A small brochure for a shrinking world
We are passionate about our clients and about providing them with the right products to meet their needs. Our passion is viral. In 2013 we delivered training programmes across the globe in Europe, North America, Asia, Australasia and the Middle East. We are passionate about quality and constantly strive, with the help of our accreditation partner the University of London, to exceed current industry standards.

We are passionate about growing your profitability and performance. We know that what we do makes the difference.

Join the passion. fast

Our Products
Notre offre

Learning & Development
- Management Training
  - fast essential™
  - fast expert™
  - fast inspirational™
  - fast Reality™
  - fast intensive™
  - fast Tonic™
  - wellbusiness™
  - fast Programmes

Financial Training
- fast Programmes

Consulting
- fast cash back™
- HR Consultancy
- Training Needs Analysis
- Managed Services

Legal Training
Learning & Development through fast training is available at three different levels:
- fast essential™
- fast expert™
- fast inspirational™

Each level provides a comprehensive suite of Learning & Development solutions to answer your needs.

Every element of the three levels can be taken as part of a pre-arranged series, or as a stand-alone event. As such, the courses can be structured to become an integral part of a formal Development Programme, or used to fill skills gaps for individuals or teams where identified.
Client Relationships
Relation clients

Maximising Client Relationships
Développer la relation client

Front Line Client Service
Un service clientèle de première ligne

Client Relationship Management
Gérer les relations clients efficacement

Telephone-based Client Service
Améliorez l’efficacité commerciale de vos communications téléphoniques

Win-win Negotiations
Techniques de négociation

Communication

Managing Meetings Effectively
Tenue efficace de réunion

Virtual Meetings
Réunions virtuelles

Assertiveness and Personal Effectiveness
Assertivité et efficacité personnelle

Communication and Conflict
Communication et conflit

Conflict Resolution
Gestion de conflits

Intercultural Communication
Communication interculturelle

Interpersonal Communication
Communication interpersonnelle

Innovative 21st Century Communication
Communiquer au 21e siècle

Persuading and Influencing Skills
Persuader et influencer

Presentation Skills
Techniques de présentation

Advanced Presentation Skills
Techniques de présentation avancées

Writing for Business
Communication écrite

Written Business English
Communication écrite en anglais

Business English Coaching
Coaching en anglais des affaires

Public Speaking
Prise de parole en public

Leadership

Behavioural Interviewing
Conduite d’entretien

Coaching and Feedback
Coaching et feedback

Delegation and Empowerment
Délégation et responsabilisation

Group Dynamics
Dynamique de groupe

Motivation in Leadership
Motivation dans le leadership

Team Member to Team Leader
De collaborateur à chef d’équipe

Team Leadership
Gestion d’équipe

Team Building
Cohésion d’équipe

Stress Management
Gestion du stress

Preparing & Running Appraisals
Optimisation de l’entretien d’évaluation

Tools for Success
Les outils du succès

Organisation

Time Management and Planning
Gestion du temps et planification

Change Management
Gestion du changement
At fast training we believe that the more you have of ‘real life’ in your learning environment, the more profound your learning experience. fast have an unparalleled expertise in delivering real life training which we call fast Reality™. Our clients combine half day or day long workshops followed up by one on one reality sessions. The sessions usually involve an actor/actress and a coach filming the intervention. fast Reality™ has a number of advantages
• Real life situations
• Allows client to receive one on one feedback on individuals for development purposes
• One on one feedback
• Allows business to release staff on a one by one basis

• Managing Effective Meetings
• Managing Outsourced Service
• Providers
• Effective Presentations
• Managing Institutional Clients
• Managing IFA Clients
• Real Time Management
• Building Client Relationships
• Private Banker Sales
• Institutional Sales
• Closing the Deal
The fast intensive™ programme allows you to mix and match separate management training course topics into a course specifically suited to your own training needs. The short, workshop style sessions are designed to be stimulating and enjoyable, and delegates are encouraged to use their own experiences at work to bring the theory to life.

Interactive exercises form an integral part of each fast intensive™ module; to each of the following course titles, there are many exercises.

Sample courses:
- Creating Client Satisfaction
- Handling Complaints
- Proactive Innovation
- Optimize your Learning Style
- Having Fun with Teamwork
- Asking and Listening
- Getting it Right
- Turn Words into Action
- Problem Solving in the Office
- Manage your Boss
- Easy Coaching Models
- Virtual Meetings

The fast Tonic™ programme is built into 3.5 hours modules. These are designed as workshop style sessions in order to be stimulating and enjoyable. Delegates will bring their own experience to life.

Interactive exercises form an integral part of each fast Tonic™ module; to each of the following course titles, there are many exercises.

Sample courses:
- Making Meetings Matter
- Be Authentic in Communication
- Getting Organised
- Achieving Goals
- Power of the Mind
- Building Resilience
- Using your Network to Grow
wellbusiness™ is a new concept to Luxembourg, which links the concept of individual stress relief to enhanced business performance. In association with Luxembourg’s well-known and respected oasis of peace, MONDORF Domaine Thermal, fast training has designed three packages which teaches delegates specific methods and tools for communicating, reducing stress and dealing with conflict.

Packages:
- Zen Attitude (1 day)
- Stress-free (1 day)
- Inner Strength (2 days)
- Flourishing Teams (2 days)

The fast team is skilled in putting together tailored programmes to meet your needs. These are usually aimed at specific groups - or to tackle organisational challenges. Examples include:

Graduate Development: Ensuring a graduate has the knowledge, skills and attitudes to be successful

Management Development: Preparing managers for the more strategic challenges they may face

Cultural change: Helping companies improve their culture via a range of activities

Customer excellence: Ensuring all staff deliver first class service

Global Programmes
Programmes internationaux
Management Development and Staff Programmes
Programmes de développement en management
The fast Introduction to Investment Funds (Certificated)
L’introduction ‘fast’ aux fonds d’investissement (certifié)
The fast Introduction to Team Leading (Certificated)
L’introduction ‘fast’ à la gestion d’équipe (certifié)
The fast Introduction to Management (Certificated)
L’introduction ‘fast’ au management (certifié)
Fast’s financial training courses cover a broad range of knowledge and skills needed by professionals in the financial sector. It aims at improving the operational effectiveness of financial services staff and increasing their skills and knowledge in whatever area they operate.

Our expertise can help bring your staff up to date on the latest developments in investment funds, the securities industry, cash management and the corresponding regulatory environments.

Fast financial trainers have all worked in senior positions in the finance industry, and have extensive experience of technical issues, developments and solutions. As a result, they are able to adapt each course to the specific needs of your company or department.

Financial Instruments
Instruments financiers

Derivatives: Characteristics and Markets
Produits dérivés : caractéristiques et marché

Essentials of Corporate Finance and Global Capital Markets
L’essentiel de la finance d’entreprise et des marchés globaux des capitaux

Financial Instruments: Characteristics and Markets
Instruments financiers : caractéristiques et marchés

International Financial Markets
Marchés financiers internationaux

Anti Money Laundering
Anti-blanchiment d’argent

Preventing Money Laundering and Terrorist Financing
Prévention du blanchiment et du terrorisme financier

General Finance
Finance générale

Bookkeeping Skills
Comptabilité générale

Finance for Directors
La finance pour les dirigeants

Finance for Non-financial Managers
La finance pour les non-financiers

Risk Management
Gestion du risque

Successful Budgeting
Budgétisation
Increasing business complexity and pressure from competitors have created a need for individually tailored services that meet the specific requirements of financial services providers.

This is why fast training also offers individual training to ensure the high quality of its courses and the attainment of our clients’ objectives.

Coaching aims at creating an environment of growth, well-being and optimisation of the individual’s potential. It is a method of helping people deal with conflicts and change and to use and develop different management approaches.

Coaching sessions are delivered one-on-one and the coaching process uses questioning techniques to facilitate the individual’s own thought process in order to identify solutions and actions. It gives space for the individual to build upon his or her skills, to better understand obstacles to personal development, and to acquire better self-knowledge.
Paralegals and Legal Assistants are a large and growing constituent of the professional support staff in law firms, commerce & industry, and government departments. Fast training offers legal training courses ranging across many disciplines.

These topics are mainly one day in-house courses and are designed and delivered by qualified legal experts.

**Tax Law**
Droit fiscal

**Corporate Entities and Corporate Taxation**
Optimisation des structures sociétaires pour réduire l’impact fiscal

**Corporate Law**
Droit des sociétés

**Domiciliation & Corporate Law for Corporate Lawyers and Paralegal Professionnels**
Domiciliation et droit des sociétés pour les juristes d’entreprise et professionnels paralégaux

**Alternative Structures**
Structures alternatives

**Investment Law**
Droit d’investissement

**Exchange of Information and Banking Secrecy**
Echange de renseignements et secret bancaire

**Labour Law**
Droit du travail

**Domiciliation et droit des sociétés pour les juristes d’entreprise et professionnels paralégaux**
Consulting

In addition to training course deliveries, fast training also provides a wide range of consultancy services. This includes assisting our clients with the INFPC dossier, through our innovative fast cash back™ product, managing training need analysis, and offering part to full Managed Services in HR, and in Training and Development.
Our expertise for:
• Bilan annuel
• Demande d’approbation
• Rapport final

With an extensive database of professionals who have held senior positions in the finance sector, in industry and in the service sector, fast is ideally suited to respond to your diverse consultancy needs. Whether it be simple process analysis and improvement, or a more complicated strategic analysis of company objectives, we have the resource available to meet your needs.

Please talk to us in confidence about your ad hoc consultancy needs, and allow fast to assist you in growing your business and the individuals in it.
Training Needs Analysis

fast’s Training Needs Analysis is the best way for you to identify the skills gaps demonstrated by your colleagues. fast will come to your office and analyse your existing training plan and compare it with what has been achieved during the past 12 months. We will then engage with your employees to find out what they believe they need for their own self-development and will compare that with the needs as assessed by line managers.

After a careful review of the market place, fast training will recommend a detailed training plan, addressing your technical and soft skill training needs for the year ahead.

This product is often combined with fast cash back, fast’s INFPC Report & Reclaim service, which allows you to recoup up to 10% of your annual training costs.

Managed Services

Using fast as a single partner to manage all your learning activity and operations, means fast undertake all delegate and event administration. They source and manage best practice training delivery providers, and provide quick and easy access to extensive market intelligence, data analytics and learning expertise.

Our rigorous processes, quality assurance, supplier network & highly qualified global team, mean that fast training is the supplier of choice when it comes to choosing your managed service provider.
All our courses are accredited by Royal Holloway, University of London, one of the UK’s largest and most prestigious business schools. The delivery of courses, the trainers and the materials have followed their comprehensive Quality Assurance procedure.

Tous nos cours sont accrédités par la Royal Holloway, Université de Londres, une des plus prestigieuses écoles de Management. Les formateurs et les supports de cours respectent tous la même procédure d’assurance qualité mise en place avec Royal Holloway, Université de Londres.