Functions
- HR and Change Management
- Employer Branding and Employee Retention Strategies
- Remuneration and Performance Management
- HRM and Data Protection issues
- Making use of Jobs Plus and Employment Schemes
- HR Practice in a Unionised Environment – Employers' Perspective
- Social Media and the Workplace
- Mental Health and the Workplace
- The Social Dialogue System in Malta
- Managing Diversity at the Workplace - Multiculturalism
- HRM and Labour Market Data Analytics
- HRM and Corporate Social Responsibility



## Syllabus - Part I

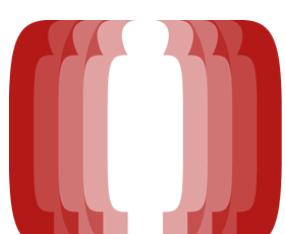
- Setting the HR Function
- Organisation Design and Development
- Managing Diversity at the Workplace – Age, Disability, Social Issues
- HR Practice in a Unionised Environment – A Union's Perspective
- Occupational Health & Safety at the Workplace
- Managing Flexible Working Hours – Work Life Balance & Atypical Work
- Managing Sick Leave
- Recruitment and Selection
- Discipline and Dealing with Dismissals
- Fundamentals of Negotiation Skills
- Employing TCNs
- Identifying Training Needs and Manpower Planning
- Alcohol and Substance Abuse and the Workplace



## MQF Certification

All lectures are compulsory. Students will also be required to submit an assignment of 2,500 words to be eligible for MQF certification at the end of each part.

The entire course (part 1 & part 2) is equivalent to **6 ECTS**.



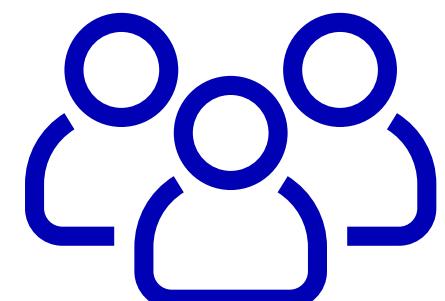
# AWARD IN HUMAN RESOURCES MANAGEMENT IN PRACTICE I & II

## Lecturers

- Mr. Ivan Refalo, Malta Employers President
- Dr. Anne Marie Thake, Lecturer and researcher with the Faculty of Economics, Management and Accountancy; President of Chevening Alumni Association of Malta
- Mr. Jonathan Camilleri, HR Manager, KonnectTalexio
- Mr. Mark J. Galea, Managing Director, Quad Consultancy
- Mr. Joseph Farrugia, Malta Employers Advisor
- Ms. Josette Cutajar, HSE Coordinator, De La Rue Currency & Security Print Ltd
- Mr. Josef Bugeja, Secretary General, GWU
- Ms. Sheryl Spiteri, Prevention Professional, Sedqa, Foundation for Social Welfare Services
- Dr. Charlotte Camilleri, Malta Employers Lawyer

## 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).



- Mr. Norman Mifsud, Chief Officer Corporate Services - Corporate Services Unit, MAPFRE MSV Life
- Ms. Stelmart Khalil, Psychotherapist and Employee Wellbeing Specialist
- Mr. Ian Deguara, Data Protection Commissioner, Office of the Information and Data Protection Commissioner
- Ms. Marika Busuttil, Senior Executive - Employer Relations, Employers Services, JobsPlus
- Dr. Thomas Bugeja, Senior Associate within the International Practice department at Fenech & Fenech Advocates
- Prof. Sue Vella, Senior Lecturer at University of Malta
- Dr. Viviana Premazzi, Social Entrepreneur, Founder Global Mindset Development™ GMD | Socio-cultural analyst, trainer and consultant



# AWARD IN HUMAN RESOURCES MANAGEMENT IN PRACTICE I & II

## Entry Requirements & Digital Skills

### 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.

### Digital Skills

- Comfortable using VLE
- Joining online sessions
- Submitting assignments

## Booking T&Cs policy

Please click [here](#) to view the Malta Employers event booking terms, conditions, and cancellation policy.

Attendance is limited to 20 participants and accepted on a first-come, first-served basis.

We reserve the right to amend the programme if circumstances require.

**REGISTER**



## 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 has been appointed as President in 2025. He 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.

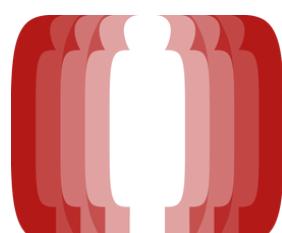
At the start of her career, Dr. Thake worked in different ministries including the Office of the Prime Minister. She was also attached to the European Parliament - Directorate General for Research – Luxembourg related to performance management.

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.

## Josette Cutajar



Josette Cutajar 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.



## Joseph Farrugia



Joseph Farrugia served as Director General at Malta Employers between 2001 and 2024, where he is still part of the secretariat as an Advisor. He is 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 Malta Employers 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.

## 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.

## Josef Bugeja

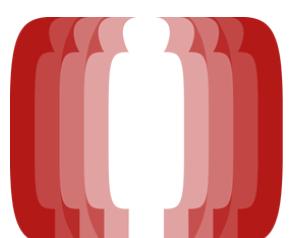


Josef Bugeja has been the General Secretary of GWU since 2015, after occupying the role of Junior Secretary focusing on Government and Public Entities since 2003. In his role as Junior Secretary, Bugeja was involved in various negotiations and collective bargaining. He represented the workers' interest 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.

## 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.

## Dr. Charlotte Camilleri



Charlotte Camilleri is a lawyer by profession. Dr. Camilleri studied at the University of Malta, Universita' degli Studi di Salerno, at Il Perugino Institute and at Rome Business School 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.

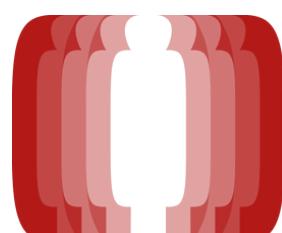
Charlotte has for the past 20 years been regularly attending training courses on Labour Laws, Equality and Discrimination in employment at the Academy of EU Law in Trier, Germany. She has been selected, on occasion, as spokesperson for her group in moot cases abroad.

She joined the Malta Employers in February 2006. Her responsibilities at the Malta Employers comprise providing legal advice to members on employment and industrial relations as well as social policy. Furthermore, she assists members in issues relating to the Department for Industrial and Employment Relations and disputes with trade unions. She helps members when negotiating collective agreements and also assists members when conducting disciplinary hearings and taking disciplinary measures. She also assists members before the Industrial Tribunal when the need arises. Dr. Camilleri was a speaker at both local and international seminars and conferences and has chaired several workshops and panel discussions. She lectures employment law at the Malta Employers and is a senior researcher at the Centre for Labour Studies within the University of Malta.

## Mark J. Galea



Mark J. 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.



## **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.

## **Ms. Stelmart Khalil**



Stelmart Khalil is a Gestalt Psychotherapist with over 17 years of experience in the mental health field. With a strong focus on organisational well-being, she has played a key role in developing employee support and wellbeing services within the Public Service for several years. Stelmart also collaborates with various private organisations and NGOs, delivering training and consultancy on workplace wellbeing. She holds a B.Sc. (Hons) in Occupational Therapy, an M.Sc. in Workplace Health and Wellbeing from the University of Nottingham, and a Master's degree in Gestalt Psychotherapy.

## **Dr. Viviana Premazzi**

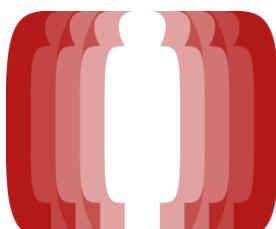


Dr. Viviana Premazzi is an expert in international mobility, diversity and inclusion, as well as intercultural communication. She read a Ph.D in Sociology of Migration. Dr. Premazzi has worked for corporations and NGOs in Europe, North America and the Middle East, and as a consultant for the EU, the 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.

## **Prof. Sue Vella**



Prof. 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 JobsPlus (formerly Employment and Training Corporation) for 4 years. Dr Vella holds a PhD in Philosophy and Social Policy.



## Mr. Ian Deguara



Ian Deguara was appointed as Information and Data Protection Commissioner in December 2020 after spending a career, spanning over more than 18 years, in the field of data protection. Mr. Deguara was one of the first employees to join the data protection authority after successfully completing his studies at the University of Malta, where he obtained a degree in information technology and also in management. During these years, he occupied various roles within the authority and acquired a level of expertise both in the area of the protection of personal data and freedom of information.

Following the coming into force of the GDPR in May 2016, Mr. Deguara formed part of the national taskforce set up with the mandate to prepare the necessary legal instruments to implement the new framework in Malta. Mr. Deguara delivered various information sessions and participated in a number of conferences which were organised to raise awareness on the reformed data protection package.

