

ECQA Certified Terminology Manager - Basic

Online course

October – December 2013

Introduction - ECQA, Certified Terminology Manager - Basic and online course
Date: 1 October 2013 – from 9.00 to 10.30 a.m.

- What is ECQA and CTM - Basic
- Learning concept
- Self assessment
- Learning platform / Moodle
- Exam and certificate

UNIT 1 - UNDERSTANDING TERMINOLOGY MANAGEMENT

Date: 8 October 2013 – from 9.00 to 10.30 a.m.

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| CTM.U1.E1 | What is terminology? |
| CTM.U1.E2 | Why terminology management? |
| CTM.U1.E3 | How terminology work is embedded in my organisation and work environment |

UNIT 2 - TERMINOLOGY MANAGEMENT SKILLS

Date: 15 October 2013 - from 9.00 to 10.30 a.m.

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| CTM.U2.E1 | How to search and collect terminology |
| CTM.U2.E2 | How to store and retrieve |
| CTM.U2.E3 | How to coin terms |
| CTM.U2.E4 | How to manage monolingual and multilingual terminology |
| CTM.U2.E5 | How to manage terminology projects |

UNIT 3 - TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES

Date: 29 October - from 9.00 to 10.30 a.m.

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| CTM.U3.E1 | How to present the business case for terminology |
| CTM.U3.E2 | How to calculate and argue costs & return on investments |
| CTM.U3.E3 | How to involve relevant stakeholders |
| CTM.U3.E4 | How to collaborate with relevant organisational units |

UNIT 4 - TEAM WORKING & COMMUNICATION SKILLS

Date: 12 November 2013 - from 9.00 to 10.30 a.m.

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| CTM.U4.E1 | How to organise team communication |
| CTM.U4.E2 | How to manage distributed and diverse teams |
| CTM.U4.E3 | Why conflict management? |
| CTM.U4.E4 | How to train and motivate your team |

UNIT 6 - STANDARDS AND LEGAL ISSUES FOR TERMINOLOGY WORK

Date: 19 November 2013 - from 9.00 to 10.30 a.m.

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| CTM.U6.E1 | Which standards are relevant? |
| CTM.U6.E2 | How to deal with copyright issues in terminology management |
| CTM.U6.E3 | What about product liability? |

UNIT 5 – APPLICATION SCENARIOS

Preparation for Unit 5 and topics for the participants' projects:
Date: 21 November 2013 - from 9.00 to 10.30 a.m.

Presentation of the participants projects
Date: 2 – 13 November 2013 (date to be confirmed by participants)

EXAM: 1st attempt: 28 January 2013

2nd attempt for failed elements: 30 January (both dates to be confirmed by the participants)