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COMMUNICATION AND WRITING SKILLS | CWS-034

Professional Translation and Localisation Skills

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Course content

Why Attend

Organisations working across languages need translations that are accurate, natural and culturally appropriate. A literal translation can confuse readers, damage credibility or even create legal risk, while skilful translation and localisation help organisations communicate as effectively in every market as they do at home.

This Professional Translation and Localisation Skills training course strengthens the practical skills of translators and bilingual professionals. Participants learn translation strategies, how to analyse source texts, handle terminology and style, translate specialised business, legal and technical content, adapt content for local audiences, use translation technology wisely and apply quality assurance.

Course Methodology

• The course is practical and text-based. Participants analyse and translate a variety of texts in their own language pairs, compare alternative translations, build glossaries, post-edit machine output and peer-review each other's work using quality criteria. Discussion focuses on solving real translation problems.

Course Objectives

• Explain the principles of professional translation and localisation

• Analyse source texts for purpose, audience and register

• Apply translation strategies to preserve meaning and style

• Manage terminology consistently using glossaries and term bases

• Translate business, legal and technical texts accurately

• Adapt content culturally for target markets

Target Audience

• Professional and in-house translators

• Bilingual professionals who translate as part of their role

• Localisation and content managers

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Course content

- Editors and proofreaders of translated content

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Course outline

Detailed course outline

Day-by-day outline for Professional Translation and Localisation Skills.

Day 1 - Foundations of Professional Translation

• 09:00-09:34 | The role of the translator in organisational communication

• 09:34-10:08 | Equivalence, meaning and the limits of literal translation

• 10:08-10:42 | Analysing purpose, audience and register of source texts

• 10:42-11:00 | Common translation errors and how to avoid them

• 11:00-11:30 | Coffee break

• 11:30-11:46 | Common translation errors and how to avoid them (continued)

• 11:46-12:20 | Professional ethics and confidentiality for translators

• 12:20-12:53 | Translation briefs and clarifying requirements

• 12:53-14:00 | Exercise: analysing and translating a short business text

Day 2 - Translation Strategies and Style

• 09:00-09:34 | Strategies for idioms, metaphors and cultural references

• 09:34-10:08 | Restructuring sentences for natural target language flow

• 10:08-10:42 | Maintaining tone, formality and brand voice

• 10:42-11:00 | Handling ambiguity and unclear source text

• 11:00-11:30 | Coffee break

• 11:30-11:46 | Handling ambiguity and unclear source text (continued)

• 11:46-12:20 | Translating headings, slogans and short texts

• 12:20-12:53 | Consistency of style across long documents

• 12:53-14:00 | Workshop: comparing and improving translations

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Day 3 - Specialised and Technical Translation

- 09:00-09:30 | Translating contracts and legal documents carefully
- 09:30-10:00 | Financial and business reports translation
- 10:00-10:30 | Technical manuals and specifications translation
- 10:30-11:00 | Building glossaries and managing terminology
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Building glossaries and managing terminology (continued)
- 12:00-12:30 | Research techniques for specialist terminology
- 12:30-13:00 | Working with subject matter experts
- 13:00-14:00 | Exercise: translating a specialised text with glossary

Day 4 - Localisation and Translation Technology

- 09:00-09:34 | Localisation compared with translation
- 09:34-10:08 | Adapting dates, units, currency and cultural content
- 10:08-10:42 | Localising websites, software and marketing content
- 10:42-11:00 | Translation memory and computer-assisted translation tools
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Translation memory and computer-assisted translation tools (continued)
- 11:46-12:20 | Machine translation and post-editing techniques
- 12:20-12:53 | Data security when using online translation tools
- 12:53-14:00 | Workshop: post-editing machine translation output

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Day 5 - Quality Assurance and Professional Practice

- 09:00-09:39 | Self-revision, editing and proofreading techniques
- 09:39-10:18 | Quality criteria and error categories for review
- 10:18-10:57 | Peer review and giving constructive feedback
- 10:57-11:00 | Managing deadlines and large translation projects
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Managing deadlines and large translation projects (continued)
- 12:06-12:44 | Continuing professional development for translators
- 12:44-13:22 | Final translation assessment with feedback
- 13:22-14:00 | Personal action plan for translation excellence

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Seminar dates

Available seminar dates

Live dates and pricing for Professional Translation and Localisation Skills generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	London	Classroom	**€2,915**
14 - 18 December 2026	Barcelona	Classroom	**€2,275**
21 - 25 December 2026	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	London	Classroom	**€2,915**
4 - 8 January 2027	Barcelona	Classroom	**€2,275**
11 - 15 January 2027	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	Istanbul	Classroom	**€2,825**
1 - 5 February 2027	London	Classroom	**€2,915**
8 - 12 February 2027	Barcelona	Classroom	**€2,275**
15 - 19 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Professional Translation and Localisation Skills generated from the course details page.

Date	Location	Format	Fee
22 - 26 February 2027	Kuala lumpur	Classroom	**€2,425**
8 - 12 March 2027	London	Classroom	**€2,915**
15 - 19 March 2027	Barcelona	Classroom	**€2,275**
22 - 26 March 2027	Frankfurt	Classroom	**€2,175**
1 - 5 March 2027	Madrid	Classroom	**€3,400**
19 - 23 April 2027	London	Classroom	**€2,915**
26 - 30 April 2027	Barcelona	Classroom	**€2,275**
5 - 9 April 2027	Frankfurt	Classroom	**€2,175**
12 - 16 April 2027	Munich	Classroom	**€2,425**
24 - 28 May 2027	London	Classroom	**€2,915**

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Seminar dates

Available seminar dates

Live dates and pricing for Professional Translation and Localisation Skills generated from the course details page.

Date	Location	Format	Fee
3 - 7 May 2027	Barcelona	Classroom	**€2,275**
10 - 14 May 2027	Frankfurt	Classroom	**€2,175**
17 - 21 May 2027	Paris	Classroom	**€2,810**
7 - 11 June 2027	London	Classroom	**€2,915**
14 - 18 June 2027	Barcelona	Classroom	**€2,275**
21 - 25 June 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	London	Classroom	**€2,915**
19 - 23 July 2027	Barcelona	Classroom	**€2,275**
26 - 30 July 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	Vienna	Classroom	**€3,425**

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Seminar dates

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Live dates and pricing for Professional Translation and Localisation Skills generated from the course details page.

Date	Location	Format	Fee
16 - 20 August 2027	London	Classroom	**€2,915**
23 - 27 August 2027	Barcelona	Classroom	**€2,275**
2 - 6 August 2027	Frankfurt	Classroom	**€2,175**
9 - 13 August 2027	Amsterdam	Classroom	**€3,215**
6 - 10 September 2027	London	Classroom	**€2,915**
13 - 17 September 2027	Barcelona	Classroom	**€2,275**
20 - 24 September 2027	Frankfurt	Classroom	**€2,175**
4 - 8 October 2027	London	Classroom	**€2,915**
11 - 15 October 2027	Barcelona	Classroom	**€2,275**
18 - 22 October 2027	Frankfurt	Classroom	**€2,175**

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Live dates and pricing for Professional Translation and Localisation Skills generated from the course details page.

Date	Location	Format	Fee
25 - 29 October 2027	Dubai	Classroom	**€2,845**
8 - 12 November 2027	London	Classroom	**€2,915**
15 - 19 November 2027	Barcelona	Classroom	**€2,275**
22 - 26 November 2027	Frankfurt	Classroom	**€2,175**
1 - 5 November 2027	Geneva	Classroom	**€3,315**
20 - 24 December 2027	London	Classroom	**€2,915**
27 - 31 December 2027	Barcelona	Classroom	**€2,275**
6 - 10 December 2027	Frankfurt	Classroom	**€2,175**
13 - 17 December 2027	Istanbul	Classroom	**€2,825**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**

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Seminar dates

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Live dates and pricing for Professional Translation and Localisation Skills generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**

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10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**

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8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**