



DSC Training Center, Berlin

Qualifications are the key to tomorrow's success

Terminology management

Everyone is talking about terminology management at the moment. Whatever their size, companies are becoming increasingly aware of the necessity and advantages of creating and maintaining consistent terminology. However, there is uncertainty as to whether the expenditure is worth it and how a terminology project can be integrated into day-to-day business in the long term.

This seminar teaches the strategy and theory behind successful terminology management. It shows the benefits, effects and obstacles. Practical solutions are given on how to introduce and use a company-specific terminology systematically.

Starting with the basics, we look at the main aspects in detail and address specific issues from an editor's and translator's point of view.

In this seminar, you will learn

- how to define strategic aims and principles of decision-making for terminology projects
- how to master the factors critical to success and characteristics of terminology management
- the linguistic principles involved in terminology management
- how to apply efficient and tried-and-tested methods and tools to terminology management
- how to bring terminology management into the organisational structure and company processes

Target group

The seminar is aimed at company executives, managers and those responsible for marketing and documentation. It would also be especially suitable for specialists and managers at translation service providers such as translation project coordinators, project managers and heads of translation departments.

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
23rd/24th September 2009
€750.00 excl. VAT**

Information and dates

You can find more information at
www.dsc-schulung.de or by calling
+49 (0)30 498 572 - 44



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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

Strategic decision-making principles

- Aims and benefits
- Factors for success
- Resistance

Principles of terminology management

- Definitions
- Basic linguistic knowledge
- Contents of a company terminology
- Basic processes in terminology management

Starting a terminology project in a company

- Planning: budget, schedule, persons involved
- Convincing other staff of the benefits
- Workflow for initial generation
- Construction of the first terminology
- Structure of entries
- IT support: tool selection
- Use in creation of text

Practical terminology management

- Workflow for maintaining and enlarging the terminology
- Forming definitions
- Terminology guide
- The terminology circle
- IT support

Multilingual terminology

- Characteristics
- Workflow for creation and maintenance
- Use in translation process

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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