



# DSC Training Center, Berlin

Qualifications are the key to tomorrow's success

## Translation project management

Translation projects are often complex. As the number of languages and media types grow, so does the size of the project team. Numerous technologies are used. This also increases the number of work stages and people involved. The situation becomes even more challenging because these projects are almost always urgent and the cost pressures are high. This is where your knowledge as a project manager is required!

As a project manager, you not only need to monitor and direct the structural planning and progress of your projects. To achieve maximum productivity, you must also ensure that you have the support of management, colleagues and clients, and coordinate various interests. This seminar will provide you with the correct tools for the job.

In this seminar, you will learn how project management can help you in the times of economic crisis. At the same time, your leadership and communication skills will also be improved. Translation projects will be simple for you to manage.

### In this seminar, you will learn

- the factors critical to success and characteristics of translation projects
- how to deal with translation projects in an integrated and strategic manner
- how to apply the correct techniques and tools to your projects efficiently
- how to create successful communication structures
- how to handle conflict situations in translation projects competently

### Target group

The seminar is aimed at anyone responsible for or running translation projects: specialists and managers at client companies and translation service providers, and translation project coordinators, project managers and heads of translation departments. This seminar is similarly aimed at translators and strategic partners in translation projects.

### Tutors

Isabelle Fleury, Frank Fleury

### Course location

DSC Training Center, Joachimstaler Strasse 17, 3rd floor, 10719 Berlin

### Duration

2 days

### Cost

€890.00 excl. VAT  
incl. lunch and seminar documents

**Introductory price for  
7th/8th September 2009  
€750.00 excl. VAT**

### Information and dates

You can find more information at  
[www.dsc-schulung.de](http://www.dsc-schulung.de) or by calling  
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## Your tutors: Isabelle Fleury/Frank Fleury

Both tutors are joint owners of the independent business consultancy company, Fleury & Fleury Consultants, which specialises in multilingual information management and is renowned for its expertise in this field.



They advise language service providers and companies operating internationally on how to improve their organisation, processes and technology with regard to translation. They have many years of experience in the translation industry and IT, as managers and consultants. In addition, they perform teaching assignments at various universities and are on the Board and in the Nordrhein Regional Group of tekomp (Professional Association for Technical Communication and Information Development).

## These subjects will be covered

### Environment and requirements of project management

- Definition and factors for success
- Roles and responsibilities of the stakeholders
- Roles of the project manager in a team
- Duties of the project manager in translation projects
- Project lifecycle

### Project acquisition:

#### Here are the foundations for success

- Strategy
- Defining the quote
- Pricing the quote
- Risk management
- Preparing the quote and presentation
- Negotiations

### Project planning and start:

#### The correct strategy for production

- Structure planning/Project organisation
- Resource planning
- Workflow and schedule management
- Cost management/Risk management
- Communication planning
- Product documentation
- Project start

### When the project is running:

#### Successful monitoring and control

- Early warning systems
- Progress measurements/Quality checks
- Options for bringing project back on course
- Change management
- Client support
- Communication in international teams

### The project closure for the future

- Final project steps
- Project evaluation
- Improvement and knowledge management
- Client satisfaction and retention

## Seminar structure

The seminar will be stimulating thanks to a mix of presentations, practical exercises, plenary discussions and feedback. The programme is excellent for learning more about one's strengths and potential for improvement and will assist you in your further development. The material learnt can be put to immediate practice.

Key themes will be decided at the beginning of the seminar. Your knowledge and questions will be actively incorporated.

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