



misco's Training Catalogue

Open and Accredited Training/Course Programs

January to June 2025

About misco

We are leading providers of information to the business community, the public sector, and non-governmental organisations through training and development. Our mission is to inspire, educate, and empower all types of learners to reach their fullest potential. Driven by passion and enthusiasm, we strive to equip our individuals with the insight, knowledge and expertise needed to succeed in their chosen fields, while fostering a culture of collaboration, integrity, and excellence.

misco Certificate Training Programs

misco offers a wide range of short professional development programs. These are non-accredited, yet highly interactive, courses with learning objectives to be achieved by the end of the course. The aim of such courses is to develop and enhance professional and soft skills needed in the workplace for better performance on the job. They aim to provide individuals with the skills needed to develop personally and professionally and can be attended in a hybrid manner - online or face to face.

Training programs marked with an * are misco Neurodiversity Training Programs.

Want to train a group of individuals? Contact us on training@miscomalta.com

Leadership and Management

Bootcamp for Managers	Ritienne Xerri, Ilaria Spiteri Axiak	9:00-12:00	€250
Leading with Confidence: Essential Skills for New Team Leaders	Ritienne Xerri	9:00-13:00	€100
Leadership that Inspires	Ritienne Xerri	9:00-11:00	€50
The Power of Emotional Intelligence in Leadership	Ritienne Xerri	9:00-11:00	€50
Leading Remote Workers Effectively	Charlo Seychell	9:00-11:00	€50
Strategic Workforce Planning	Joanne Bondin	9:00-11:00	€50
Leading Diverse Teams: Integrating Neurodivergent Perspectives*	Andrew Zammit Manduca	10:00-12:00	€50
Effective Communication and Team Building for Neurodivergent Managers*	Andrew Zammit Manduca	10:00-12:00	€50

Human Resources

An Introduction to Human Resource Management and Development	Ritienne Xerri	9:00-11:00	€50
Managing Training and Development	Ilaria Spiteri Axiak	9:00-11:00	€50
Maltese Employment Law	Dr Iana Said	9:00-13:00	€100
The Art of Interviewing Skills	Iona Cassar	9:00-12:00	€75
Performance Management and Appraisals	Ritienne Xerri	9:00-11:00	€50
Adaptive HR Leadership: Supporting Neurodivergent Team Members*	Andrew Zammit Manduca	10:00-12:00	€50

Personal Development

Developing Your Emotional Intelligence: Skills for Personal and Professional Success	Ritienne Xerri	9:00-11:00	€50
Public Speaking: Presenting with an Impact	Ritienne Xerri	9:00-12:00	€75
Taming the Time Monster: Getting Things Done	Ritienne Xerri	9:00-11:00	€50
The Power of Assertiveness	Charlo Seychell	9:00-11:00	€50
Meetings and Minute Taking Made Easy	Ilaria Spiteri Axiak	9:00-11:30	€65
Mastering Communication: Techniques for Workplace Success	Charlo Seychell	9:00-11:00	€50
Innovative Problem-Solving: Strategies for Effective Solutions*	Andrew Zammit Manduca	10:00-12:00	€50
Time Management and Organisational Skills for Neurodivergent Adults*	Andrew Zammit Manduca	10:00-12:00	€50

Service Excellence

Providing A+ Customer Care	Ilaria Spiteri Axiak	9:00-11:00	€50
Dealing with Difficult and Angry Customers	Ritienne Xerri	9:00-11:00	€50
Fine-Tuning Your Telephone Handling Skills	Ilaria Spiteri Axiak	9:00-11:00	€50
Writing Business Emails	Ilaria Spiteri Axiak	9:00-11:00	€50

Marketing

Digital Marketing Fundamentals	Andrew Zammit Manduca	10:00-12:00	€50
Social Media Marketing	Andrew Zammit Manduca	10:00-12:00	€50
Email Marketing Strategies	Andrew Zammit Manduca	10:00-12:00	€50

misco Accredited Courses

misco offers a wide range of qualifications allowing individuals to develop their knowledge, skills and competences related to their profession. These programs cover a wide range of topics within the business and management sector. They aim to provide today's future leaders and managers with the effective strategies needed to work in the 21st century workforce.

Our qualifications are homegrown qualifications carefully created to suit your needs.

Leadership and Management

Award in Managing Communication	EQF/MQF Level 5, 5 ECTS	Mar 2025	€500
Award in Maltese Economy and Malta's Labour Market	EQF/MQF Level 5, 5 ECTS	Apr 2025	€500
Undergraduate Higher Diploma in Leadership and Management	EQF/MQF Level 5, 120 ECTS	Mar 2025	

Human Resources

Award in Project Management	EQF/MQF Level 5, 8 ECTS	Jan 2025	€800
Award in Health and Safety for the HR Manager	EQF/MQF Level 5, 3 ECTS	Jan 2025	€300
Award in Research Process for HR	EQF/MQF Level 5, 5 ECTS	Jan 2025	€500
Award in Project Management	EQF/MQF Level 5, 8 ECTS	Jan 2025	€800
Award in Employment Law and Discipline in Malta for the HR Manager	EQF/MQF Level 5, 3 ECTS	Mar 2025	€300
Award in Maltese Economy and Malta's Labour Market	EQF/MQF Level 5, 5 ECTS	Apr 2025	€500
Award in Employee Wellness and Engagement: Organisational Behaviour, Leadership and Group Dynamics	EQF/MQF Level 5, 9 ECTS	May 2025	€900
Undergraduate Higher Diploma in Human Resource Management and Development	EQF/MQF Level 5, 120 ECTS	Oct 2025	

Other Services

Other training programs

misco has developed a wide portfolio of courses since offering its first training program in 1984. This catalogue does not present any limitations of training courses. misco can meet your training needs in other forms of training, be it in-house training, executive coaching or even one-to-one training.

In-house Customised Training Solutions

misco offers comprehensive customised training solutions designed to meet the needs of all organisations across all industries - ranging from the most basic to more complex skills. Our portfolio focuses on soft skills related to leadership and management, human resources, service excellence and personal development, and its linkage to sustainability, business strategy, performance, ethics as well as good corporate and enterprise governance.

In-house customised training is a more cost-effective solution when training a number of employees for the same training requirements. Your training needs can be customised and aligned with your organisation's culture, work procedures and strategic vision. In addition, our customisation process ensures that your in-house training program can run where, when and how you want.

Executive Coaching

Executive coaching is a learning approach that creates self-awareness, helps drive transformational change, and provides critical challenge and support. Our executive coaching services build a collaborative relationship between the coach and the leader, and are customised to fit the needs of any individual. Through regular coaching sessions, our pool of executive coaches can understand the individual's strengths and weaknesses, which then lead to the development of innovative, personalised solutions.

Training Funds

Training funds can cover all of misco's training courses and programs with Jobsplus' Investing in Skills Scheme.

Contact Us

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