Garnet
Garnet Global Training Center

GGT-LN-109

Languages & Business Communication **Rare specialisation**

Consecutive & Simultaneous Interpreting

الترجمة التتابعية والفورية

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Consecutive & Simultaneous Interpreting focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Language skills for the workplace, from business English to technical translation. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Consecutive & Simultaneous Interpreting to real tasks.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.

Who should attend

Professionals who use English or Arabic at work, translators and administrative staff. Practitioners with one to five years of experience benefit most.

Key topics

- Workplace vocabulary
- Writing emails and reports
- Speaking in meetings
- Technical terminology
- Translation techniques
- Practice and feedback

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Consecutive & Simultaneous Interpreting: principles and standards

- Translation techniques
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Practice and feedback
- Workplace vocabulary

Day 3 Diagnosis and problem solving

- Writing emails and reports
- Regional and international case studies

Day 4 Quality, safety and documentation

- Speaking in meetings
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Technical terminology
- Group discussion and peer review

10-day outline

Day 1 Consecutive & Simultaneous Interpreting: principles and standards

- Translation techniques
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Practice and feedback
- Workplace vocabulary

Day 3 Diagnosis and problem solving

- Writing emails and reports
- Regional and international case studies

Day 4 Quality, safety and documentation

- Speaking in meetings
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Technical terminology
- Group discussion and peer review

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Measurement and reporting

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Hands-on workshop on a workplace challenge

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
4–8 Jan 2027	5-day classroom	Istanbul	English	4,750
13–17 Sep 2027	5-day online	Live online	Arabic	2,950
11–22 Oct 2027	10-day classroom	Paris	English	8,950
6–10 Dec 2027	5-day classroom	Dubai	Arabic	4,750
3–14 Jan 2028	10-day online	Live online	Arabic	5,450
17–28 Apr 2028	10-day classroom	Kuala Lumpur	English	8,950
11–15 Sep 2028	5-day classroom	Singapore	English	4,750
11–15 Dec 2028	5-day classroom	London	English	4,750
8–12 Jan 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
19–23 Mar 2029	5-day classroom	Kuala Lumpur	English	4,750
6–10 Aug 2029	5-day online	Live online	Arabic	2,950
18–29 Nov 2029	10-day classroom	Riyadh	English	8,950
10–14 Mar 2030	5-day classroom	Manama	English	4,750
17–21 Jun 2030	5-day classroom	Paris	English	4,750
15–26 Jul 2030	10-day classroom	Singapore	English	8,950
9–20 Dec 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/