



UNIUNEA TRADUCĂTORILOR AUTORIZAȚI

Union of Authorized Translators of Moldova (U.T.A.)

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PRACTICAL SEMINAR

“Effective Communication and Personality of the Translator/Interpreter”

To be conducted on **November 5, 2010**

Location: UTA headquarters, 37 Puskin Street.

Main facilitator:

Dr. Karl Josef Does, Executive Coach & Management Trainer (Team Management, Professional Selling, Communication and Negotiation in Business, Time Management).

Inesa Foltea, Ad-Interim President U.T.A.

PROPOSED AGENDA

Time	Details
17:30 – 18:50	Session 1: Basics in Human Communication and (Mis)Understanding a. Our “inner coloured glasses”: Selective perception b. Active listening and understanding as a challenge in the relationships with our clients. c. The 4 sides of any message.
18:50 – 19:00	Coffee break
19:00 – 20:20	Session 2: Personality Structure – a Catalyst for Effective Communication in Negotiations. a. Perspectives on my Personality. b. The DISC Profile. c. How differently we (mis)understand each other.
20:20 – 20:30	Coffee break
20:30 – 21:30	Session 3: Effective communication in difficult circumstances. a. Keeping the emotional balance under stress. b. Basics in constructive dialogues for a good transaction. c. Staying authentic while “getting the message across”.