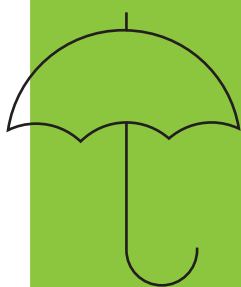


Training Catalogue

Banking & Finance

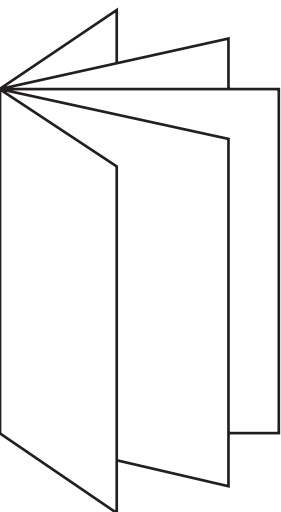
2025

**Trainings for
Professional
Development**



HOUSE OF
TRAINING





This publication is published by the House of Training, a continuing vocational training organisation located in Luxembourg-Kirchberg, 7 rue Alcide de Gasperi, BP 490 / L-2014 Luxembourg.

Training Catalogue Banking and Finance 2025.
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Annual publication available from the House of Training

Disclaimer

The catalogue provides an overview of the full range of courses on offer on the website (houseoftraining.lu): for each course listed in the catalogue, a unique reference number can be used to consult the full range of courses on offer on the website (houseoftraining.lu).

If you would like to register for a course, please click on the link to the full course description.

Throughout the catalogue, the masculine gender is used without without any intention of discrimination. Similarly, adjectives, pronouns and nouns (of functions, professions, titles, etc.) are given an undifferentiated gender for the sole purpose of lightening the text.

Time for a Refresh!



Muriel Morbé

Chief Executive Officer

The world of work is opening up a new chapter in its history. In fact, this renewal has already begun!

The upheavals caused by digitisation are continuing, profoundly changing businesses and their organisations.

Some skills and professions will disappear and others will emerge. All will be affected.

Artificial intelligence and its new tools are stimulating debate, raising questions and marking a new stage in the process, one that is reshaping and will continue to reshape the horizon.

More than ever, the future belongs to the companies that will embark on the train of change, those that will master these new skills, these new techniques, these new tools. Those that will have been able to question their skills and train themselves to remain competitive in the marketplace. In this respect, the forecast in the World Economic Forum's 2024 report speaks for itself: by 2025, 50% of workers will need to acquire new skills to remain relevant in the job market.

«Future is made of skills» is more than just a (pre)vision, it's a genuine leitmotiv for anyone who wants to update their skills and face the future with confidence.

We also face another challenge: the shortage of talent. How do we attract and retain talent in our country? Continuing vocational training remains a solid, relevant and effective response to this challenge. By guaranteeing continuous career development and offering training programmes that enable employees to update their skills, we can attract and retain the talent of tomorrow. Beyond the employment issue and Talent Management, it's a question of attractiveness, efficiency and Luxembourg's competitiveness.

The House of Training is also writing a new page in its history. In 2025, we will be celebrating 10 years of existence - an opportunity to take stock, reaffirm our vision and values, refocus our mission and map out our future ambitions. Faithful to its commitments, the House of Training wishes to contribute to making Luxembourg a dynamic, attractive and competitive centre for development the skills of the economy and its players. That is our vision.

So we have drawn up a Strategic Refresh for the decade ahead. It's a refresh that puts the spotlight on a concept that's close to our hearts and that we'd like to share with you: Curiosity.

We are convinced that curiosity is a driving force, that it pushes us to learn, to evolve and to learn again. Curiosity gives us agility and flexibility in the face of change, but also the ability to innovate, to surpass ourselves, to be ever more effective and to have an impact. Impact is at the heart of our values: it motivates our actions, gives them meaning and dictates the quality of our services.

It's a path with which we identify, and one that we are convinced represents a keystone for all companies and all their employees, as they make their way through these times, with all their challenges and opportunities.

«Never stop learning» is more than a concept, it's a practical philosophy that we encourage you to adopt, a key that opens the door to all kinds of opportunities.

This strategic renewal has given rise to the new features in this training catalogue that you are holding in your hands. In 2025, the House of Training offers more than 1,400 training courses and 138 certification courses. For the financial sector, which includes banking sector, investment funds and insurance industries, we offer 368 training programmes, 69 certification routes and 22 professional profiles.

Special attention has also been paid to our academic offer. I invite you to browse through this issue to discover all the new features.

Finally, I would like to sincerely thank all our partners and trainers from the financial centre who work alongside us every day.

Your commitment is essential to the smooth running of our mission and helps to keep us on track. You are ambassadors for the expertise available in Luxembourg and help to extend its influence, even beyond our borders.

I would also like to extend my warmest thanks to all our employees. During the development of our strategic renewal, you have shown us just how much Pride in Action is in each and every one of you. How much the Collaboration, Respect, Excellence and the Agility you demonstrate are key values that both initiate and condition the impact of our actions.

Finally, I'd like to thank all our customers for their continued confidence. We are at your side, available and eager to start this new year together, which, as you will have realised, is a year of both continuity and renewal.



“Changing and Training”

Cross-Insights into the Banking and Investment Fund Industries

The banking and investment fund sectors are emblematic of the strength and success of Luxembourg as a financial centre. However, these sectors are also facing current market challenges: competitiveness, attracting talent, integrating AI... Challenges that are also opportunities, and to which continuing vocational training provides solid answers.

Interview with Jerry Grbic, CEO of ABBL and Serge Weyland, CEO of ALFI.

In your opinion, what are the main strengths of your respective sectors in terms of the competitiveness and attractiveness of Luxembourg as a financial centre?

Jerry Grbic: I would say it is first and foremost the wide range of services we offer on a daily basis: retail banking, private banking and corporate banking, then the funds-related activities and finally the more recent payments activities with FinTech. I would add that the international perspective, which has been a defining future for over 50 years, is also a key factor in understanding its impact. Luxembourg stands as a recognised label of quality and trust worldwide.

Serge Weyland: I agree with Jerry that our strength in the investment fund sector lies in the diversity of fund types available. Luxembourg offers a broad range of structures and asset classes to meet the needs of all investor profiles — supporting diversification, and with it, stability. Our funds are distributed in 80 countries, making Luxembourg the world leader in domiciliation and distribution — a unique ecosystem!

How would you describe the cooperation between the banking and fund industry in the financial centre?

JG: It is a constant and fruitful collaboration, which mainly covers three dimensions: custody services and the associated compliance and risk management; financing activities, the provision and management of liquidity; and finally the retail distribution business for funds, private banking or institutional clients. Since 2006, we have jointly operated a representative office for European affairs in Brussels.

SW: ALFI and ABBL collaborate closely on interdisciplinary issues like regulation and digitalisation, which affect both our sectors. We regularly exchange ideas and explore synergies. As the market is constantly evolving, this regular consultation between our two sectors is essential to anticipate future developments and respond to new needs.

What are the challenges and opportunities facing your respective businesses now and in the coming years?

JG: The sharp increase in regulation over the last fifteen years has been challenging. Let us be clear, the ABBL is very much in favour of smart regulation that improves confidence in our industry. Rather, it is the rapid and constant pace at which these new regulations are being introduced that has made banks «suffer». Cybersecurity will be another challenge, especially as digital and AI continue to develop. Luxembourg will not be spared from fraud, even if we are proactive and prepared to implement the necessary measures.

But, as your question suggests, these challenges are also opportunities, if we are prepared. And preparation means training. Indeed, having new skills means being ready to meet these challenges, whether they are regulatory or technical. It's a real competitive advantage, a real competitive edge.

SW: I would echo Jerry's point about regulatory pressure. I would also highlight the shift toward passive management in recent years as a real challenge — and one that is likely to persist. That said, we can be optimistic: Luxembourg has strong expertise in passive strategies and ETFs.

As we have seen during the recent period of inflation, the challenge for Luxembourg will be to keep delivering products and services at a reasonable cost. In this respect, new technologies will be an essential ally, as will the sharing of best practices that already exists between the local players we represent. As Jerry said, and he's absolutely right, updating our skills and training in these new technologies is vital and can tip the balance in our favour. Our ability to progress, innovate and deliver depends on it.



How can the banking and financial sector join forces to address the talent shortage and make Luxembourg more attractive?

SW: The answer is clear: training is key to addressing both major challenges. The interactions between the ABBL, the ALFI and the House of Training are numerous and productive. The sectors we represent – including insurance – are also present in universities across the Greater Region to showcase the full spectrum of our professions and to build bridges between education and the job market.

JG: In Luxembourg, we're fortunate in that one in two of our employees comes from abroad, from universities and schools with which we want to establish contacts. They open doors for us and show students where their studies can lead, but above all they spark interest in our industries. Because, let us face it, by the time young people enter the job market, they are not that young anymore. They want to work for GAFAM. It is up to us to change the narrative and show them the added value of a career in banking or investment funds. In this respect, training is also a strong argument for attracting and retaining talent in our country. Guaranteeing the continuous development of skills – in other words, a dynamic and fulfilling career – is the key to attractiveness and competitiveness.

How do you see roles in your sectors evolving over the next 10 years?

JG: From a technological point of view, it's clear that all recurring administrative functions, such as the back office, will have to be reinvented. More generally, all professionals will have to accept the need to develop new skills and new perspectives. Their profession will change, and that's often a good thing. AI will not make their expertise disappear, but it will allow them to focus on high value-added activities.

SW: Tomorrow, technology will change the way investment products are distributed and «consumed». This shift will also transform how our professions are organised. Automation will accelerate, and talent will need to be trained in digital tools, especially with AI in mind. We need to create levers that encourage the adoption of these new technologies.

What message would you like to send to all players in the Luxembourg market on this topic?

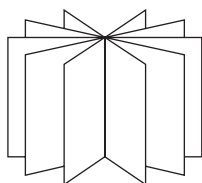
JG: We really need to focus on training. In the latest collective labour agreement, signed in July 2024, we increased the budget allocated to training by 10% and emphasised employability. This concept has been reviewed, and we wanted to create co-responsibility between employer and employee. The employer allocates a minimum of 16 hours of training to the employee, but the employee must also take the initiative for his or her own training and thus employability.

SW: I would like to encourage everyone in the asset management industry to have a look at the House of Training's training catalogue. We are fortunate to be able to offer such a wide and evolving range of courses, which respond precisely to the needs of our businesses and enable us to overcome challenges and turn them into opportunities.

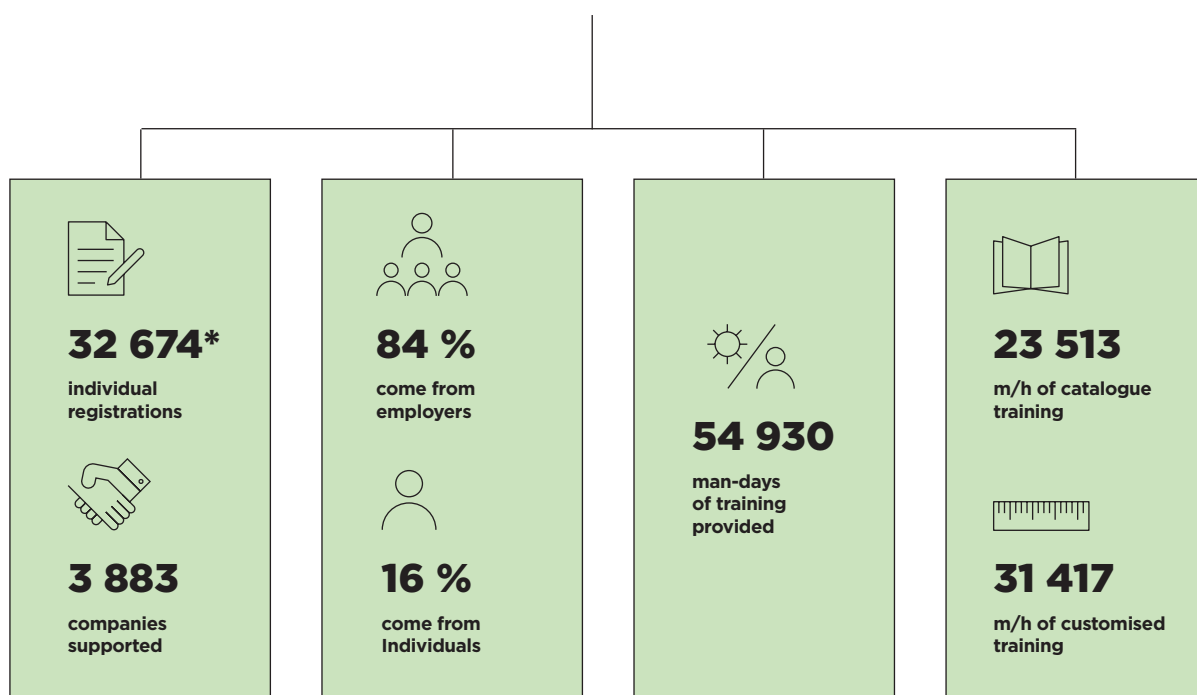
Finally, I will add the need for all concerned to remain vigilant, attentive and curious about the changes in the world.



Key Figures



Key Figures for 2023



* at 31/12/2023

The 2025 Banking & Finance Training Offer



+ 1 400

training courses,
including 272
new courses



4

domains



184

certified
paths,
including 19
new ones



7

academics
programmes



77

professional
profiles,
including 22



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





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Strengthening Business Skills To Make Luxembourg More Attractive And Competitive

At the House of Training, our commitment is to make an active contribution to Luxembourg's competitiveness and attractiveness by developing the skills of those who make its economy work.

Every day, we strive to support companies and their employees as they evolve, by anticipating current and future challenges in the labour market.

Our values and mission guide everything we do, with one overriding objective: to have a tangible, positive impact on the future of the Luxembourg economy.

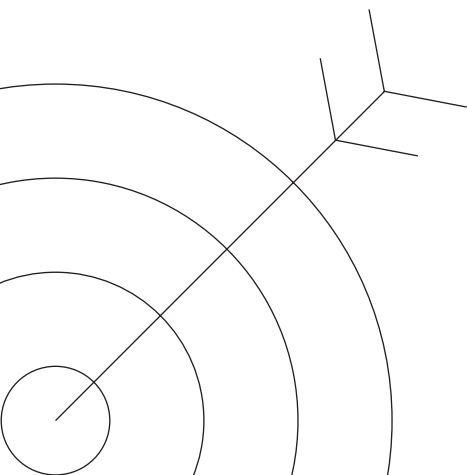
Our Mission

Facilitate

Develop and strengthen the skills of Luxembourg companies, by identifying current and future challenges in the labour market.

Guide

Support companies, their managers and their employees in their development by equipping them with the necessary skills and tools through the development of training programmes and plans tailored to market's needs.





Our Values

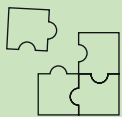
Collaboration

Agility

Respect

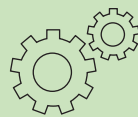
Excellence

for IMPACT



Collaboration

The House of Training promotes collaboration, co-creation and close partnerships with customers, external trainers and partners to develop tailored training solutions to the specific needs of each business sector.



Agility

The House of Training is flexible and responsive to changes in the needs of its customers and the market, anticipating trends, creating tailor-made offerings and constantly innovating to meet new challenges.



Respect

The House of Training treats its customers, its learners and its employees with respect, its partners with respect and consideration, fostering an inclusive, caring working environment based on active listening.



Excellence

Thanks to its know-how, its reliability and proactivity, the House of Training aims for quality in everything it undertakes and deploys on a daily basis.



Impact

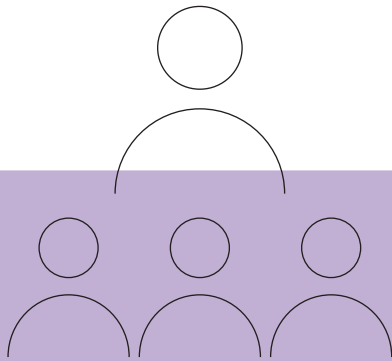
The House of Training is committed to offering training courses that have a tangible and measurable impact on the skills, performance and employability of learners, thereby contributing to the attractiveness of the Luxembourg economy.



The Strength of an Ecosystem Dedicated to Reinforcing And Developing Skills

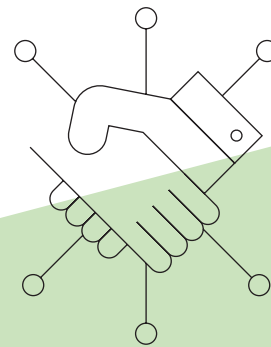
To fulfil its mission of developing and enhancing skills, the House of Training relies on a dynamic, collaborative ecosystem of trainers and partners who are experts in their fields.

Thanks to this synergy, we are working to provide vocational training that is both innovative and aligned with the realities on the ground, ensuring continuous skills development and optimum preparation for current and future economic opportunities.



More Than 800 Expert Trainers

Our trainers are experts in their respective fields, bringing not only their technical know-how and practical experience, but also their passion for learning and professional development. They are at the heart of our pedagogical approach, offering trainings that are adapted and updated to meet the challenges of the market. The majority of our trainers are entrepreneurs, technical experts or representatives of our partners, ensuring that the training courses offered reflect the needs of the field as closely as possible. Their pragmatic approach, based on the principle of «experts training future experts», ensures that each training session is rooted in the professional and sectoral reality of the participants.



A Network of 60 Leading Partners

To adapt our training offer to the latest trends in each sector and anticipate the specific needs of companies, the House of Training works closely with a network of 60 partners. This network brings together the driving forces of our economy, such as professional associations and federations, ministries and public administrations, higher education institutions and universities, as well as service organisations, who put their sectoral expertise at the service of innovative continuing vocational training.



Professional Federations and Associations



Ministries and Public Administrations



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation,
de l'Alimentation et de la Viticulture



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Culture



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Économie



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Santé
et de la Sécurité sociale
Direction de la santé



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de la Mobilité
et des Travaux publics



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère du Travail

Academic Partners



Service Partners

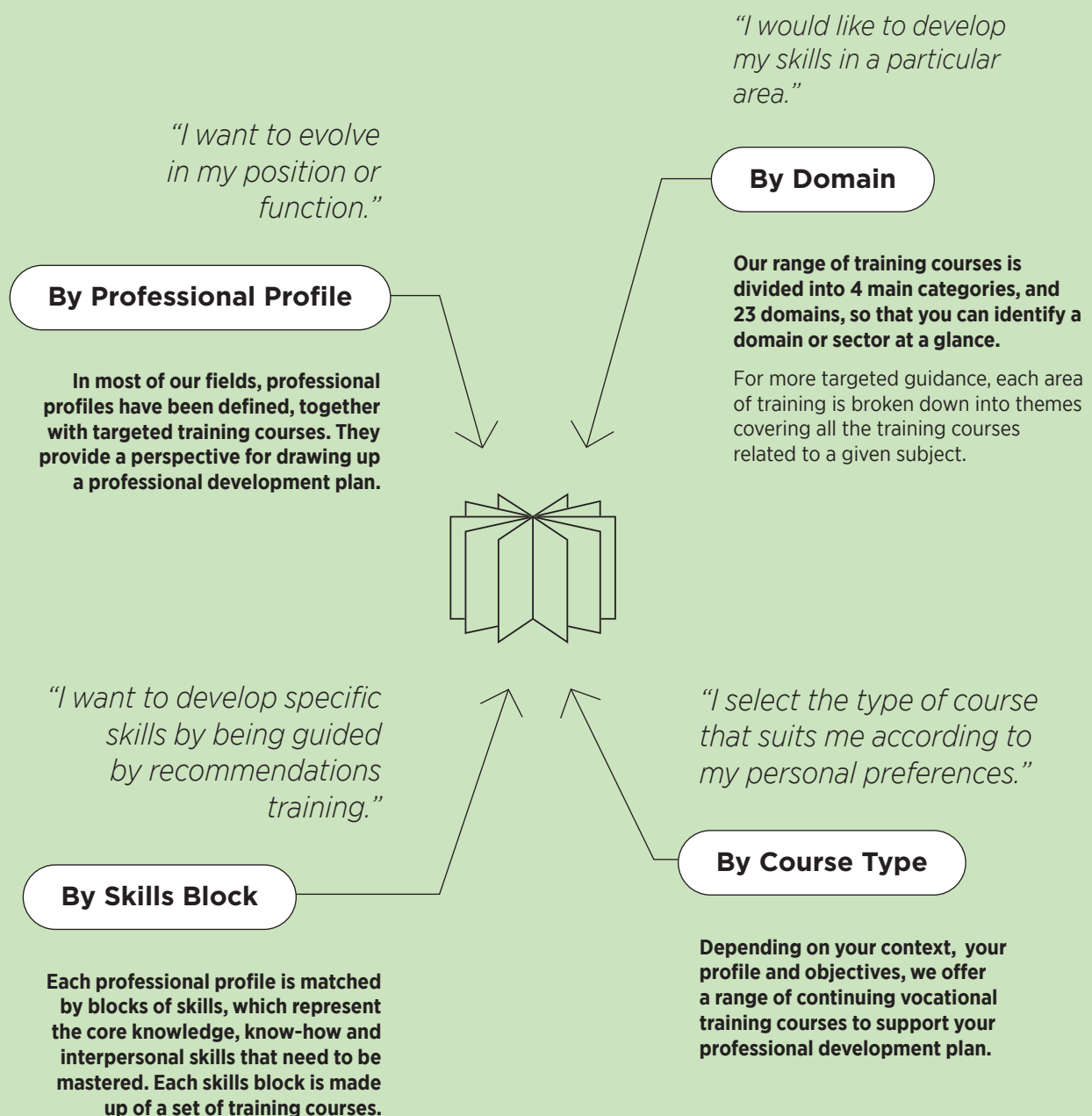




Let's Build Your Continuing Professional Development Path Together

Our global approach enables you to find and choose the training that matches your aspirations or needs, so that you can put your professional development plan into practice.

You Can Choose From A Number of Entry Points

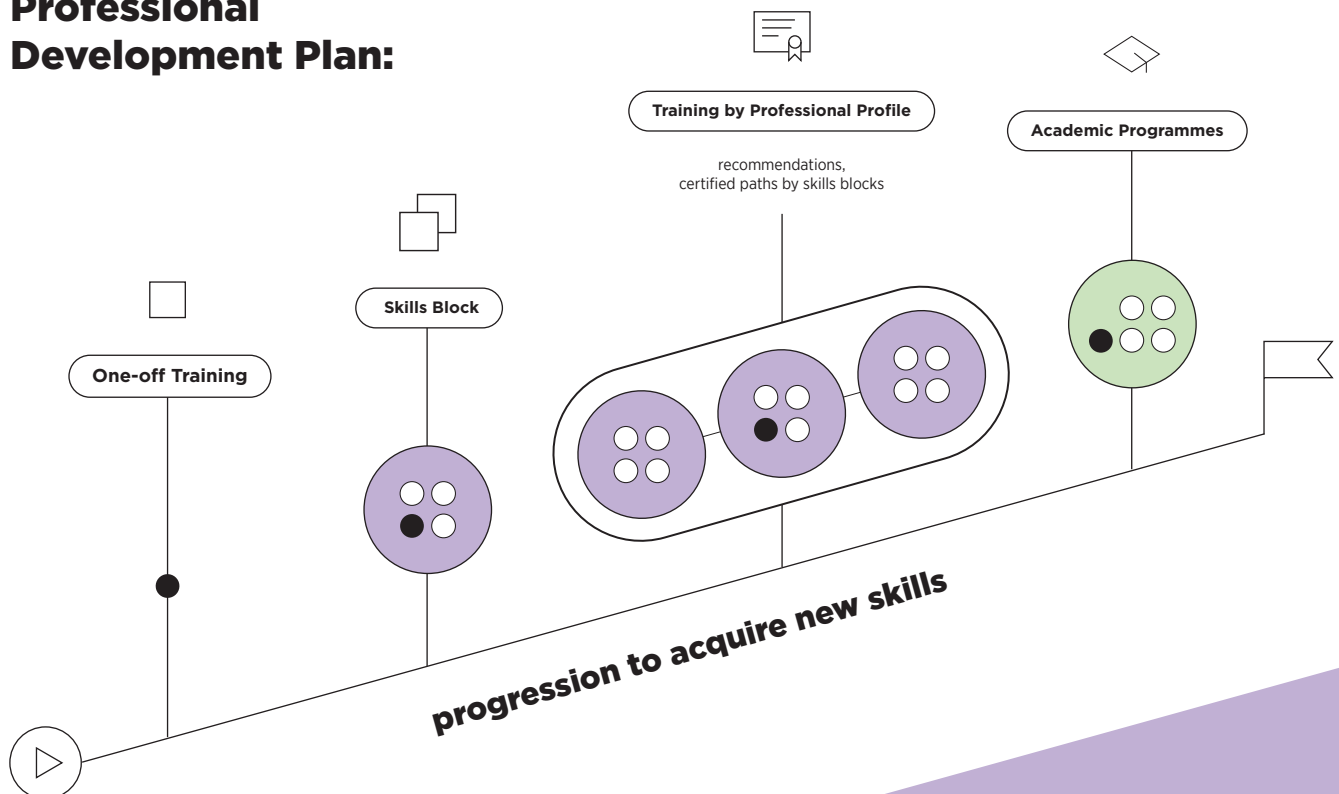




Situate Your Training in a Broader Context

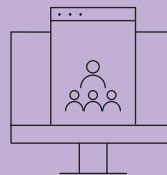
Choosing training for your professional development is part of a cycle that repeats itself throughout your working life. Changes in the working environment require constant adaptation.

Professional Development Plan:



houseoftraining.lu

Digital Tools

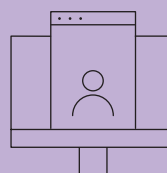


Company's Portal

Managing employees' trainings

Access to:

- training courses and exam results
- training calendars
- course materials
- certificates
- invoices
- reporting



Learner's Portal

Managing your trainings

Access to:

- training courses and exam results
- training calendars
- course materials
- certificates
- e-learning

Digital Plateform

Participation in our e-learning sessions, virtual classes, exams and quizzes

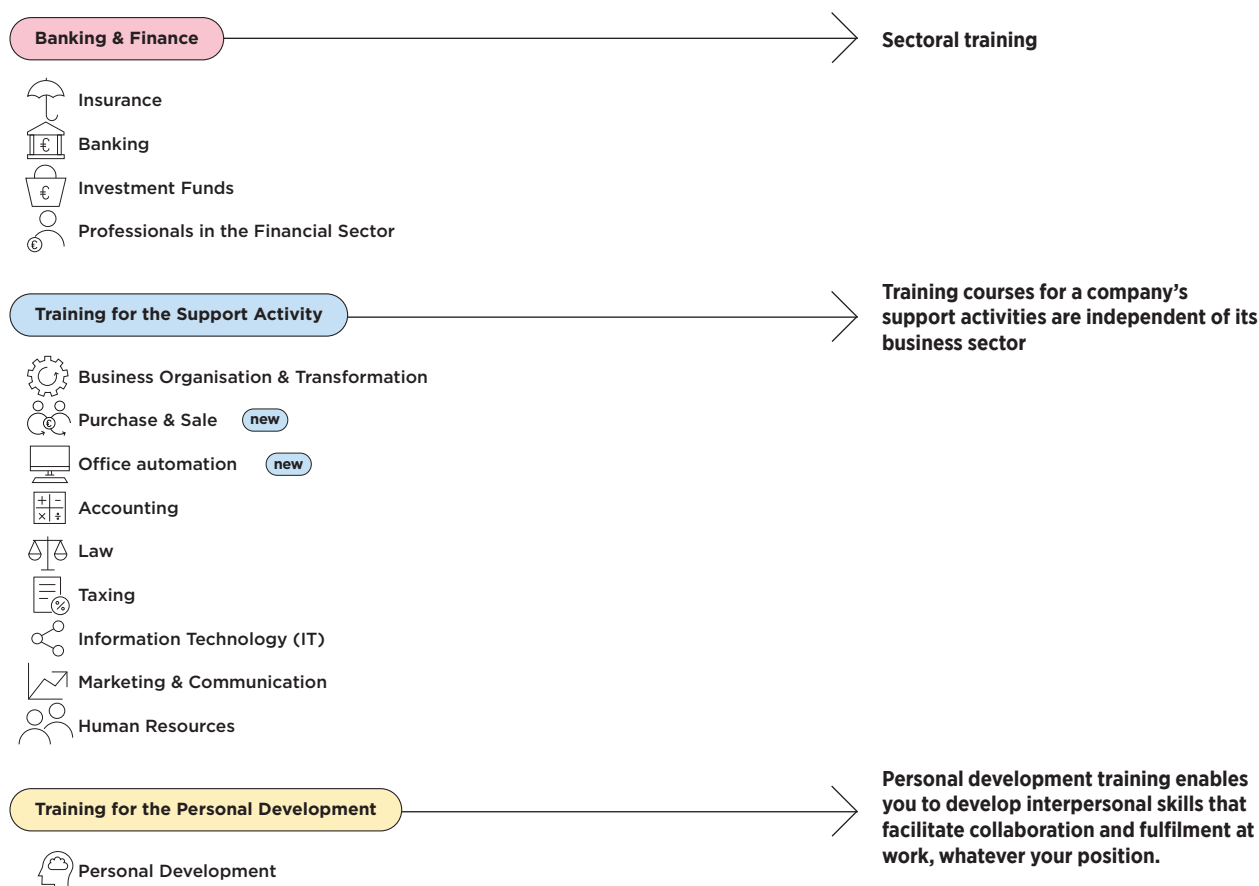


Which Entry Point Should You Use to Select Your Courses?

By Domain

Would you like to develop your skills in a particular sector or subject?

Our offer covers the main sectors driving the economy:



Each domain is broken down into a number of themes, which bring together all the training courses on offer in this domain.

Learners can choose the training they need to meet their specific requirements:

Example

Digital Finance		Duration hours	Type	Academic or certifying	Language	Reference	Partners
new	Qualified Cybersecurity Professional in Finance	25			EN	BQ038PC	
new	Certified Financial Sector Security Officer (CFSSO)	42			EN	BQ034PC	
	Cloud Officer & Outsourcing Officer - Certified Programme	42			EN	BQ031PC	

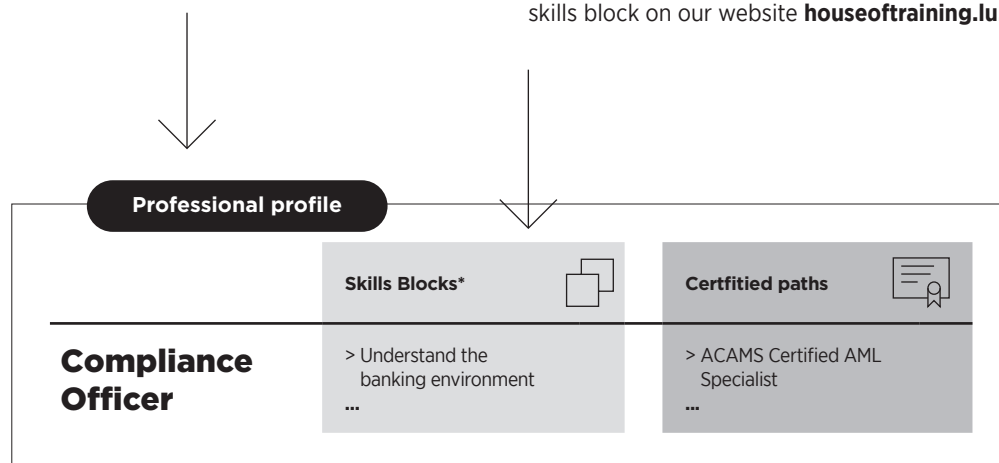
Example

By Professional Profile

Most domains offer one or more professional profiles. For each of these profiles, training recommendations are suggested: **certified path, one-off training, academic programme**.

By Skills Block

Each professional profile is associated with training courses grouped into skill blocks. These skill blocks identify the **knowledge, know-how and interpersonal skills** required to perform the tasks corresponding to the profile. Skill blocks enable the structured acquisition of skills for a given activity or function. Recommendations for training courses are offered by skills block on our website **houseoftraining.lu**.



By Course Type

Depending on their own criteria, learners can choose the **type of training** that best suits their needs and constraints :

format		Individual courses	These courses enable you to acquire specific knowledge or skills. They are rewarded with a certificate of successful completion (exam passed) or a certificate of participation (courses without an exam).
		Certified path	A set of courses offered according to a specific logic and chronology. Offered in collaboration with a professional association, the courses leading to a qualification are awarded a certificate of achievement.
		Academic programmes	Programmes offered with renowned academic partners.
formula		Day/evening classes	The timetable for each catalogue course is shown on our website and will be specified when you confirm your registration.
		E-learning-courses	For e-learning courses, learners are free to choose the time, place and pace at which they wish to learn a subject.
		Blended learning courses	Blended learning courses combine e-learning with face-to-face or distance learning courses (in bundle). Learners update their knowledge with e-learning in preparation for courses.
		Face-to-face or distance learning courses	Face-to-face training brings together groups of learners in a specific location, at fixed times. Distance learning courses are offered at fixed dates and times via an electronic platform. Most of our courses can be offered in this format.
		Digital skills	Digital skills enable you to make effective use of new information and communication technologies to actively participate in the digital transition.
genre		Sustainable skills	Sustainable skills enable us to contribute efficiently, ethically and responsibly to the economic, social and environmental development to anticipate the ecological transition.
		Catalogue courses	Open to all, aimed at employees from different companies and/or different sectors. This "inter-company" format encourages enriching exchanges of practices. The courses are usually held on the premises of the Chamber of Commerce of the Grand Duchy of Luxembourg. Full details are available on houseoftraining.lu.
		Tailor-made courses	Offer developed and adapted to the specific needs of a company, organised at its request, either from a training catalogue or as a totally customised course. Only the company's employees take part, fostering a climate of team cohesion. Training courses can be held at one of the following locations: Chamber of Commerce or within the company.



Practical Information

Dates and Duration

The dates of our training courses are posted on our website houseoftraining.lu. The duration is expressed in hours. Unless otherwise indicated, this does not include the exam.

Registration Fees

The basic registration fees for catalogue courses are shown on our website houseoftraining.lu. This basic price may vary depending on the options chosen. The prices shown do not include VAT.

References

To make it easier to find what you're looking for on our website, each course has a unique reference number. Simply enter the reference in the search field and you'll have direct access to all the information you need about the course in question. The last two letters of this reference also indicate whether the course is an evening course (CS), a day course (CJ), an e-learning course (EL) or a certification course (PC).

Validity

The range of courses on offer, as well as partnerships, may change over the course of 2025.

Practical Details

1. Before the Course

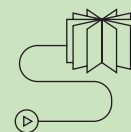


2. Day of Course



Follow the distance learning course

ou



Getting to the location

Address:
Centre de Formation de la
Chambre de Commerce
7, rue Alcide de Gasperi
L-2981 Luxembourg



Coming by Bus

Léon Hengen stop (rue Alcide de Gasperi)
lines 12 - 32 - CN4

Jean Monnet stop (boulevard Konrad Adenauer)
lines 6 - 16 - 18 - 21 - 25 - 72 - 81 - 86 - 88 - 211

Kirchberg, Europe stop
lines 212 - 305 - 401 - 403 - 405 - 406 - 407 - 410 - 501 - 502 - 503 - 505



Coming by Tram

Stations:

○ Coque

○ Parlement Européen



Coming by Car

Car park
paying underground
car park available
at the Chamber of
Commerce



Banking & Finance



Insurance

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Insurance

The insurance sector is constantly evolving with technological advances, transforming operations and customer interaction. The key segments are reinsurance, non-life and life insurance. To succeed, professionals need to master regulations and emerging trends such as artificial intelligence and data analysis. Sustainable insurance management requires an in-depth understanding of legal and financial issues. Insurance companies must innovate to offer customised products and services that meet customers' changing needs.

Professional profiles				
Access Customer Relations Support	Skills Blocks*			
	Insurance and Financial Sector Employee	> Understand the banking environment	> Understand the insurance environment	> Understand the investment fund environment
	Insurance Agency Manager	> Understand the insurance environment		
	Agents and Sub-brokers	> Understand the insurance environment		
	LPS Sales Advisor	> Know the LPS legal framework and the Luxembourg context	> Understand the insurance environment	> Understand the LPS insurance environment
	Compliance Officer	> Understand the insurance environment	> Ensure insurance compliance	

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Insurance Fundamentals

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Insurance Sector - Framework Overview	4	☀		EN	AS050CJ	
Insurance Uncovered	1	▶		EN	AS009EL	

Regulatory Obligations




	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new Insurance Sector - Framework Overview	4	☀		EN	AS050CJ	
AML in Life Assurance	1	▶		EN	AS012EL	
IDD Implementation in Luxembourg	3	☀		EN	AS013CJ	ACA
The Insurance Distribution Directive	1	▶		EN	AS006EL	
EU Regulations and Customer Protection	1	▶		EN	AS008EL	ACA
Solvency II and Risk Management	1	▶		EN	AS007EL	
Legal Principles of Life Assurance	1	▶		EN	AS005EL	

(*) The professional profile is organised into skill blocks.
Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu

**Our partners in this domain:****Certified paths**> Business Management
Toolbox**Distribution of Life insurance Provision of Services (LPS)**

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Financial and Investment Advice	1	▷		EN	AS004EL	
Business Ethics	1	▷		EN	AS002EL	
Succession Planning	1	▷		EN	AS003EL	

Sustainable Finance

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
GRI (Global Reporting Initiative) - International Certification in Sustainable Finance	24	🌱☀️	📄🏆	EN	BQ024PC	ABBL
Sustainable Finance - Foundation	6	🌱☀️	📄🏆	EN	BQ020PC	ABBL
Your First Steps in Sustainable Finance	2	🌱▷		EN	BQ025EL	ABBL
Sustainable Finance and Human Rights	4	🌱☀️		EN	BQ150CJ	ABBL
Fundamentals of Sustainability - MBA Highlights	8	🌱☀️		EN	OE117CJ	  



Banking

The banking sector is constantly changing and is highly complex. It encompasses a wide range of professions that require continuous updating and development of knowledge. Finance professionals agree that it is essential to enhance the skills of their staff, both in terms of legal and regulatory requirements (licensing constraints, compliance rules, the fight against money laundering) and technological, cultural and operational aspects (digital transformation, the rise of sustainable finance, knowledge of products, customers and operations). The challenge is to ensure the attractiveness and excellence of the financial centre.

Professional profiles					
		Skills Blocks*			
Access	Banking and the Financial Sector Employee	> Understand the banking environment			
	Customer Relations Manager	> Understand the banking environment	> Understand the regulatory framework of the banking sector	> Master the specific features of banking products	> Master the specific features of banking services
Customer Relations		> Advise banking customers			
	Banking Products and Services Manager	> Understand the banking environment	> Understand the regulatory framework of the banking sector	> Master the specific features of banking products	> Master the specific features of banking services
Operations	Back-Office Employee	> Understand the banking environment	> Understand the regulatory framework of the banking sector	> Ensure the operational running of the bank	
	Risk Manager	> Understand the regulatory framework of the banking sector	> Manage the bank's risks		
Support	Compliance Officer	> Understand the banking environment	> Understand the regulatory framework of the banking sector	> Ensure the bank's compliance	
	(new) Sustainability Manager				
	Management Controller	> Understand the banking environment	> Understand the regulatory framework of the banking sector	> Manage the bank's accounting operations	> Master the bank's accounting standards and norms
	Internal Auditor - Internal Controller	> Understand the banking environment	> Understand banking standards and norms	> Understand internal audit and internal control methods	

(*) The professional profile is organised into skill blocks.
Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu



Our partners in this domain:



Certified paths



Academic programmes



> International MBA (HEC Liège-Luxembourg)

> MiFID II Certification

> Certified Private Banker

> Becoming a Salesperson

> Capital Markets and Financial Instruments Certificate (CAMFIN)

> Capital Markets Back-Office Certification (CAMBOC)

> Professional Qualification in Risk Management

> ACAMS Certified AML Specialist

> ACAMS Certified Global Sanctions Specialist (CGSS)

> RC Capacity Certificate Programme for Banks

> GRI (Global Reporting Initiative) - International Certification in Sustainable Finance

> Luxembourg Sustainability Management Series (LSMS)

> Sustainable Finance Certification

> General Management & Sustainability Programme - MBA Highlights



Banking

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Introduction to the Banking Sector

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
International Financial Markets	4	▶		EN	BQ002EL	
Banking in Luxembourg	10	▶⚙️		EN	BQ002CJ	
Ethical Behaviour in Banking - Fundamentals	4	⚙️		EN	BQ185CJ	
Capital Markets	10	▶⚙️		EN	BQ010CJ	
National and International Agreements Regulating the Financial Sector in Luxembourg	12	⚙️		EN	BQ006CJ	

Laws and Regulations

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
MiFID II Certification (EN/FR)	17	⚙️		EN	BQ003PC	
MiFID II - Framework Overview	4	⚙️		EN	BQ023CJ	
MiFID II - Overview of International Financial Markets	8	⚙️		EN	BQ126CJ	
MiFID II - Debt Instruments	8	⚙️		EN	BQ128CJ	
MiFID II - Equities	8	⚙️		EN	BQ130CJ	
MiFID II - Derivatives	8	⚙️		EN	BQ132CJ	
MiFID II - Investment Funds	12	⚙️		EN	BQ134CJ	
MiFID II - Risk, Compliance, Regulations	8	⚙️		EN	BQ136CJ	
MiFID II - Investment Advisory Services	8	⚙️		EN	BQ138CJ	
MiFID II Reloaded	2	▶		EN	BQ015EL	
MiFID II - Latest Updates	1,5	▶		EN	BQ224CJ	
Circular 22/806 Outsourcing Arrangements	12	⚙️		EN	BQ237CJ	
Remuneration Policy in the Banking Sector	4	⚙️		EN	RH111CJ	
EU Market Abuse	1	▶		EN	BQ029EL	
Tax Regulations - CRS / FATCA / QI	1	▶		EN	BQ010EL	
PRIPs KIDs for Investment Products	3	⚙️		EN	BQ222CJ	



Products

Products	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Capital Markets and Financial Instruments Certificate (Virtual CAMFIN)	49			EN	BQ008PC	
Capital Markets and Financial Instruments Certificate (CAMFIN)	49			EN	BQ008PC	
Understanding Structured Products Certificate	26			EN	BQ026PC	LUX SIP ₄
Shares - Fundamentals	10			EN	BQ031CJ	
Bonds - Fundamentals	10			EN	BQ028CJ	
Structured Products - Fundamentals	10			EN	BQ192CJ	
IRS and Financial Swaps - Fundamentals	10			EN	BQ191CJ	
Options and Warrants - Fundamentals	10			EN	BQ193CJ	
Futures - Fundamentals	10			EN	BQ190CJ	
Financial Mathematics	2			EN	BQ011EL	

Banking Services

Banking Services	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Loans to Retail Clients - Fundamentals	8			EN	BQ140CJ	
International Loans - Fundamentals	16			EN	BQ050CJ	
International Loans - Advanced	24			EN	BQ051CJ	
Bank Accounts and Payment Services	8			EN	BQ043CJ	

Wealth Management

Wealth Management	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Certified Private Banker				EN	BQ011PC	
Wealth Management in Luxembourg	4			EN	BQ057CJ	



Banking

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Back-Office Operations

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Capital Markets Back-Office Certification (CAMBOC)	36			EN	BQ012PC	
Introduction to Back-Office Operations	1,5			EN	BQ021EL	
Back-Office - Custody Operations	18			EN	BQ062CJ	
Back-Office - Securities Clearing and Settlement	8			EN	BQ064CJ	
Back-Office - Corporate Actions	16			EN	BQ066CJ	
Back-Office - Payment Processing	8			EN	BQ068CJ	
Introduction to SWIFT in the Payments Market	8			EN	BQ072CJ	
Introduction to SWIFT in the Securities Market	8			EN	BQ073CJ	

Bank Accounting and Management Control

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Financial Statement Analysis of a Bank	8			EN	BQ077CJ	

Compliance

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Professional Certificate of Competency in Compliance				EN	BQ014PC	
RC Capacity Certificate Programme for Banks	6			EN	BQ027PC	
new Certified DORA Practitioner	34			EN	BQ039PC	
new DORA Foundation	16			EN	BQ241CJ	

**Compliance** *(continued)*

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new DORA for Executives Training	8	☀		EN	BQ243CJ	
The Fundamentals of Compliance	2	▶		EN	BQ035EL	
Compliance - Fundamentals	10	☀☾		EN	BQ001JS	
Compliance - Implementation of the Regulatory Framework	15	☀☾		EN	BQ003JS	
Compliance - Master Class Compliance Officer in the Financial Sector	18	☀☾		EN	BQ008JS	
Luxembourg Whistleblowing Framework - New Requirements Applicable for Firms	3	☀		EN	BQ220CJ	
Payment Services Directive (PSD2) - Compliance Framework	4	☀		EN	BQ122CJ	
AML & CTF						
ACAMS Certified AML Specialist	43,5	☀		EN	BQ002PC	ACAMS
ACAMS Certified Global Sanctions Specialist (CGSS)	40	☀		EN	BQ023PC	ACAMS
Anti Money Laundering & Counter-Terrorist Financing (AML & CTF) - Foundation Level	26	☀		EN	BQ183CJ	
AML Case Studies	1,5	▶		EN	BQ022EL	
AML in Trade Finance	1	▶		EN	BQ026EL	
AML/CFT Luxembourg	2	▶		EN	BQ004EL	
AML/CFT Luxembourg - Directors and Senior Executives	2	▶		EN	BQ030EL	
AML for Luxembourg TCSPs	2,5	▶		EN	BQ031EL	
AML for Luxembourg TCSPs - Directors and Senior Executives Version	2,8	▶		EN	BQ032EL	
AML/CFT Luxembourg Refresher	1	▶		EN	BQ028EL	
AML in Private Banking & Wealth Management	1	▶		EN	BQ027EL	
Bribery and Corruption - Luxembourg	1	▶		EN	BQ006EL	
Environmental Crime and Money Laundering	0,5	▶		EN	BQ033EL	
Anti Money Laundering (AML) and KYC in Banking - Updates	2	☀		EN	BQ018CJ	
Anti Money Laundering (AML) and KYC in Banking - Fundamentals	4	☀		EN	BQ014CJ	
Anti Money Laundering (AML) and KYC in Banking - Fundamentals and Case Studies	8	☀		EN	BQ016CJ	
Embargos and Consequences - Fundamentals	6	☀		EN	BQ209CJ	
Luxembourg Sanctions Regime	4	☀		EN	BQ228CJ	
Counter Terrorism Financing (CTF)	8	☀		EN	BQ019CJ	
Counter Terrorism Financing (CTF) - Transaction Monitoring and Analysis of Banking Data Simulation	8	☀		EN	BQ021CJ	
GDPR						
General Data Protection Regulation (GDPR) for Banks	1	🌱▶		EN	BQ009EL	
General Data Protection Regulation (GDPR) - Fundamentals	2	🌱☀		EN	BQ195CJ	
Data Protection Officer in Financial Institutions - Fundamentals	4	🌱☀		EN	BQ124CJ	
General Data Protection Regulation (GDPR) - Leveraging Data	4	🌱☀		EN	BQ121CJ	



Banking

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Audit and Internal Control

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
The Internal Audit Function in Financial Institutions	24			EN	BQ232CJ	

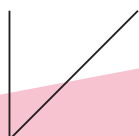
Digital Finance

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new Qualified Cybersecurity Professional in Finance	25			EN	BQ038PC	
new Certified Financial Sector Security Officer (CFSSO)	42			EN	BQ034PC	
Cloud Officer & Outsourcing Officer - Certified Programme	42			EN	BQ031PC	
Python Fundamentals for Business Analysts	24			EN	BQ033PC	
Introduction to Digital Finance	4			EN	BQ110CJ	
AML for Cryptocurrency	2			EN	BQ236CJ	
Cybersecurity - Regulatory Framework	4			EN	BQ162CJ	
Cybersecurity Management	4			EN	BQ163CJ	
Cybersecurity - Incident Management	4			EN	BQ197CJ	
Artificial Intelligence in Finance - Fundamentals	4			EN	BQ123CJ	
Data Analytics in Banking - Fundamentals	4			EN	BQ116CJ	
Cloud Computing Officer in Financial Institutions - Fundamentals	4			EN	BQ125CJ	
Blockchain, Crypto-Assets and Tokenisation	6			EN	BQ196CJ	
Blockchain Technology	4			EN	BQ117CJ	
Blockchain for Banking - Regulatory and Legal Aspects	3			EN	BQ118CJ	
Robotisation in Banking	4			EN	BQ189CJ	
Instant Payments	4			EN	BQ156CJ	
Open Banking and Application Programme Interfaces	4			EN	BQ157CJ	
Outsourcing Regulation in Finance	4			EN	BQ159CJ	
Digital Future of Retail Banking	4			EN	BQ111CJ	
Digital Future of Wealth Management and Private Banking	4			EN	BQ112CJ	
Digital Future of Corporate Banking	4			EN	BQ172CJ	

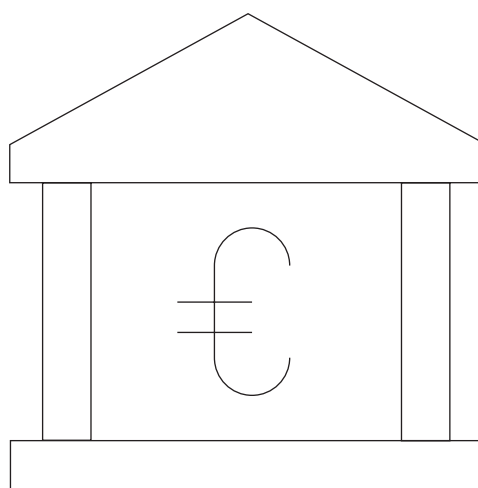


Sustainable Finance

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Sustainable Finance - Foundation	6			EN	BQ020PC	
Sustainable Finance - Operational Aspects - Advanced	12			EN	BQ025PC	
Sustainable Finance - Regulatory Aspects - Advanced	2			EN	BQ021PC	
Sustainable Finance - The Case of Green, Social and Sustainability Bonds and ESG Funds - Advanced	10			EN	BQ022PC	
GRI (Global Reporting Initiative) - International Certification in Sustainable Finance	24			EN	BQ024PC	
new Operational Implementation of the New Sustainability Rules for Private Bankers and Financial Advisers	4			EN	BQ240CJ	
new ESG Risks	4			EN	BQ239CJ	
Your First Steps in Sustainable Finance	2			EN	BQ025EL	
Sustainable Finance and Human Rights	4			EN	BQ150CJ	
General Management & Sustainability Programme - MBA Highlights	64			EN	OE028PC	
Fundamentals of Sustainability - MBA Highlights	8			EN	OE117CJ	



Find out more about training courses related to digital transformation in the Business Organisation & Transformation domain under Digital Innovation and Transformation (page 37).





Investment Funds

Luxembourg's investment fund industry is one of the most important in the world, ranking second. However, the players in this sector are faced with an increasingly strict regulatory framework and a digital and sustainable transformation of the environment. To maintain their reputation for excellence, they must constantly update and strengthen their skills in key areas such as regulatory compliance, technology, sustainability and innovation. This is crucial if they are to remain competitive with their rivals and meet regulatory requirements and customer expectations.

Professional profiles

Skills Blocks*



Access

Investment Funds and Financial Sector Employee

> Understand the banking environment

> Understand the insurance environment

> Understand the investment fund environment

Customer Relations

Relationship Manager

> Understand the investment fund environment

> Master the legal and regulatory framework for investment funds

Operations

new Alternative Investments Specialist

> Understand the investment fund environment

> Master the legal and regulatory framework for investment funds

> Master the techniques of designing products and solutions

> Master alternative investment funds

Investment Fund Services Manager

> Understand the investment fund environment

> Master the legal and regulatory framework for investment funds

> Understand alternative investment funds

> Understand the risks impacting investment fund operations

Support

new Head of Sustainability

Risk Manager

> Understand the investment fund environment

> Master the legal and regulatory frameworks for investment funds

> Understand the risks impacting investment fund operations

Compliance Officer

> Understand the investment fund environment

> Master the legal and regulatory framework for investment funds

> Ensure compliance of investment funds



(*) The professional profile is organised into skill blocks.

Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu



Our partners in this domain:



Certified paths 			Academic programmes 		
> UCIs Fundamentals Certificate	> Senior Fund Specialist	> Private Equity - Administration			
> Introduction to Real Estate Funds					
> MiFID II Certification	> Devenir commercial - Parcours certifiant en vente	> Becoming a Sales-person			
> Business Management Toolbox					
> Real Estate - Business Processes	Real Estate - Accounting	> Real Estate - Valuation Review			
> Real Estate - Tax Compliance	> Private Equity - Business Processes	> Private Equity - Accounting			
> Hedge Funds					
> Certification Depositary Bank (CDB)	> Transfer Agent (Agent de transfert)	> UCIs Fund Accountant - Junior (Comptable OPC junior)			
> UCIs Fund Accountant - Senior (Comptable OPC senior)					
> Sustainable Finance - Foundation	> Sustainable Finance - The Case of Green, Social and Sustainability Bonds and ESG Funds - Advanced	> Sustainable Finance - Operational Aspects - Advanced	> International MBA (HEC Liège Luxembourg)	> General Management & Sustainability Programme - MBA Highlights	
> Sustainable Finance - Regulatory Aspects - Advanced	> GRI (Global Reporting Initiative) - International Certification in Sustainable Finance	> Luxembourg Sustainability Management Series (LSMS)			
> Professional Qualification in Risk Management (Investment Funds)					
> Fund Compliance Officer	> Certificat de capacité RC pour l'industrie des fonds	> RC Capacity Certificate Programme for the Funds Industry			
> Real Estate - Governance & Control					





Investment Funds

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

	Introduction to Investment Funds	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new	Introduction to Alternative Assets	8			EN	FI085CJ	
new	Introduction to Venture Capital	4			EN	FI087CJ	
new	Voluntary Liquidation of Investment Funds	4			EN	FI089CJ	
new	Introduction to European Long-term Investment Funds – ELTIF	4			EN	FI090CJ	
	Asset and Fund Management	16			EN	FI081CJ	
	Investment Funds - Fundamentals	10			EN	FI062CJ	
	UCIs - Actors and Legal Environment in Luxembourg - Fundamentals	10			EN	FI066CJ	
	UCIs - Fundamentals of Operational Flows	4			EN	FI064CJ	
	Alternative Investment Fund Managers Directive (AIFMD) - Understanding Fundamentals	8			EN	FI060CJ	
new	Taxation of Luxembourg UCIs	4			EN	FI091CJ	
	SWIFT - ISO 20022 Message for Funds	8			EN	FI061CJ	

	Fund Accounting	Duration hours	Type	Academic or certifying	Language	Reference	Partners
	UCIs Fund Accountant - Junior (Comptable OPC junior)				EN	FI016PC	
	UCIs Fund Accountant - Senior (Comptable OPC senior)				EN	FI015PC	
	UCIs Fund Accounting - Fundamentals	10			EN	FI058CJ	
	UCIs Fund Accounting - Standard Transactions	12			EN	FI054CJ	
	UCIs Fund Accounting - Investments Valuation	12			EN	FI056CJ	
	UCIs Fund Accounting - Advanced	8			EN	FI052CJ	

**Fund Accounting** *(continued)*

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Net Asset Value (NAV) - Errors and Breaches	8	☀		EN	FI027CJ	
IFRS Principles Applied to UCIs	8	☀		EN	FI046CJ	

Laws and Regulations

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Juriste OPC		☀		EN	FI014PC	
Environmental Crime and Money Laundering	0,5	▷		EN	BQ033EL	
(new) AML in Investment Funds		▷		EN	IF006EL	
AML for Luxembourg Investment Funds	2	▷		EN	FI001EL	
(new) AML for Luxembourg Investment Funds - Directors and Senior Executives	2	▷		EN	FI002EL	
(new) Conducting Officers in Investment Fund Management	4	☀☾		EN	FI088CJ	
Anti Money Laundering (AML) for Funds - Implementation	8	☀		EN	FI035CJ	
AML/CFT Luxembourg	2	▷		EN	BQ004EL	
AML for Luxembourg TCSPs	2,5	▷		EN	BQ031EL	
AML for Luxembourg TCSPs - Directors and Senior Executives Version	2,8	▷		EN	BQ032EL	
AML for Private Equity and Real Estate	8	☀		EN	BQ223CJ	
AML for Depositary Functions	4	☀		EN	BQ226CJ	
UCITS/non-UCITS Management Companies and AIFMs	8	☀		EN	FI030CJ	
UCIs - Incorporation and Legal Life	8	☀		EN	FI042CJ	
European Fund Taxation and Reporting	8	☀		EN	FI070CJ	
International Fund Registrations	8	☀		EN	FI045CJ	
PRIPs KIDs for Investment Products	3	☀		EN	BQ222CJ	

Transfer Agent

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Transfer Agent	16	☀		EN	FI013PC	
Registrar and Transfer Agency	10	☀☀☀		EN	FI034CJ	

Fund Compliance

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Fund Compliance Officer	64	☀		EN	FI012PC	
RC Capacity Certificate Programme for the Funds Industry	6	☾		EN	BQ028PC	
The Fundamentals of Compliance	2	▷		EN	BQ035EL	
Compliance - Fundamentals	10	☀☾		EN	BQ001JS	
Compliance in Funds - Introduction to the Rules of Conduct and Management Companies/AIFMs	8	☀		EN	FI032CJ	





Investment Funds

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Fund Compliance *(continued)*

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Investment Policies and Restrictions in UCITS - Fundamentals	8			EN	FI040CJ	
Advanced Investment Restrictions	24			EN	FI072CJ	

Hedge Funds

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Hedge Funds	24			EN	FI010PC	
Hedge Funds - Fundamentals	8			EN	FI023CJ	
Hedge Funds - Understanding the Specifics of Accounting and Custody	8			EN	FI022CJ	
Funds of Hedge Funds - Understanding the Specifics of Accounting and Custody	8			EN	FI021CJ	

Depository Bank Agent

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Certification Depository Bank (CDB)	29,5			EN	FI018PC	
International Financial Markets	4			EN	BQ002EL	
Introduction to Back-Office Operations	1,5			EN	BQ021EL	
The Fundamentals of Financial Risk	2			EN	BQ020EL	
Depository Bank Agent - Role, Responsibilities and Key Functions: Fundamentals	10			EN	FI026CJ	
Depository Bank Agent - Role, Responsibilities and Key Functions in Practice	8			EN	FI024CJ	

Private Equity Funds

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Private Equity - Administration	16			EN	FI003PC	
Private Equity - Business Processes	24			EN	FI002PC	
Private Equity - Accounting	24			EN	FI001PC	
Private Equity - Fundamentals	8			EN	FI011CJ	
Private Equity - Fundamentals of Fund Set Up and Structuring	4			EN	FI010CJ	
Private Equity - Fundamentals of the Roles and Responsibilities of PE Professionals	4			EN	FI009CJ	
Private Equity - Understanding PE Business Processes and Controls	24			EN	FI008CJ	
Private Equity - Mastering the Specificities of PE Fund Accounting and Reporting	24			EN	FI007CJ	
Private Equity - Specificities of Fund of Funds Strategies	4			EN	FI005CJ	
Private Equity - Specificities of Private Debt Strategies	4			EN	FI006CJ	

**Private Equity Funds** *(continued)*

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Private Equity - Specificities of Valuations I: Fundamentals	4	☀️		EN	FI004CJ	🌐
Private Equity - Specificities of Valuations II: Case Studies	8	☀️		EN	FI003CJ	🌐
Private Equity - Tax Structuring: Tax and Regulatory Aspects	4	☀️		EN	FI002CJ	🌐
Private Equity - Tax Structuring: Tax Aspects - Advanced	4	☀️		EN	FI001CJ	🌐

Real Estate Funds

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Introduction to Real Estate Funds	16	☀️	📄	EN	FI009PC	🌐
Real Estate - Business Processes	16	☀️	📄	EN	FI008PC	🌐
Real Estate - Governance & Control	16	☀️	📄	EN	FI007PC	🌐
Real Estate - Accountant	16	☀️	📄	EN	FI005PC	🌐
Real Estate - Tax Compliance	8	☀️	📄	EN	FI006PC	🌐
Real Estate - Valuation Review	8	☀️	📄	EN	FI004PC	🌐
REIF - Fundamentals: Understanding the Commercial Design of Real Estate Investment Products	8	☀️		EN	FI020CJ	🌐
REIF - Fundamentals: Tax and Legal Structuring of Real Estate Investment Products	8	☀️		EN	FI019CJ	🌐
REIF - Intermediate: Operating Real Estate Investment Products	8	☀️		EN	FI015CJ	🌐
REIF - Intermediate: Designing an Appropriate Financial Framework for Real Estate Investment Products	4	☀️		EN	FI018CJ	🌐
REIF - Intermediate: Roles and Responsibilities in Real Estate Investment Products	4	☀️		EN	FI017CJ	🌐
REIF - Intermediate: Governance and Control of Real Estate Investment Products	8	☀️		EN	FI016CJ	🌐
REIF - Advanced: Valuation of Real Estate Investment Products	8	☀️		EN	FI013CJ	🌐
REIF - Advanced: Accounting for Real Estate Investment Products	16	☀️		EN	FI014CJ	🌐
REIF - Advanced: Tax Compliance in Real Estate Investment Products	8	☀️		EN	FI012CJ	🌐

Sustainable Finance

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
GRI (Global Reporting Initiative) - International Certification in Sustainable Finance	24	🌱☀️	📄	EN	BQ024PC	🌐
Sustainable Finance - Foundation	6	🌱☀️	📄	EN	BQ020PC	🌐
Alternative Asset Funds in Sustainable Finance	8	🌱☀️		EN	FI086CJ	🌐
Your First Steps in Sustainable Finance	2	🌱☀️		EN	BQ025EL	🌐
Sustainable Finance and Human Rights	4	🌱☀️		EN	BQ150CJ	🌐
Sustainable Finance - Operational Aspects: Advanced	12	🌱☀️	📄	EN	BQ025PC	🌐
Sustainable Finance - Regulatory Aspects: Advanced	2	🌱☀️	📄	EN	BQ021PC	🌐

new





Training for the Support Activities



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Office automation p. 41



Accounting p. 42



Law p. 44



Taxation p. 46



Information Technology (IT) p. 48



Marketing & Communication p. 51



Human Resources p. 52



Business Organisation & Transformation

A company's performance is based on a solid internal organisation, encompassing corporate culture, management systems, project management, process improvement, communication, skills development and innovation. The use of tools and best practice in these areas, as well as encouraging innovation, leads to excellence. Mastering management methodologies, integrating sustainability principles, optimising internal processes and taking advantage of technological advances will enable the company to stand out from its competitors, guaranteeing a sustainable and agile performance in the face of current and future challenges.

Professional profiles

Skills Blocks*



Head of Project

Quality Security Environment (QSE) Officer

> Know the legal and standards in Luxembourg

> Manage and audit a management system

> Manage risks and requirements management system

> Manage and lead teams

new

Head of Corporate Social Responsibility (CSR)

Internal Auditor

> Know the legal and standards in Luxembourg


> Manage and audit a management system

> Manage risks and requirements in a management system

> Master negotiation and persuasion

(*) The professional profile is organised into skill blocks. Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu

**Our partners in this domain:**

Certified paths 			
> Project Management - Fundamentals & Certification	> PRINCE2® - Foundation & Certification	> PRINCE2® - Practitioner & Certification	> Change Management APMG - Foundation
> PM2® - Basic Certification	> PM2® - Agile Certification		
> Cycle in Corporate Social Responsibility (CSR)	> Luxembourg Sustainability Management Series (LSMS)		



Business Organisation & Transformation

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Project Management

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Project Management - Fundamentals & Certification	21	☀	📄	EN	OE005PC	
Project Management - Crash Course	7	☀		EN	OE064CJ	IL RE
PRINCE2® - Foundation & Certification	21	☀	📄	EN	OE007PC	
PRINCE2® - Foundation: Online Course and Official Exam	23	▶	📄	EN	OE001EL	
PRINCE2® - Practitioner & Certification	21	☀	📄	EN	OE008PC	
PRINCE2® - Practitioner: Online Course and Official Exam	48	▶		EN	OE003EL	
PM2® - Basic Certification	21	☀	📄	EN	OE025PC	
PM2® - Agile Certification	7	☀	📄	EN	OE026PC	
Agile - Foundations, Mindset & Practices	8	🌱☀		EN	OE032CJ	
AgilePM® Foundation - Online Course and Official Exam	22	▶		EN	OE002EL	
Change Management APMG - Foundation	21	☀	📄	EN	OE020PC	
ITIL® 4 - Foundation & Certification	21	🌱☀	📄	EN	IF005PC	
ITIL® 4 - Foundation - Online Course and Official Exam	16	🌱▶		EN	IF001EL	
new Accelerating and Facilitating Project Management with AI	5	🌱📄		EN	IF341CJ	

Management Systems

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
BPMN 2.0 - Efficient Business Process Modelling	16	☀		EN	OE088CJ	

Sustainable Transition

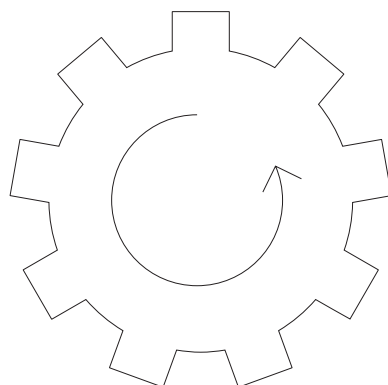
	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Luxembourg Sustainability Management Series (LSMS)	50	🌱	📄	FR	OE029PC	HOUSE OF SUSTAINABILITY
Stratégie ESG - Réaliser une analyse de double matérialité en impliquant les parties prenantes pour développer une stratégie de durabilité	4	🌱☀		EN	OE147CJ	HOUSE OF SUSTAINABILITY
Cycle in Corporate Social Responsibility (CSR)	24	🌱☀	📄	EN	OE027PC	INDR
CSR and ESR Assessment Module - An Introduction to CSR, the Label and the ESR Guide	8	🌱☀		EN	EG196CJ	INDR
CSR and Strategy - Identifying and Mapping Corporate Responsibility	4	🌱☀		EN	EG197CJ	INDR
CSR and Governance - Ensuring Good Corporate Governance	4	🌱☀		EN	EG198J	INDR
CSR and Social - Acting on the Company's Human Capital	4	🌱☀		EN	EG199CJ	INDR
CSR and Environment - Developing an Effective Environmental Policy	4	🌱☀		EN	OE110CJ	INDR

**Sustainable Transition** *continued*

		Duration hours	Type	Academic or certifying	Language	Reference	Partners
new	Introduction to Sustainable Development and the ESG Regulations	6			EN	OE127CJ	HOUSE OF SUSTAINABILITY
	Business and Human Rights - Fundamentals	4			EN	OE066CJ	HOUSE OF SUSTAINABILITY
	Business and Human Rights - Towards Reporting	3			EN	OE122CJ	HOUSE OF SUSTAINABILITY
new	Business and Human Rights - Risk Mapping	4			EN	OE132CJ	HOUSE OF SUSTAINABILITY

Digital Innovation & Transformation

		Duration hours	Type	Academic or certifying	Language	Reference	Partners
new	AI Generative Toolbox - ChatGPT & Cies	40			EN	IF018PC	
new	Enhancing the Quality of Customer Support Services with AI	5			EN	IF339CJ	
new	Mastering Coding and Deploying AI within the Organisation	5			EN	IF348CJ	
new	AI Practices in Legal Functions and Business Implications	5			EN	IF340CJ	
new	Accelerating and Facilitating Project Management with AI	5			EN	IF341CJ	
new	Saving Time in Administrative Tasks through AI	5			EN	IF344CJ	
new	Driving HR Performance with AI	5			EN	IF345CJ	
new	AI and Marketing Performance	5			EN	IF349CJ	
new	Driving Financial and Economic Performance through AI	5			EN	IF350CJ	
	Data Science for Business Performance	32			EN	OE120CJ	
new	Generative Artificial Intelligences - Fundamentals	4			EN	IF330CJ	
	Leadership 2.0 - Revolutionize your business with Artificial Intelligence	6			EN	IF332CJ	
	Automation of Repetitive Tasks with Classical and Visual Programming (RPA) Techniques	8			EN	IF352CJ	Digital Learning Hub
	Agile - Foundations, Mindset & Practices	8			EN	OE032CJ	





new

Purchase & Sale

The purchasing and sales functions are crucial to a company's competitiveness and growth. Regularly reinforcing your skills in these optimise relations with suppliers, master the key stages of the sales process, adapt sales pitches and succeed in negotiations with a win-win approach, thanks to up-to-date knowledge of markets and trends. This guarantees strategic and effective management of commercial policy, thereby promoting the performance and success.

Our partners in this domain:

HOUSE OF
SUSTAINABILITY

Professional profiles

	Skills Blocks*		Certified paths
Sales Manager	> Prospect and conquer	> Master the fundamentals of commercial negotiation	> Becoming a Salesperson
	> Build customer loyalty and relationships		
Sales Consultant	> Master the fundamentals of sales	> Master basics of customer relations	> Becoming a Salesperson
Purchasing Manager	> Master the fundamentals of the purchasing function	> Master negotiation and persuasion	

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

	Sale	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new	Becoming a Salesperson	40	☀	📄	EN	AV003PC	
new	Mastering the Key Stages of Sales	8	☀		EN	AV017CJ	
new	Active Listening to Identify the Customer's Deepest Needs	8	☀		EN	AV018CJ	
new	Convincing and Influencing to Improve Your Sales	8	☀		EN	AV019CJ	
new	Adapting Your Sales Pitch to Customer Profiles	8	☀		EN	AV020CJ	
new	Negotiating with Method	8	☀		EN	AV021CJ	
	Adopt Active Listening to Capture Customer Needs	7	☀		EN	AV022CJ	
new	Enhancing the Quality of Customer Support Services with AI	5	🌱☀		EN	AV026CJ	

	Negotiation	Duration hours	Type	Academic or certifying	Language	Reference	Partners
	How to Negotiate and Convince - Fundamentals	14	☀		EN	AV035CJ	

(*) The professional profile is organised into skill blocks.
Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu



new

Office Automation

In a professional world where efficiency and productivity are paramount, mastery of office automation tools is essential. These skills are essential for optimising daily tasks, producing quality documents and facilitating collaboration and communication. Continuous training in these tools enables us to remain competitive and anticipate future needs, guaranteeing greater operational efficiency and improved communication throughout the organisation.

































Our partners in this domain:














Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.







365 Tools

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Word						
Word 365 - Advanced	12	 		EN	BU003CJ	
Excel						
Excel 365 - Fundamentals	12	 		EN	BU005CJ	
Excel 365 - Advanced	12	 		EN	BU007CJ	
Powerpoint						
 PowerPoint 365 - Fundamentals	6	 		EN	BU012CJ	
 PowerPoint 365 - Advanced	6	 		EN	BU014CJ	
Access						
Access 2013, 2016, 2019, 365 ProPlus - Fundamentals	12	 		EN	BU017CJ	
Outils collaboratifs						
Online Collaboration with Office 365 Tools	6	 		EN	BU023CJ	
Office 365 - Collaborate with Teams	3,5	 		EN	BU025CJ	
SharePoint for Site Owners	6	 		EN	BU026CJ	
SharePoint for End User	6	 		EN	BU028CJ	

Business Intelligence Tools

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Power BI Desktop - Fundamentals	12	 		EN	BU030CJ	
 Power BI Desktop – DAX	6	 		EN	BU033CJ	
 Power BI Desktop – Visuals and Formats	6	 		EN	BU034CJ	

Microsoft Office (Word, Excel, PowerPoint, Outlook & Access)

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Discovery of MS Office (Word, Excel, PowerPoint and Outlook)	12	 		EN	BU036CJ	
Excel VBA (Visual Basic) - Fundamentals	12	 		EN	BU037CJ	





Accounting

Accounting is a strategic area of business management, providing informed analysis for decision-making. Subject to a strict and constantly evolving legal framework, it requires skilled staff who can adapt to technological and regulatory changes. Continuous skills development is therefore essential. The use of high-performance software and internal collaboration improve accounting efficiency. Extra-financial issues are also taken into account to ensure responsible management.

Professional profiles

Skills Blocks*



Company Accountant

> Understand the legal accounting framework in Luxembourg

> Implement accounting in a company

> Master accounting techniques

> Master accounting tools

Treasurer

> Master day-to-day cash management

> Manage the risks associated with cash management


> Master cash management tools

> Master other aspects of cash management


Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Accounting Techniques

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
General Accounting - Crash Course	8	☀		EN	CP002CJ	
General Accounting - Fundamentals: Module 1	30	☀		EN	CP004CJ	
	32,5	☾			CP002CS	
General Accounting - Fundamentals: Module 2 - Legal Aspects of Annual Accounts	12	☀		EN	CP063CJ	
Introduction and Updates to the Accounting Law Relating to Annual Accounts Preparation	7	☀		EN	CP066CJ	
Accounting Management of VAT and Corporate Taxes	8	☀		EN	CP067CJ	
The Fundamentals of Payroll - What Accountants Need to Know	7	☀		EN	CP057CJ	
Main Elements of the Annual Accounts' Closing & Inventory Operations	14	☀		EN	CP083CJ	
Treasury Management and Credit Collections	7	☀		EN	CP058CJ	
Preparing Consolidated Financial Statements	14	☀		EN	CP008CJ	

International Accounting Standards

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
IFRS Standards - Presentation and Application	14	☀		EN	CP010CJ	
 IFRS Diploma Preparation	60	☾		EN	CP012CS	

(*)  The professional profile is organised into skill blocks.
Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu



Our partners in this domain:



Certified paths



Academic programmes



> University Certificate in Corporate Finance

> International Treasury Management and Corporate Finance - Fundamentals

> International Treasury Management and Corporate Finance - Advanced

Treasury

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
International Treasury Management and Corporate Finance - Fundamentals	47,5			EN	CP003PC	
Introduction to Treasury Management	16			EN	CP047CJ	
Payments, Cash Management and Banking Relations - Fundamentals	11,5			EN	CP010JS	
Risk Management Applied to Treasury - Fundamentals	8			EN	CP011JS	
International Treasury Management and Corporate Finance - Advanced	63			EN	CP004PC	
new Strategic Treasury Leadership and Stakeholder Management	4			EN	CP089CJ	
Financial Maths in Excel	8			EN	CP011CS	
Payments, Cash Management and Banking Relations - Advanced	8			EN	CP071CJ	
Trade Finance Applied to Treasury - Advanced	8			EN	CP073CJ	
Risk Management Applied to Treasury - Advanced	11,5			EN	CP009JS	
new Transfer Pricing Strategies for Intercompany Transactions, Asset Management and TMS Live Demo	8			EN	CP090CJ	
New E-payment Methods & Emerging Trends in Treasury Innovation And Fintech Solutions	4			EN	CP091CJ	
Introduction to Corporate Finance, Valuation and Investment Decision	8			EN	CP048CJ	

Accounting Tools

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Using Sage BOB 50 Accounting Software - Fundamentals	16,5			EN	CP021CJ	
new Driving Financial and Economic Performance through AI	5			EN	IF350CJ	



Law

Companies face a complex and changing regulatory environment. To succeed, they need to develop the legal skills of their teams and create in-house legal intelligence. Developing in-house skills helps to protect against legal risks, strengthen stakeholder confidence and seize opportunities for innovation and growth.

Professional profiles

	Skills Blocks*		Certified paths
new Legal Manager in Employment Law	> Manage your company's legal projects	> Understand and implementing legal rules and procedures	> Labour Law - Fundamentals
	> Understand the legal framework in Luxembourg	> Manage social dialogue	
new Legal Manager in a Company	> Manage your company's legal projects	> Manage pre-litigation and litigation	> Company Law - Fundamentals
	> Understand the legal framework in Luxembourg	> Understand and implement legal rules and procedures	

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Business Law

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Due Diligence and Share Purchase Agreements	7	☀		EN	DT046CJ	
Luxembourg Loan Security Package	7	☀		EN	DT047CJ	

Compliance/Regulatory

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
AML for Non-Banking	3	☀		EN	DT010CJ	

Corporate Law

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Essential Aspects of the Company Law	7	☀		EN	DT059CJ	
Company Law - Fundamentals	16	☀		EN	DT014CJ	
	27	☾			DT002CS	
new Company Law - Advanced	16	☀		EN	DT082CJ	
Choosing the Right Company Form	3	☀		EN	DT065CJ	

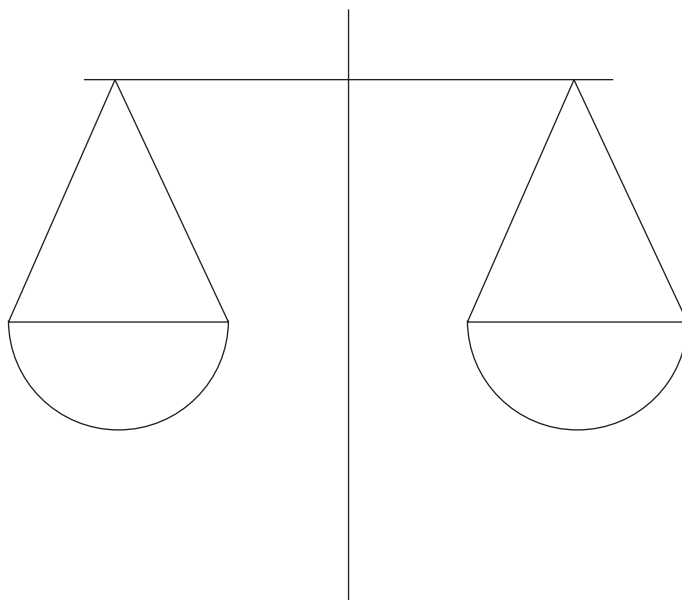
(*) The professional profile is organised into skill blocks.
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**Our partners in this domain:**HOUSE OF
ENTREPRENEURSHIPLE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Économie*Consumer Law*
READY**Labour Law**

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Labour Law - Fundamentals	26	☀		EN	DT018CJ	
	39,5	☾			DT005CS	
new Labour Law - Advanced	16	☀		EN	DT067CJ	

Protection of Personal Data

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Understand the Obligations of the General Data Protection Regulation (GDPR)	4	☀☀		EN	DT081CJ	





Taxation

Tax is a key element in corporate strategy, influencing both strategic and operational decisions. Faced with increasingly complex international tax rules, companies need to optimise their tax position through ongoing training. It must be integrated into a global, responsible strategy that takes account of economic, social and environmental issues.

Professional profile

	Skills Blocks*		Certified paths
Tax Specialist	> Manage tax risk and recent developments	> Know the legal framework in Luxembourg	> Tax Manager Fundamentals
	> Master the principles fundamentals of Luxembourg taxation	> Deal with issues in connection with accounting	

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

General Taxation

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Tax Manager - Fundamentals	64	☀		EN	FS005PC	
Luxembourg Tax - Crash Course	8	☀		EN	FS048CJ	

Corporate Taxation

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new Corporate Tax in Luxembourg - Foundation and Mechanism	16	☀		EN	FS040CJ	
Corporate Tax in Luxembourg - Practical Workshop on Corporate Tax Returns	7	☀		EN	FS041CJ	
DAC 6 Readiness - Luxembourg Implementation of the EU Mandatory Disclosure Regime and Recent Updates	4	☀		EN	FS015CJ	
Implementation of ATAD 2 into Luxembourg Tax Law - Analysing the Impact on Alternative Investments and Multinationals	3	☀		EN	FS016CJ	
Structuring Alternative Investments (Private Equity, Real Estate,...) in the Post-BEPS Era via Luxembourg	4	☀		EN	FS014CJ	

Indirect Taxation

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new VAT - Theory, Application and Recents Evolutions	16	☀		EN	FS042CJ	
VAT - Practical Workshop	7	☀		EN	FS047CJ	
new 2025 VAT Update	2,5	☀		EN	FS022CJ	

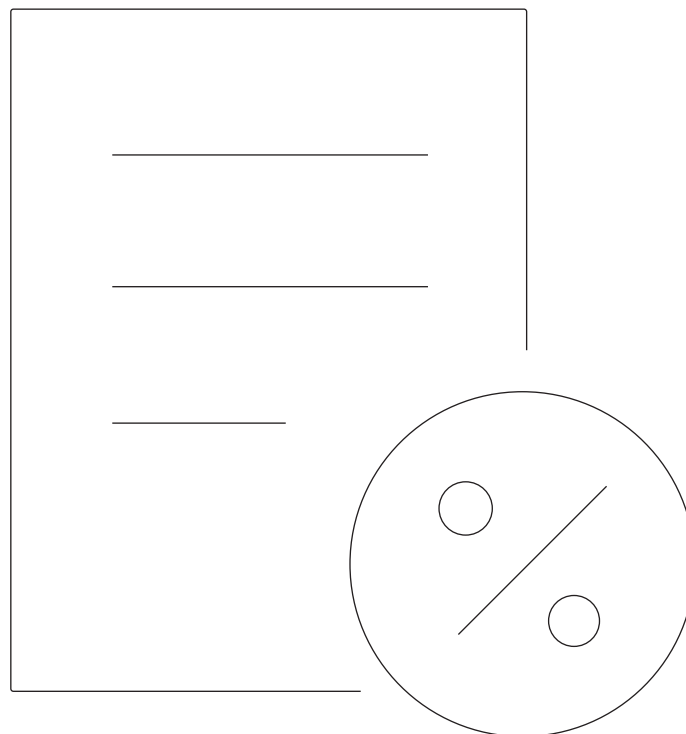
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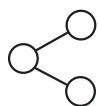
**Our partners in this domain:**

Société de
Comptabilité
du Grand-Duché
de Luxembourg

**Taxation of Individuals**

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Personal Income Tax in Luxembourg - Application and Recent Updates	16	☀		EN	FS044CJ	
Personal Income Tax in Luxembourg - Practical Workshop on Tax Returns	7	☀		EN	FS045CJ	






Information Technology (IT)



The ongoing transformation of technologies is introducing more effective functionalities and working methods. IT tools are now essential for managing data, ensuring cyber security, developing IT solutions and mastering programming languages. Artificial intelligence (AI), in particular, is revolutionising business processes by improving decision-making, automation and overall efficiency. Keeping up to date with IT and AI is essential to remain competitive, optimise operations and ensure the security and efficiency of day-to-day tasks.

Professional profiles

	Skills Blocks* 			
Digital Project Manager	> Know the architecture and operation of the information system	> Master project management methods and tools	> Know the ICT regulatory framework and the Luxembourg context	> Lead a digitisation project
new IT Strategy Manager	> Know the ICT regulatory framework and the Luxembourg context	> Know the architecture and operation of the information system	> Master programming languages	> Master the management and governance of IT services
new Cybersecurity Manager	> Know how to administer and secure IT and telecommunications networks	> Know the ICT regulatory framework and the Luxembourg context		
new Business Data Analyst	> Know the ICT regulatory framework and the Luxembourg context	> Know the architecture and operation of the information system	> Master office automation tools for data extraction and programming languages	> Master data visualisation, exploration and manipulation

(*)  The professional profile is organised into skill blocks.
Recommendations for training courses to acquire these skills are set out by skill block on houseoftraining.lu

**Our partners in this domain:**

Certified paths 				Academic programmes 
> Change Management APMG - Foundation	> Project Management - Fundamentals & Certification	> PRINCE2® - Foundation & Certification	> PRINCE2® - Practitioner & Certification	> Master 2 Management de Projet
> ITIL® 4 - Foundation & Certification	> TOGAF 9 Foundation	> COBIT® 2019 - Foundation		
> CISSP® - Certified Information Systems Security Professional (ISC)2	> Certified Ethical Hacking (CEH) V12	> EC-Council's Certified Chief Information Security Officer (CCISO)	> Certified DORA Practitioner	
> Certified Financial Sector Security Officer (CFSSO)	> ISO/IEC 27002 Information Security - Foundation	> Qualified Cybersecurity Professional in Finance		
> Python Fundamentals for Business Analysts	> Data Science for Business Performance	> Data Science pour managers - Executive Online Certificate		





Information Technology (IT)

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Digital Skills

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Data Management and Analysis						
Data Science for Business Performance	32			EN	OE120CJ	
Cybersecurity and Data Protection						
ISO/IEC 27002 Information Security - Foundation	14			EN	IF015PC	
CISSP® - Certified Information Systems Security Professional (ISC)2	35			EN	CP017PC	
Cybersecurity - Online Employee Awareness Course	3,5			EN	IF104CJ	

Cybersecurity and Data Protection

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
IT Project Management						
TOGAF 9 Foundation	16			EN	IF011PC	
COBIT® 2019 - Foundation	14			EN	IF013PC	
PRINCE2® - Foundation & Certification	21			EN	OE007PC	
PRINCE2® - Practitioner & Certification	21			EN	OE008PC	
PM2® - Basic Certification	21			EN	OE025PC	
PM2® - Agile Certification	7			EN	OE026PC	
IT Service Management						
ITIL® 4 - Foundation & Certification	21			EN	IF005PC	
ITIL® 4 - Foundation - Online Course and Official Exam	16			EN	IF001EL	

Programming Languages

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Python Fundamentals for Business Analysts	24			EN	BQ033PC	
Discovery of SQL - Language and Databases	18			EN	IF290CJ	
Excel VBA (Visual Basic) - Fundamentals	12			EN	IF121CJ	



Marketing & Communication

The rapid evolution of technology and consumer behaviour makes marketing and communication essential for any company seeking to remain competitive. Companies need to align their marketing and communications strategy with their overall strategy while adopting new techniques to capture the attention of their target audience, maximise their visibility and ensure the success of their commercial initiatives. They also need to remain innovative, understand the challenges of AI and master the tools required for effective communication and marketing.

Our partners in this domain:



Professional profiles

	Skills Blocks*			
Manager Marketing & Communication	> Develop a marketing strategy	> Manage reputation and brand awareness	> Develop and manage marketing actions	> Master digital marketing tools and methods
Community Manager	> Manage reputation and awareness	> Manage communication on social media	> Produce content for the web	> Develop and manage marketing actions

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Marketing & Communication Strategy	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Neuromarketing & Artificial Intelligence - How to Improve a Brand's Communication on Social Media	3			EN	MC107CJ	MARK COM

Digital Marketing	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Client-centric Branding, Marketing and Digital Communication	16			EN	MC083CJ	
new SEO for Web Developers & Front-End Developers	12			EN	MC164CJ	
Inbound Marketing - Content Strategy to Attract Visitors, Convert them to Leads and then to Customers	8			EN	MC073CJ	

Audiovisual Production	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new Create Your Videos from A to Z with a Low Budget	14			EN	MC014PC	
Making Professional Videos With a Low Budget	7			EN	MC084CJ	
new Editing Your Professional Videos	7			EN	MC154CJ	
Storytelling - Fundamentals	8			EN	MC068CJ	

Web & Applications	Duration hours	Type	Academic or certifying	Language	Reference	Partners
WordPress - How to Build a Website: Foundation	4			EN	MC165CJ	
WordPress - How to Build a Website: Advanced	16			EN	MC166CJ	




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Human Resources

The world of work is changing and requires specialist skills in personnel management, recruitment, career development, HR strategy and well-being at work. Regular training is crucial to adapting to new regulations, optimising HR processes and providing a healthy and productive working environment, to ensure sustainable business performance and growth.

Professional profiles

	Skills Blocks* 		Certified paths 	Academic programmes 
Human Resources Manager	> Develop and manage the HR strategy	> Managing talent	> Payroll - Advanced	> Internation MBA (HEC Liège Luxembourg)
	> Conducting social dialogue	> Managing the strategy remuneration	> Cycle in Corporate Social Responsibility (CSR)	> General Management & Sustainability Programme - MBA Highlights
new Learning & Development Manager			> Learning & Development Manager	
Quality of Life at Work (QWL) Referent			> Cycle in Corporate Social Responsibility (CSR)	
Manager in Communication Mediation	> Understanding the regulatory framework for mediation and the Luxembourg context	> Professionalise your communication with mediation tools		
	> Preventing and resolving conflict	> Implementing the mediation process and manage in communication mediation		

**Our partners in this domain:****Training courses by themes**

Our courses are offered in face-to-face and/or distance learning formats.

Recruitment Management

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Employer Branding and HR Marketing - How to Attract the Best Talents	7	☀		EN	RH083CJ	
How to Conduct a Recruitment Interview	14	☀		EN	RH058CJ	
new Onboarding - Successfully Integrating New Employees	7	☀		EN	RH048CJ	

Career and Skills Management

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
How to Conduct an Annual Performance Review	7	☀		EN	RH049CJ	

HR Management and Strategy

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new Driving HR Performance with AI	5	☀☀		EN	IF345CJ	

Remuneration Management

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Payroll - Fundamentals	23,5	☀	📄	EN	RH009PC	
Payroll - Advanced	16,5	☀	📄	EN	RH012PC	
Cross-Border Secondment and Split Payroll	7	☀		EN	RH072CJ	
Remuneration Policy in the Banking Sector	4	☀		EN	RH111CJ	ABL

Training Management

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
new Learning & Development Manager	36	☀	📄	EN	RH017PC	
new Collect and Analyse Training Needs - Build Your Training Plan	7	☀		EN	RH105CJ	
new Elaborating the Specifications of a Training Project	7	☀		EN	RH107CJ	
new Evaluating Your Training and Project Activities - Measure the Efficiency and the Added Value	7	☀		EN	RH108CJ	







Training for the Personal Development



Personal Development

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Personal Development

In an ever-changing environment, interpersonal skills have become essential in all sectors. Whether it's managing stress, improving assertiveness, strengthening team cohesion or perfecting leadership skills, our training courses offer the tools needed to create a positive and productive working environment. They also enable you to adapt to rapid and unforeseen changes, while encouraging ongoing personal growth.

Training courses by themes

Our courses are offered in face-to-face and/or distance learning formats.

Self-awareness

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Develop Your Self-esteem and Self-confidence	7	☀		EN	DP226CJ	
Develop Your Assertiveness	7	☀		EN	DP097CJ	
Manage Emotions and Improve Relationships with Others	14	☀		EN	DP104CJ	
Preventing and Managing Stress	14	☀		EN	DP161CJ	
Improve Your Focus and Concentration Skills	4	☀		EN	DP227CJ	

Work Organisation

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
How to Increase Your Performance Through an Effective Work Organisation	14	☀		EN	DP109CJ	
Improve Your Time Management to Become More Efficient	7	☀		EN	DP089CJ	

Relations at the Workplace

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Develop Team Cohesiveness and Collaborative Work	14	☀		EN	DP230CJ	
Conflict Management at Work	7	☀		EN	DP114CJ	

Professional Communication

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Oral Communication						
Effective Communication	14	☀		EN	DP014CJ	
Speech Power and Presentations - Fundamentals	14	☀		EN	DP119CJ	
Speech Power and Presentations - Advanced	14	☀		EN	DP236CJ	
Managing Efficient Telephone Communications	7	☀		EN	DP031CJ	
Commercial Communication						
new Adopt Active Listening to Capture Customer Needs	7	☀		EN	CM112CJ	
Business English						
Business English - Speaking with Confidence	8	☀		EN	DP020CJ	
Business English - Writing with Confidence	8	☀		EN	DP021CJ	
Business English - Contributing with Confidence to Virtual and Face-to-face Meetings	4	☀		EN	DP022CJ	



Our partners in this domain:



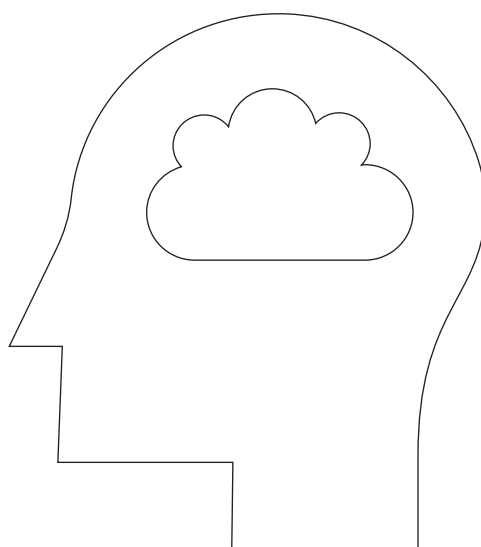
LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse

Training and Supervision

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Training for Tutors in the Context of Company Apprenticeships	22	☀		EN	DP015PC	

Leadership and Management

	Duration hours	Type	Academic or certifying	Language	Reference	Partners
Leadership						
Making Right Decisions	7	☀		EN	DP038CJ	
Team Management - Fundamentals						
Managing a Team	21	☀		EN	DP217CJ	
Transitioning from Expert to Manager	14	☀		EN	DP246CJ	
Team management - Advanced						
How to Negotiate and Convince - Fundamentals	14	☀		EN	CM058CJ	







Higher Education Programmes



Higher Education Programmes

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Higher Education Programmes

In response to the needs and challenges of today's job market, the House of Training has developed a range of executive education programmes aimed at top managers, middle managers, entrepreneurs and the self-employed.

In collaboration with renowned academic and university partners, it has developed a series of certification and degree programmes designed to contribute to the development and attraction of talent in Luxembourg.



HEC Liège Luxembourg

Born out of collaboration between the Chamber of Commerce and HEC Liège, a renowned accredited establishment belonging to of the Conférence des Grandes Écoles, ranked in the top 10 business schools in the world. HEC Liège Luxembourg offers academic programmes and certifications in management and leadership for top managers, middle-managers entrepreneurs and the self-employed.

www.heculiege.lu

Academic Programmes

- International MBA

Certificates

- Business Skills Booster Certificate
- Leading Disruptive Innovation University Certificate
- Private Equity Certificate
- FinTech Certificate



ICN Business School

ICN Business School in Nancy is a renowned academic institution. Accredited by AMBA, EQUIS and AACSB, it offers degree courses as well as continuing education programmes.

Certificates

- International HR Executive



Solvay Lifelong Learning Higher Education

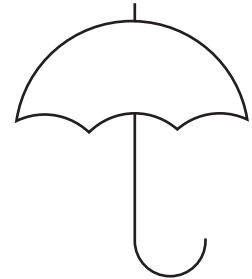
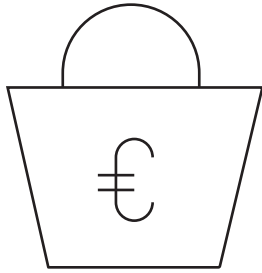
Solvay Lifelong Learning Higher Education, affiliated to the Université Libre de Bruxelles (ULB), offers continuing education programmes for working professionals in the fields of management, finance and innovation.

Academic Programmes

- MBA Highlights
- Qualified Cybersecurity Professional in Finance

Certificates

- Luxembourg Sustainability Management Series (LSMS)
- Data Science for Business Performance



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