

## On Demand: Full Service

Whether it be coaching for the management team or regular training for a department, interpreting for international conferences or confidential negotiations, translation of legal documents or entire manuals or the establishment of an in-house database: We can offer globally active companies the advantage of having all project-related and corporate-specific language services co-ordinated from a single source.

## Effective learning

All language training provided by merle & sheppard is based on the principle of timely and effective learning. With the help of intelligent training concepts, detailed needs analysis and the very latest learning methods, we make the best possible use of your time.

## Our expertise

After many years of working alongside global players (in the biotechnology, chemical, automotive, consumer and management consulting sectors) merle & sheppard has acquired extensive knowledge and experience in vastly different areas.



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Fit for Success



merle & sheppard  
**Language Consulting:**

**Better communication:  
customised to your needs**

**Language competence and cultural awareness** have become crucial gateways to international markets – and an essential basis for business success. The range of language services provided by merle&sheppard will enhance your company's ability to communicate.

These services are as individual as your requirements: Our professionals draw on extensive experience from many industries to provide inspiration for clients. Carefully constructed consulting, training, translating and interpreting services are precisely tailored to your current and future needs, before being smoothly integrated into your daily business.

This is why we are the preferred provider for some of Europe's top companies. Take a look at our wide range of services that will help you and your company achieve more: [www.language-consulting.com](http://www.language-consulting.com)

#### Consulting

- » Evaluating your corporate training needs – online and on site
- » Customised language solutions
- » Extensive range of courses and workshops
- » Expatriate guidance and family support in Germany
- » Interactive learning programmes
- » Development and expansion of specialised databases
- » Organisation of conference technology and venues for your events or training sessions
- » Precise monitoring of costs with reporting

#### Translation

- » into all languages by native speakers
- » of manuals, contracts, presentations, advertising etc.
- » by professionals with sector-specific experience and skills
- » including editing and proofreading
- » and development of in-house glossaries for your terminology

#### Training

- » in all languages
- » at the venue of your choice
- » individually arranged, one-on-one coaching or group seminars for both executives and staff
- » expatriate training – both on and off the job
- » latest educational methods: multimedia, interactive role plays and case studies
- » CEF certification (Common European Framework for Languages)
- » BEC, LCCI and Cambridge proficiency examinations and others

#### Interpreting

- » in all languages
- » simultaneous or consecutive
- » person-to-person (whispering) or from a booth
- » conferences, negotiations, hearings and business travel assignments
- » coordination of interpreting services
- » in close consultation with German and New Zealand professional associations