



2M MANAGEMENT CONSULTANCY LTD.

In Collaboration with



MALTA EMPLOYERS ASSOCIATION



Course

## Family Business Governance and Succession Planning Programme

Venue: To Be Advised

*This programme is aimed for family business members, family business owners, family business directors, family business service providers/ advisors and aspiring family business entrepreneurs who want to acquire more in-depth technical knowledge on how family enterprises and families in business together can get organised to ensure a future in business and continued legacy.*

*The program introduces key models and frameworks that explain the unique dynamics of family businesses. These include the ownership, governance, management, leadership and continuation planning elements that pertain to families in business. The best practices and solutions for doing this are explored with delegates through an interactive learning process.*

*This course has MQF/EQF Accreditation at level 4, (8 Credits) of the Malta Qualification Framework and the European Qualification Framework for Life Long Learning. Further details will be given on the first day of the program.*

**2M is a licensed Training Institution having Licence No. 2003 – FHI-011.**

**25<sup>th</sup> March 2014**  
**1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> April 2014**  
**6<sup>th</sup>, 13<sup>th</sup> May 2014**

The programme consists of eight interactive sessions of four hours each including a coffee break from 13.00hrs to 17.00hrs. Our combined team of lecturers ensure that the training goes beyond the technical know-how of governance and succession planning to also prepare delegates for the **challenges of managing people** and becoming the **drivers of organizational change throughout these processes.**

### Course Program:

- The Systems Theory of Family Enterprises;
- Next Generation Issues;
- Ownership Governance in a Family Enterprises;
- Corporate and Family Governance;
- Change Management in Family Firms;
- Conflict Management, Dispute Resolution and
- Communication Awareness for Family Enterprises
- Legal and Tax for Families in Business Together
- Successful Succession Planning

**The cost for this programme is €432.00 exclusive of VAT. For further details please contact 2M training administrator Ms Dolores Attard on Tel: 21228264/5 or Fax: 21228266 or by email at: [admin@2mmanagementconsultancy.com](mailto:admin@2mmanagementconsultancy.com) or contact Ms Dorianne Azzopardi Celia on Tel: 21222992 or by email at: [admin@maltaemployers.com](mailto:admin@maltaemployers.com)**

## **Family Business Governance and Succession Planning**

**Reference Number** FB-GSP/01

**Title** Family Business Governance and Succession Planning

**Course Description** This programme is for members of progressive families in business together, or employees who want to gain the technical knowledge on how a family enterprises can get organised and ensure a future in business together. It is aimed at everyone who is involved in a family business, whether as a family member, service provider, owner, director, successor, manager or employee and aspiring family entrepreneurs.

The Programme introduces the key models and framework that explain the unique dynamics of family businesses. The ownership, governance, management and leadership of a family business must deal with these dynamics in a way that is completely different from mainstream businesses. The best practice solutions for doing this will be explained to delegates through interactive learning and case studies. A one hour and thirty minutes consulting session will be provided to every family participant to consolidate the learning process with issues directly originating from your family business.

**Course Outline** **The programme consists of eight taught sessions of 3 hours each and twenty hours of hands-on work (case studies during and between the sessions).**

### **1. Understanding the Big Picture**

The significance of family Businesses to Malta understanding how families change over time; understanding the family business system and tools to understand the challenges of succession planning.

### **2. Next Generation Issues**

How next generation family members will be integrated in the family business and the issues to look out for, not to bring down the business.

### **3. Ownership Governance in a Family Business**

What type of owners do you want; who can become an owner and the rights and responsibilities of owners.

### **4. Corporate and Family Governance in a Family Business**

Why is corporate governance needed and an introduction to the institutions of family governance; Family Assembly, Family Council and Family Office. Why is family governance different from conventional corporate governance; the roles(s) of a board and relevant control mechanisms to achieve best boardroom practice.

### **5. Change management**

Introducing strategic management process including the drafting, implementing and evaluating of tasks that enable an organization to achieve its long-term objectives and manage change successfully.

### **6. Conflict Management**

Understanding the dynamics of conflict and communication strategies and ways which can be adopted to prevent, redirect and manage conflicting issues for the benefit of your company.

### **7. Legal Considerations in Family Businesses**

The legal aspect in family businesses plays an important role. It is important to establish the legal framework from which a family can operate to avoid misunderstandings and ensure the success and growth of the family firm. Such framework notes the basis from which a business can operate and the procedures that must be in place when taking key decisions and which will regulate and guide what and how decisions are taken.

### **8. Successful Succession Planning**

Succession as a continuous process more than an event. The importance of careful planning, that needs to be done to achieve a successful transition from one generation to the next.

### **Learning Outcomes**

- Knowledge of the family business system and tools to understand the challenges of succession planning.
- Knowledge on how next generation family members can be integrated in the family business and the arising issues.
- Knowledge on possible types of ownership, who can become an owner and what are the rights and responsibilities of owners.
- Knowledge of the different functions of management and the board in family enterprises.
- Understanding the need for corporate governance and knowledge of the institutions of family governance; Family Assembly, Family Council and Family Office.
- Knowledge on different strategic management process including the drafting, implementing and evaluating of tasks that enable an organization to achieve its long-term objectives and manage change successfully.
- Understanding the dynamics of conflict and communication strategies and ways which can be adopted to prevent, redirect and manage conflicting issues for the benefit of your company.
- Knowledge of the legal framework from which a family can operate to avoid misunderstandings and ensure the success and growth of the family firm.
- Knowledge on the implementation strategies of the succession processes.

### **Accreditation & Assessment.**

MQF/EQF Accreditation at Level 4 (8 Credits) is achieved through the attendance of the course modules and completion of class-work assignments are completed.

### **Cost**

The cost for this program is 432.00 euro exclusive of VAT.

## Trainers' Profile



**Mario Duca MSc (Ang), Dip. Lab., MIM**

Mario has an MSc in Business Management from Anglia Polytechnic University in 1998 with a specialisation on Joint Venture Formation. Mario is also a member of MCCEI, MEA and MIM and is the President of the Malta Association of Family Enterprises and is Managing Partner at 2M Management Consultancy Ltd. Mario has assisted numerous start-up companies in the development of business plans and consulted for companies on the analysis of their innovation potential and the introduction of Innovative Management Techniques and their implementation.

At 2M Management Consultancy Ltd, Mario has been instrumental for family businesses in implementing change management processes to improve the operational side of the business and also on the development of family councils, family agreements, succession planning and the development of family constitutions. Over the past six years we have been in a position to provide our family business clients with the latest tools and solutions through the development of governance structures for the family and the business. He was elected as the first President of the Malta Association of Family Enterprises in 2011 and has been invited to deliver talks in a number of conferences. Mario has also contributed various articles for local business magazines and the business newspapers and introduced in Malta the first Family Business Training programs which we have been delivering since 2010 and overseas since 2012.



**Dr. Jean Philippe Chetcuti LL.M. (Warwick), LL.D., TEP**

Jean-Philippe is Managing Partner of Chetcuti Cauchi and heads the Trusts department. He specialises in Maltese and international taxation, estate planning, estate settlement and estate administration. He acts as a legal council and tax consultant to foreign high net worth individuals and business entities seeking a tax efficient base. Jean-Philippe is recognised for his in-depth experience in trust and estate administration and for his handling of sophisticated domestic and international transactions for individuals, covering in some instances several generations of families in business. Through the firm's trust company, he acts as a trustee for many established trusts working closely with clients in providing strategic advice on the investment, tax and legal aspects of these arrangements as well as with respective trust beneficiaries.

Jean-Philippe speaks regularly at various international and academic institutions on international taxation and trust law. JP delivers the ACCA Advanced Tax paper at the Richard Clarke Academy and is a regular speaker at the Academy for Law & Finance. He is also the Secretary of the Malta Association of Family Enterprises and Vice Chairman of the Society for Trusts & Estate Practitioners.

For further assistance please contact Ms Dolores Attard on 21228264/5 or by email at [admin@2mmanagementconsultancy.com](mailto:admin@2mmanagementconsultancy.com) or Miss Dorianne Azzopardi Celia on 21222992 or by email at [admin@maltaemployers.com](mailto:admin@maltaemployers.com)



# Application Form

Delegate Name and Surname: \_\_\_\_\_

Organization/Institution: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

I would like to register \_\_\_\_\_ delegate/s

Please find enclosed a cheque of € \_\_\_\_\_

*(Cheques are to be made payable to 2M Management Consultancy Ltd)*

I accept that I will receive a Certificate of Attendance upon completion of the training hours. I acknowledge that to receive an MQF certificate additional coursework needs to be submitted.

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*The cost for this programme is of €432.00 excluding VAT. This fee includes all course material and worksheets; coffee breaks and a post-course one hour consultation session with one of our family business consultants. For further details contact 2M training administrator Ms Dolores Attard on [admin@2mmanagementconsultancy.com](mailto:admin@2mmanagementconsultancy.com) or Tel: 21228264/5 or contact Ms Dorianne Azzopardi Celia on Tel: 21222992 or by email at: [admin@maltaemployers.com](mailto:admin@maltaemployers.com)*

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## For Office Use Only:

Payment received

Participation to client confirmed

Certified