

ProZ.com mentoring



2020/2021

Objectives

- We aim that participants fill in a full, well-structured profile in the platform and include all relevant information on their experience and knowledge.
- We aim that participants learn the tools required to design a strategy that will lead them to hold a good position in the directory of translators

Who should attend

Translators who aim to boost their profile as freelancers.

Students who aim to kickstart their freelance career in translation.

The workshop will be carried out online
(synchronous sessions)

Information

**215 800 952**

academy.autonoma.pt / academy@autonoma.pt

Structure

This workshop aims to introduce participants to ProZ.com. The lecturer and the program participants will analyse the platform, including its sections and resources, the search options used by clients, the design of translators' profile, compare profiles, and define strategies to have a good position in the directory of translators. There will be a two-month follow-up on the profile of each participant.

Coordinator: Isabel Vidigal

DURATION

June 2021

TIMETABLE

Wednesdays 19:00 – 22:00

WORKLOAD

12 hours

FEE

Enrolment

150€

Study Plan

> Modules

- Introduction to ProZ.com
- Main resources available: Profile, KudoZ, Job offers
- Filling in your profile (what should you fill in, comparing profiles, information to include and how to present that information)
- ID recognition (checking identity)
- The directory of translators and that of clients
- Searching potential clients
- How to achieve a good position in the professional directory I
- How to achieve a good position in the professional directory II
- KudoZ, what are Kudoz, how to answer, KudoZ points
- WWW, clients' recommendations
- Peer certification "ProZ.com Certified PRO Network"
- Blue Board, Forums, Invoicing, Browniz, Events, CAT Tools group buy, Mentoring and other services offered
- Exclusive advantages for paid membership – is it worth it?
- Follow-up of participants' profile during the program
- Thirty-minute individual mentoring with each participant after the fourth session.