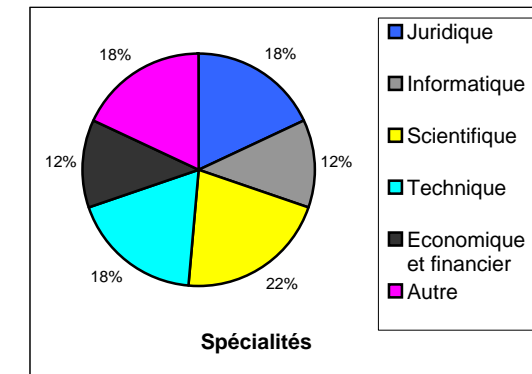
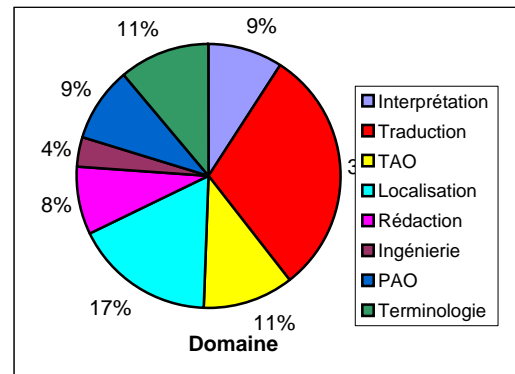
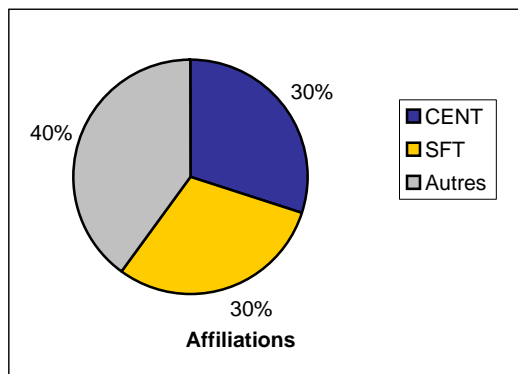
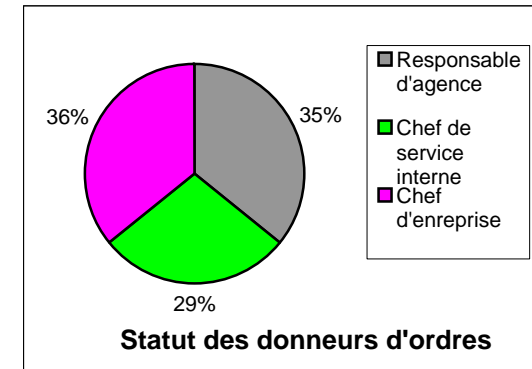
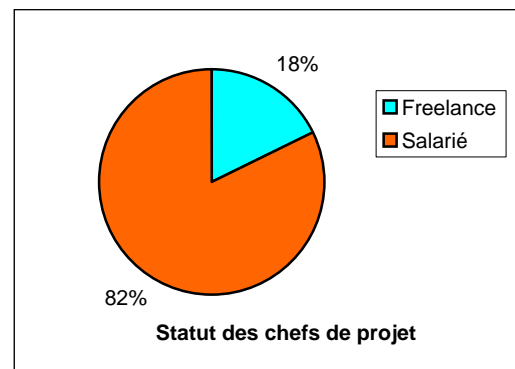
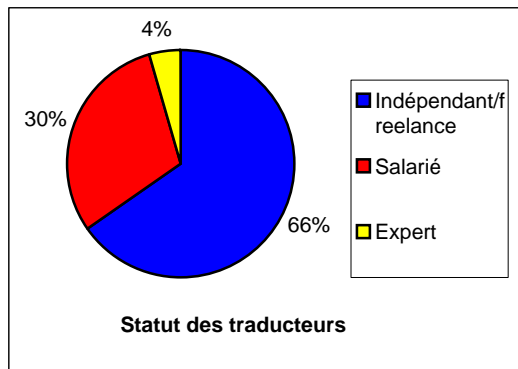


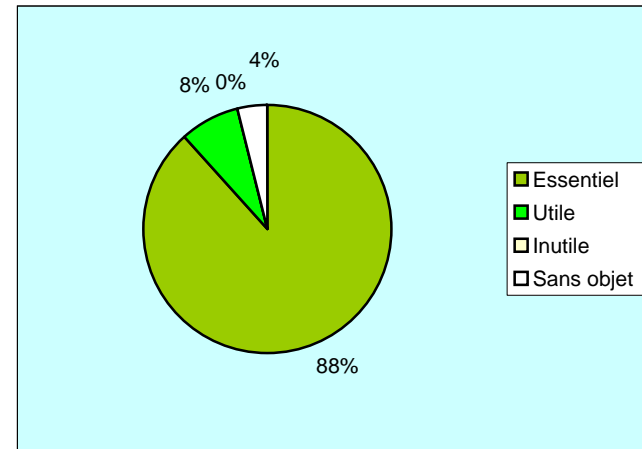
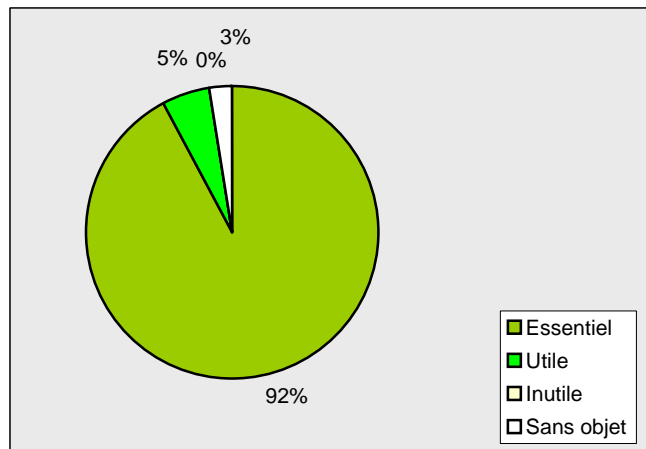
# Compétences et qualités professionnelles de traducteurs

## Identité

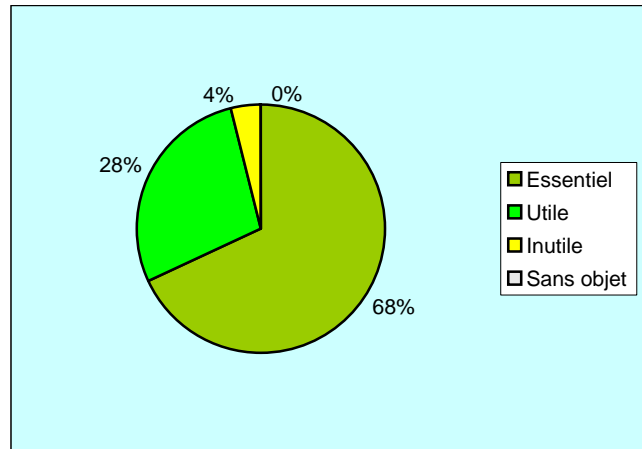
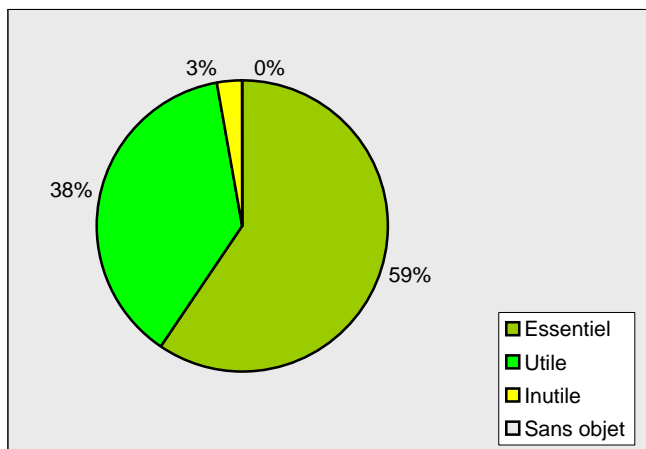


## Finalités de la fonction

Produire des traductions de qualité en respectant les contraintes et objectifs du donneur d'ouvrage



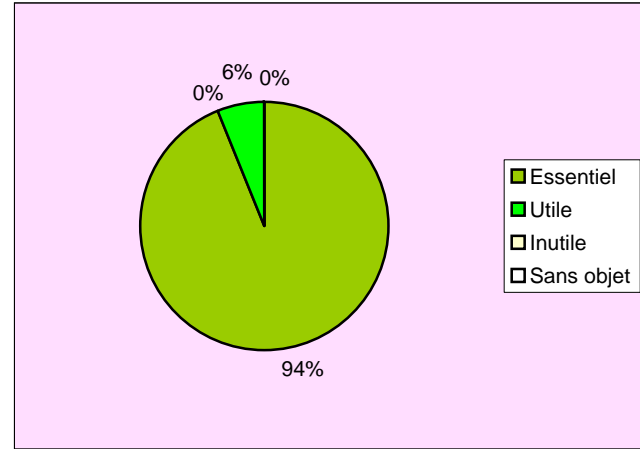
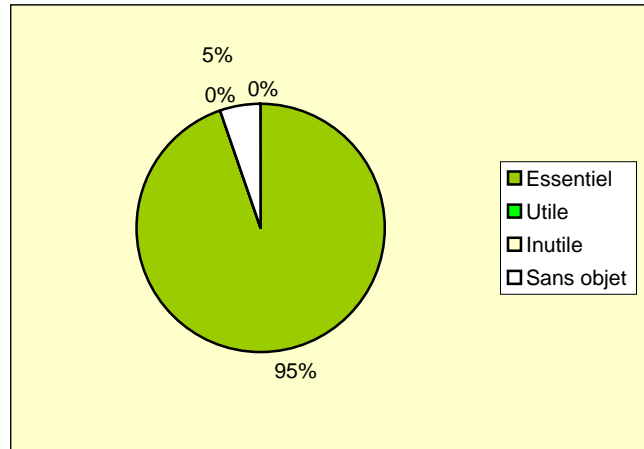
Produire des traductions de qualité en se conformant aux usages professionnels



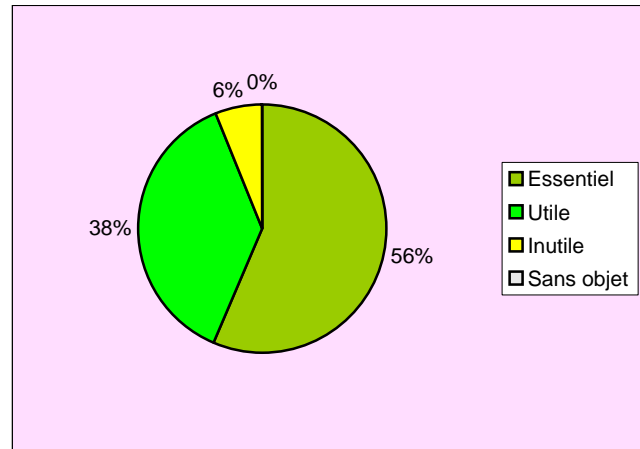
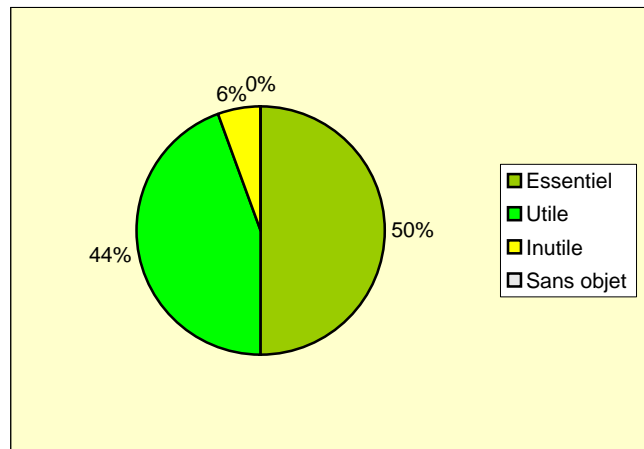
## Chefs de projets

## Donneurs d'ordres

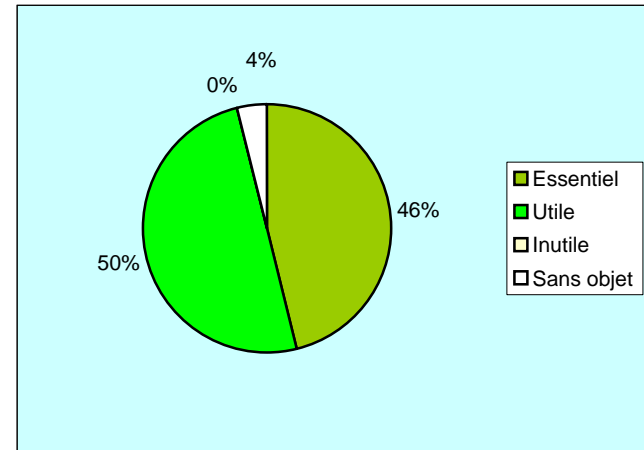
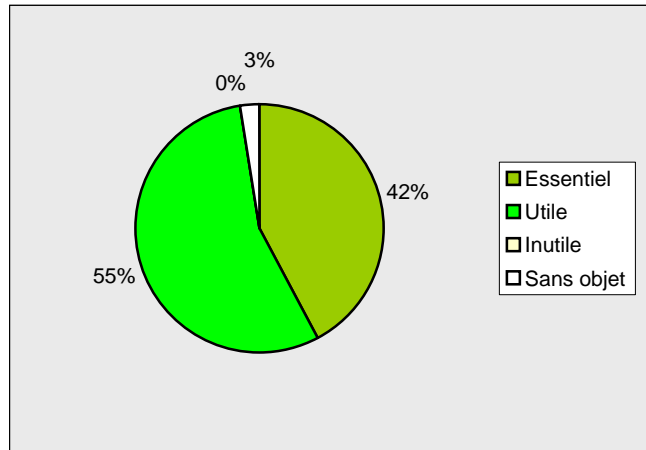
Produire des traductions de qualité en respectant les contraintes et objectifs du donneur d'ouvrage



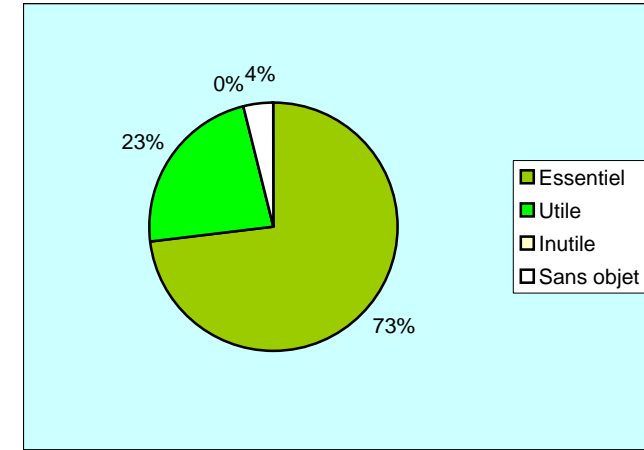
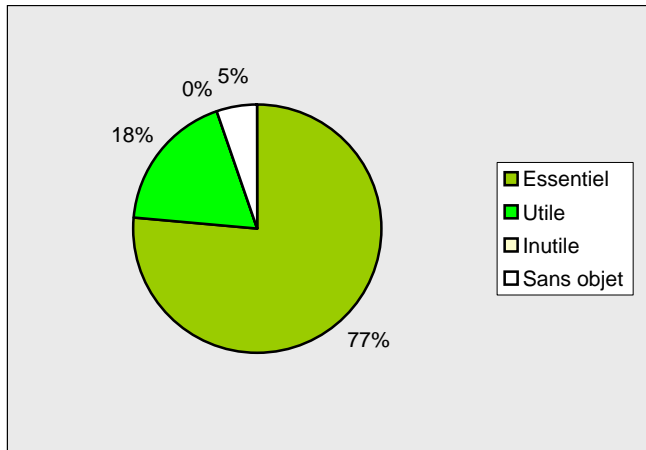
Produire des traductions de qualité en se conformant aux usages professionnels



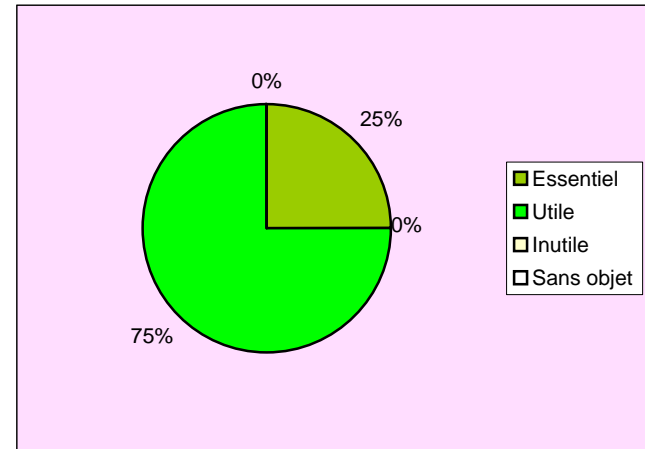
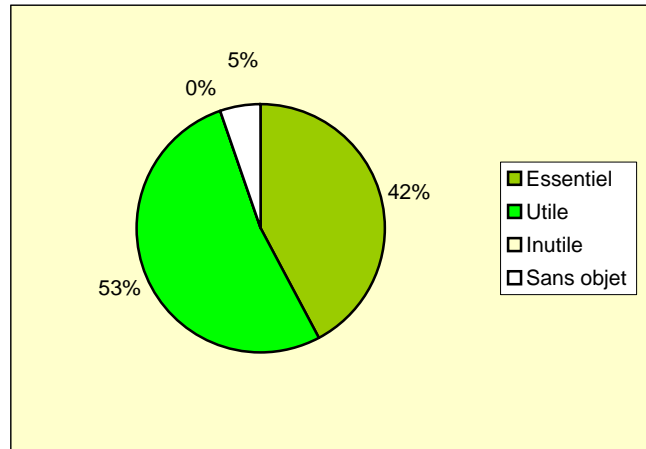
### Produire des traductions de qualité en tenant compte des décisions prises par les organismes de normalisation



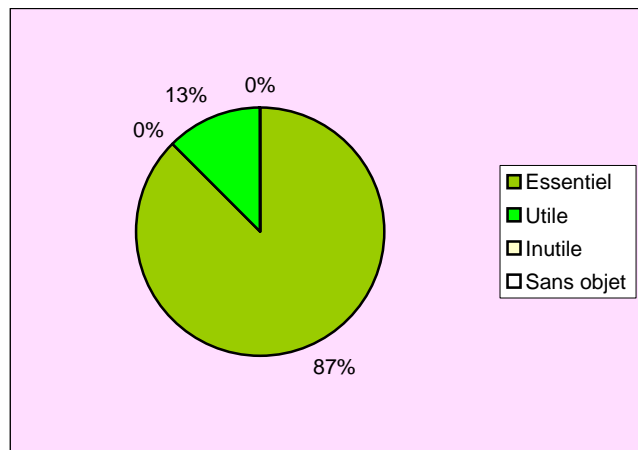
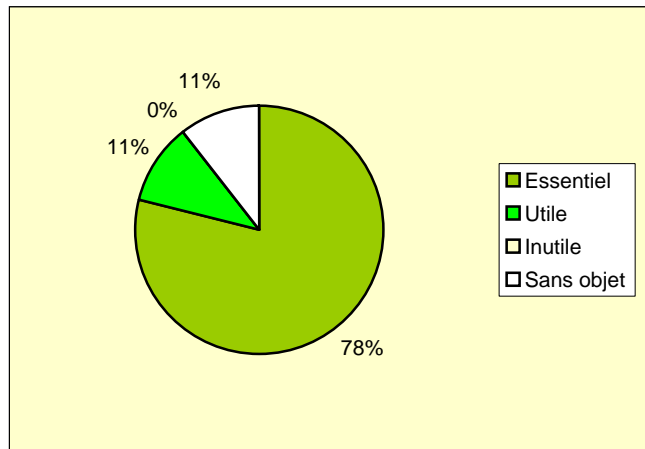
### Produire des traductions de qualité en définissant les priorités en accord avec les donneurs d'ouvrage



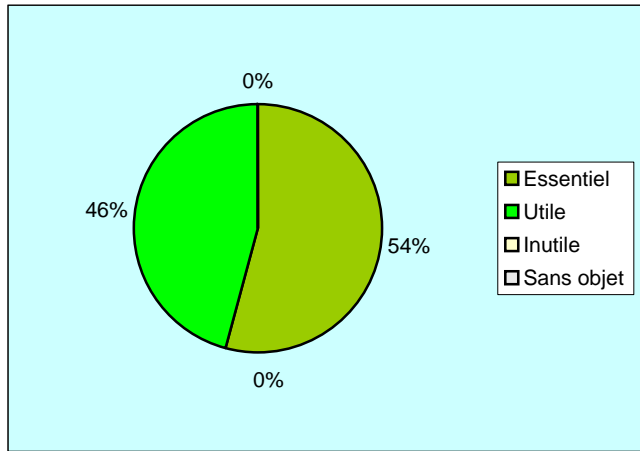
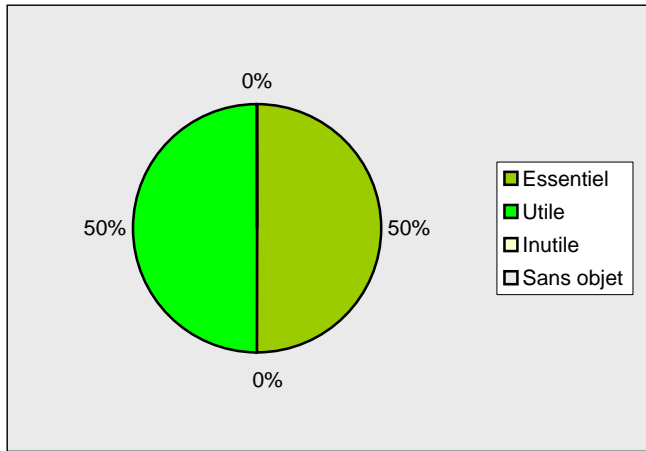
**Produire des traductions de qualité en tenant compte des décisions prises par les organismes de normalisation**



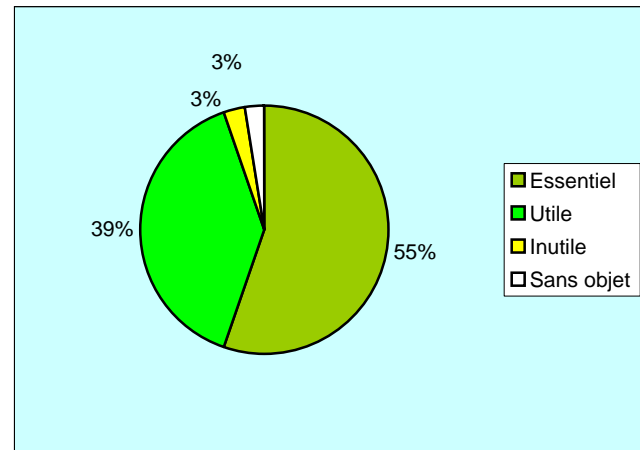
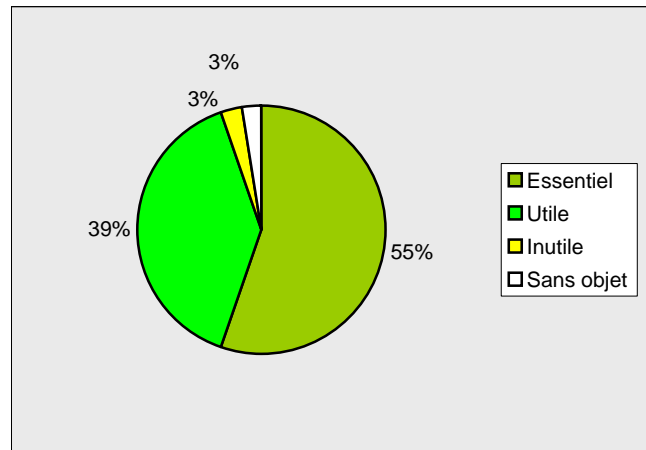
**Produire des traductions de qualité en définissant les priorités en accord avec les donneurs d'ouvrage**



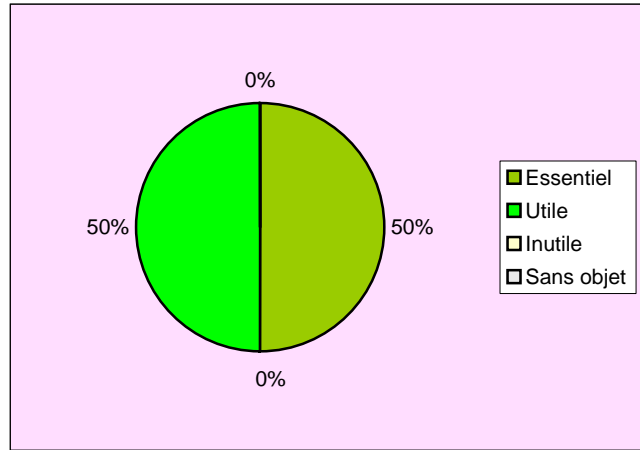
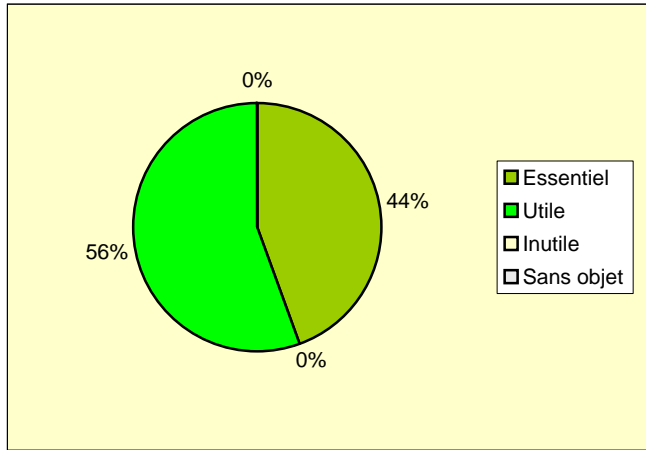
### Produire des traductions de qualité en définissant des procédures optimisées



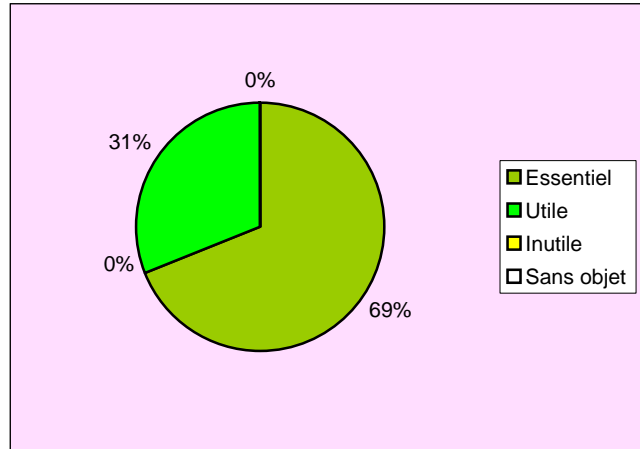
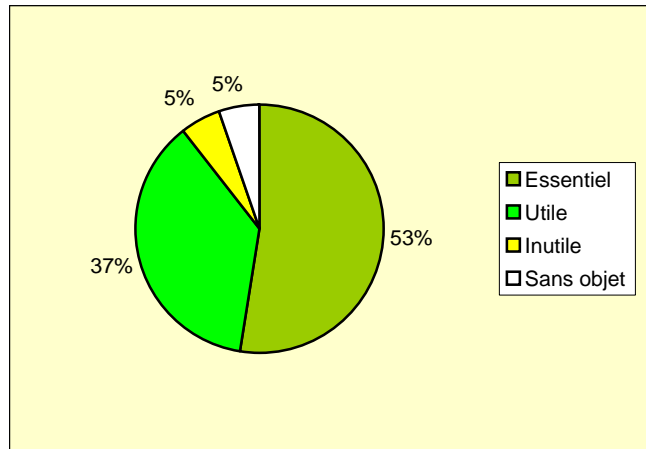
### Produire des traductions de qualité en définissant la méthode de travail et les spécifications



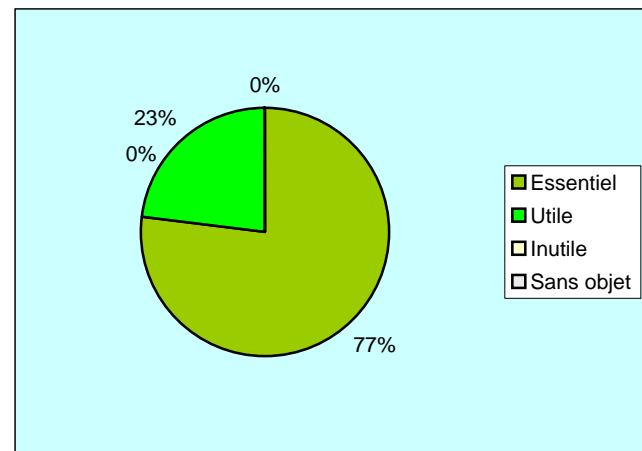
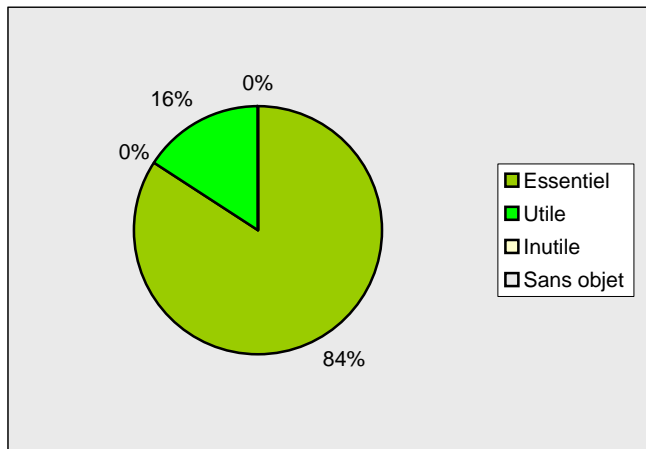
**Produire des traductions de qualité en définissant des procédures optimisées**



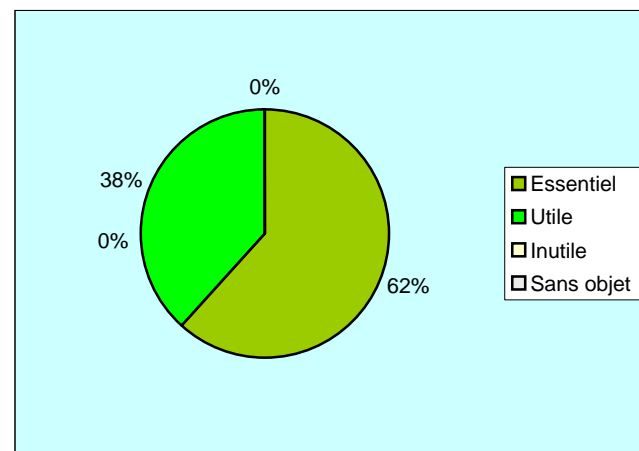
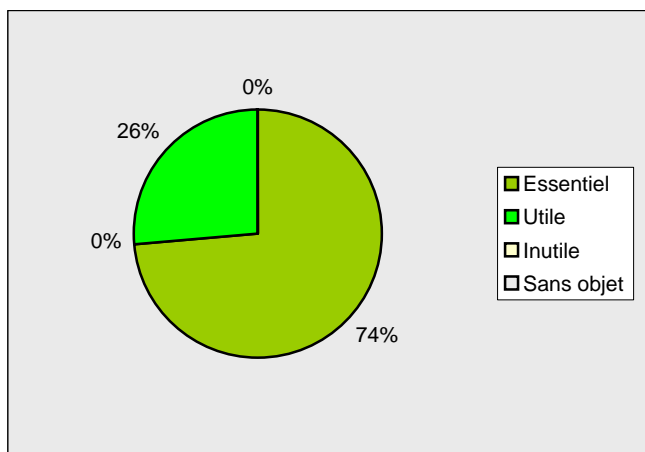
**Produire des traductions de qualité en définissant la méthode de travail et les spécifications**



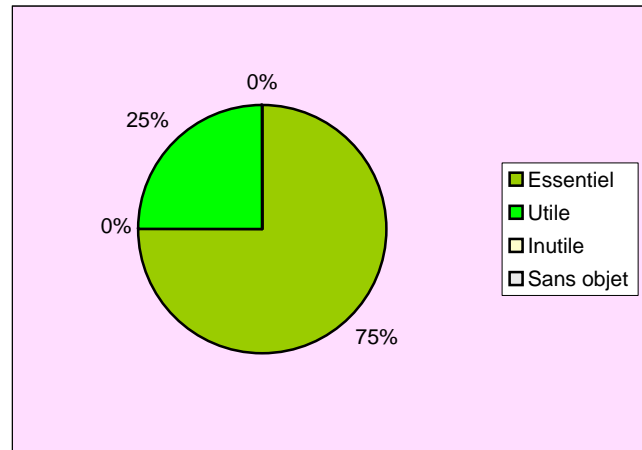
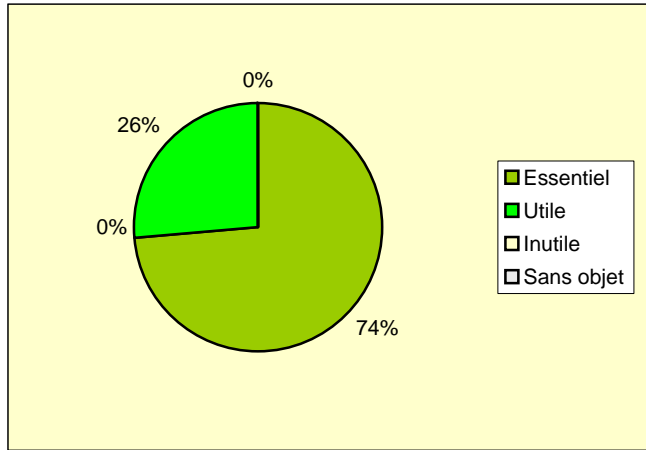
### Mobiliser les ressources en réunissant les ressources voulues pour l'exécution des traductions



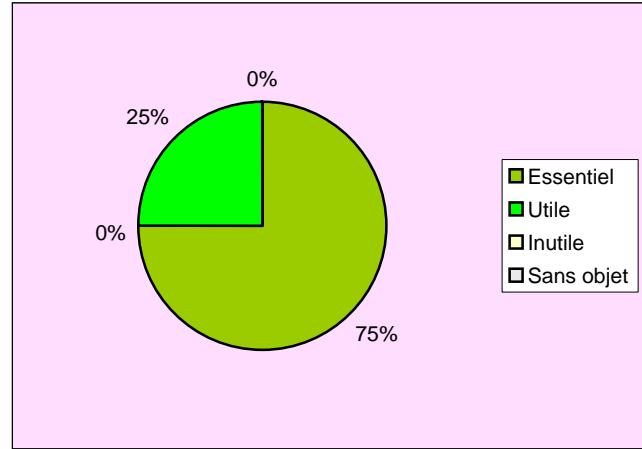
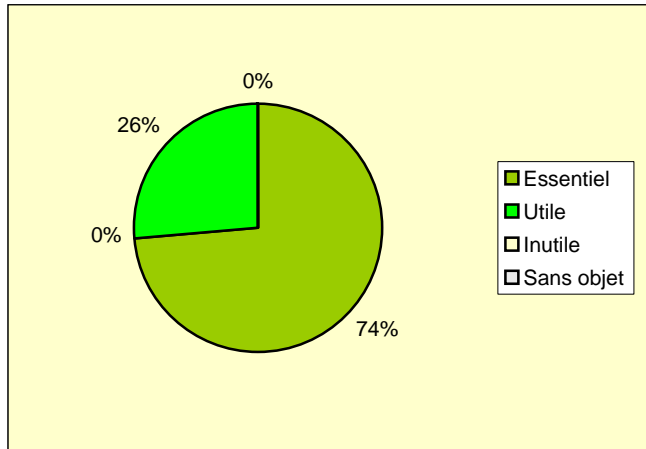
### Mobiliser les ressources en gérant ces ressources de manière efficace et rationnelle



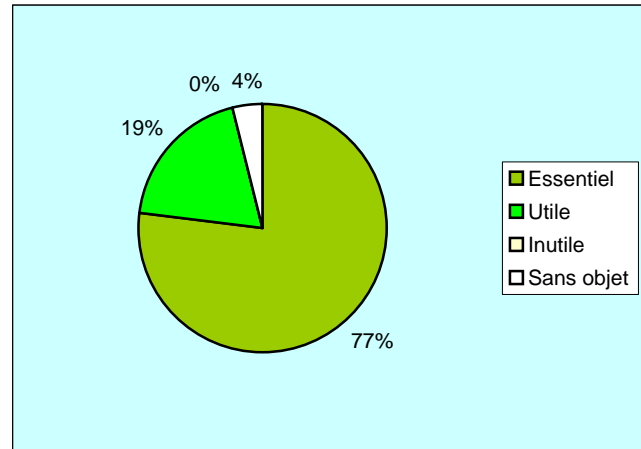
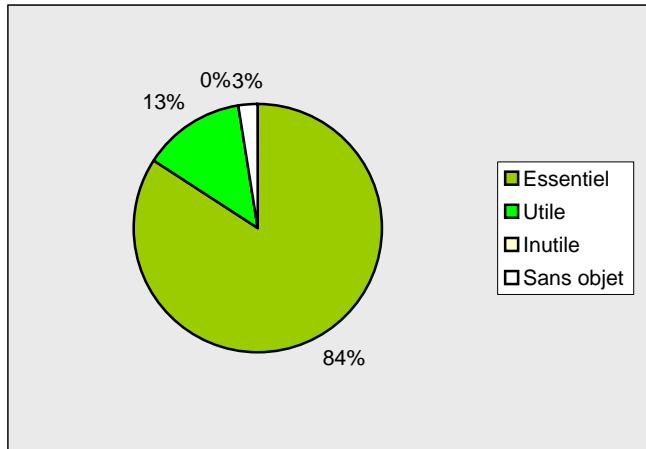
**Mobiliser les ressources en réunissant les ressources voulues pour l'exécution des traductions**



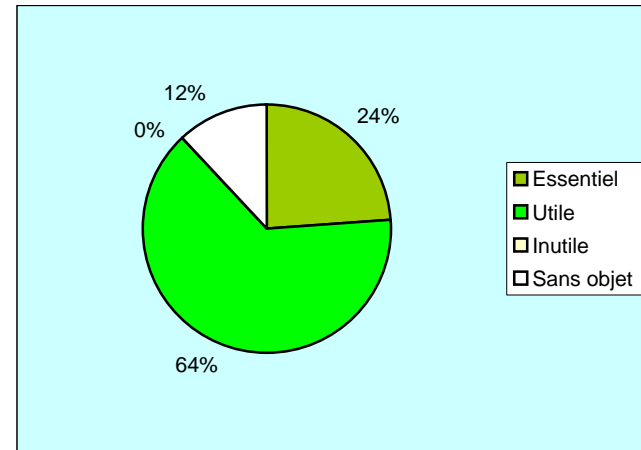
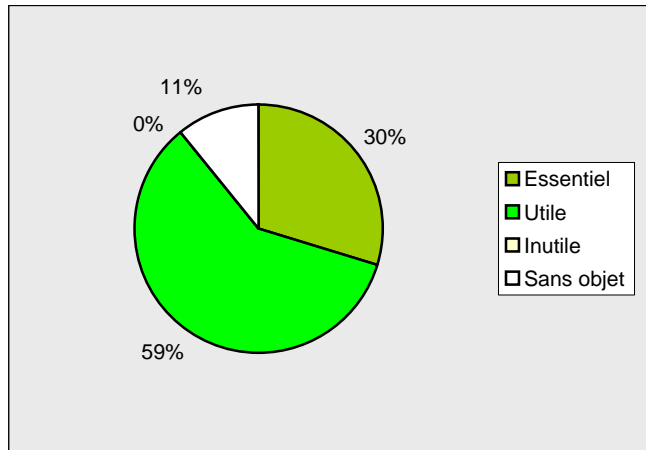
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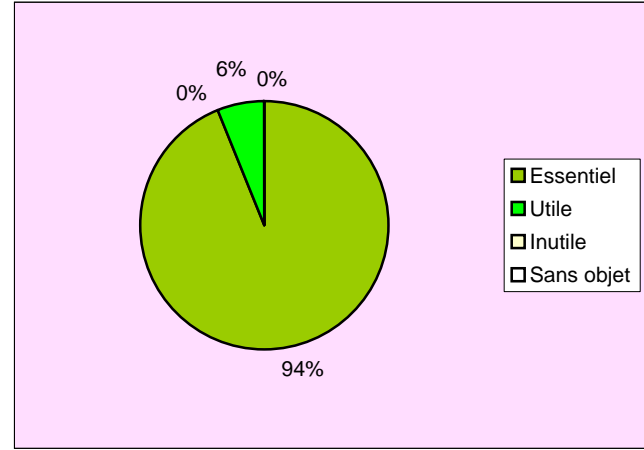
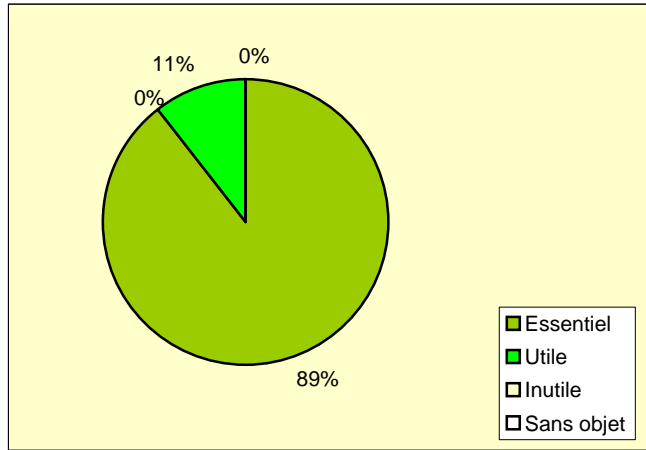
**Mobiliser les ressources en organisant le travail de l'équipe lorsqu'une équipe se constitue**



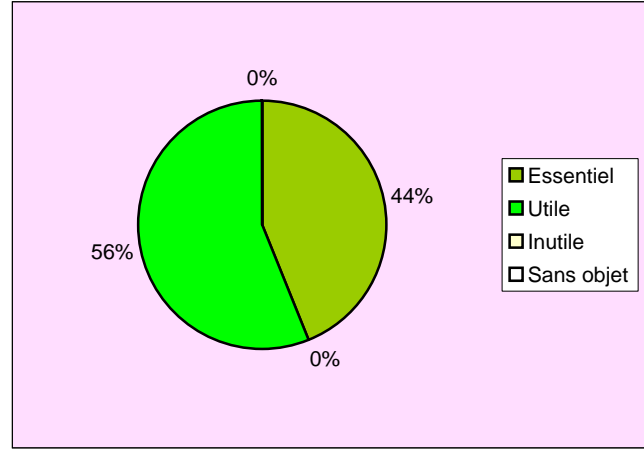
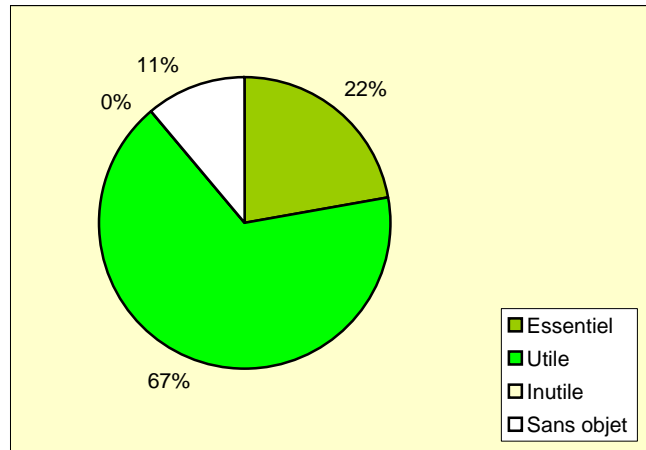
**Mobiliser les ressources en définissant la politique d'acquisition de ressources**



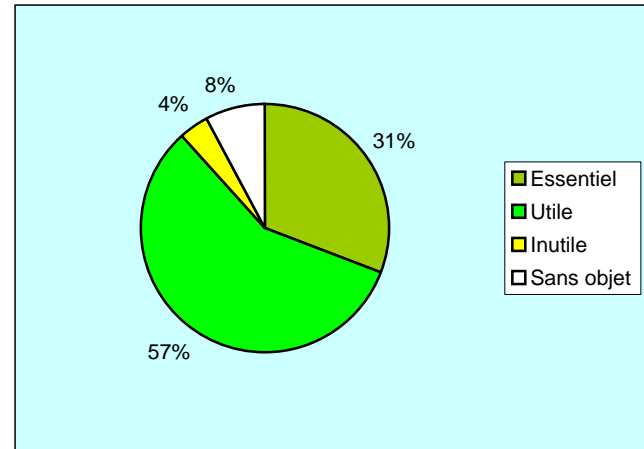
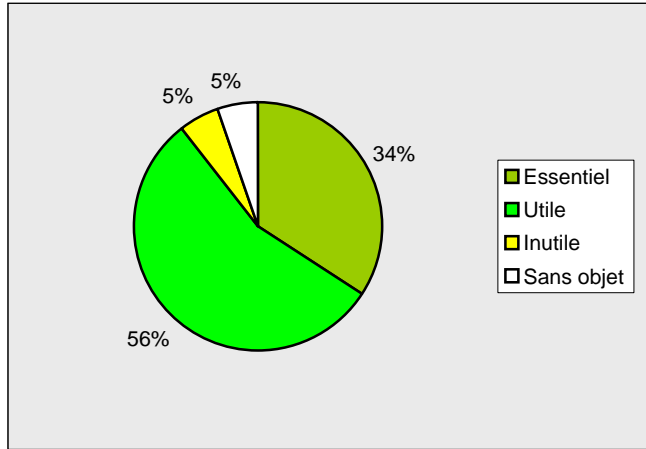
### Mobiliser les ressources en organisant le travail de l'équipe lorsqu'une équipe se constitue



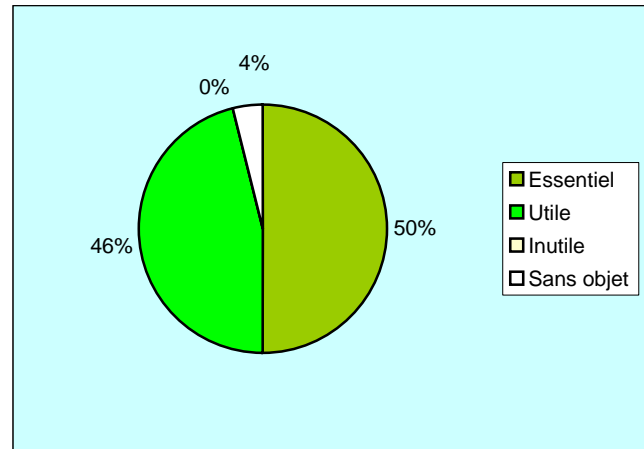
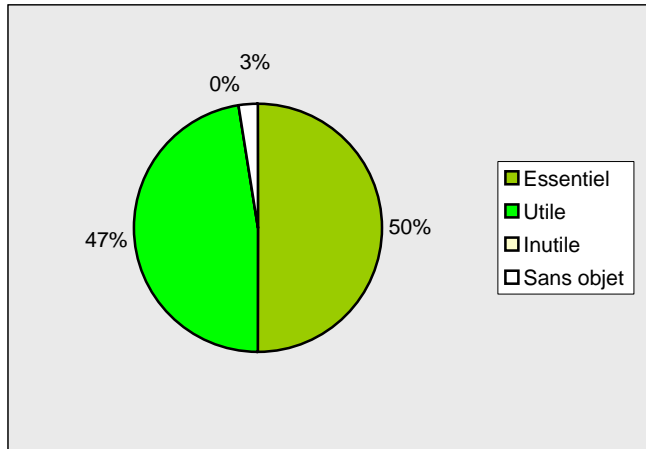
### Mobiliser les ressources en définissant la politique d'acquisition de ressources



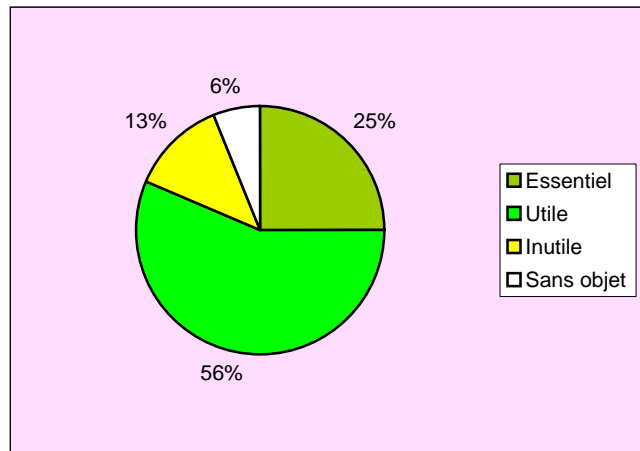
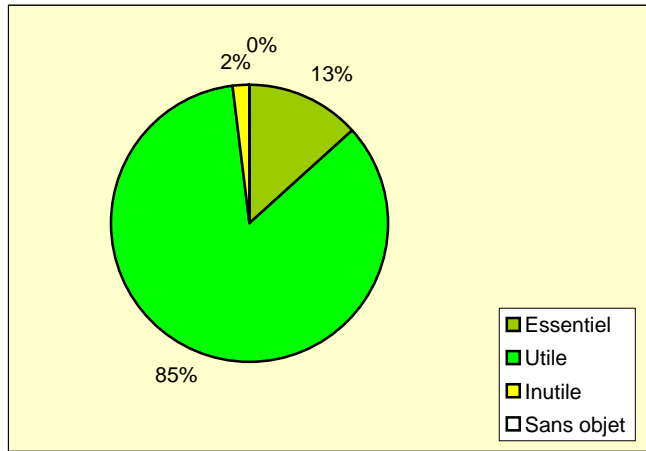
**Mettre en place les conditions de bonne exécution des traductions en faisant vérifier la qualité des matériaux à traduire**



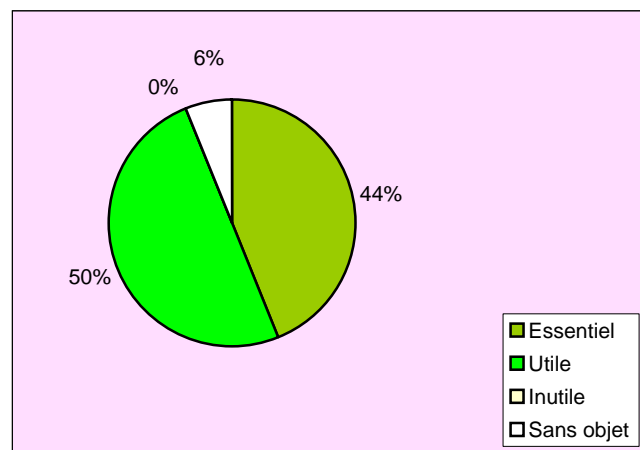
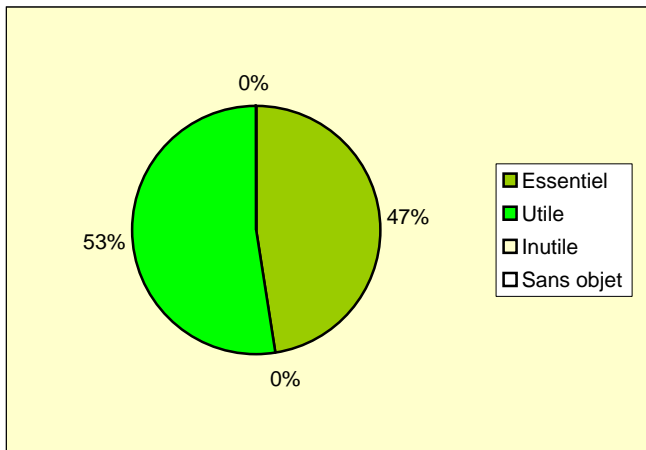
**Mettre en place les conditions de bonne exécution des traductions en réunissant tous les savoirs et matières premières nécessaires**



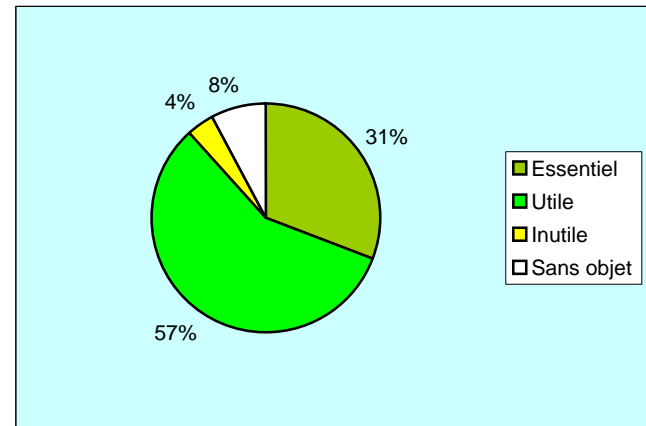
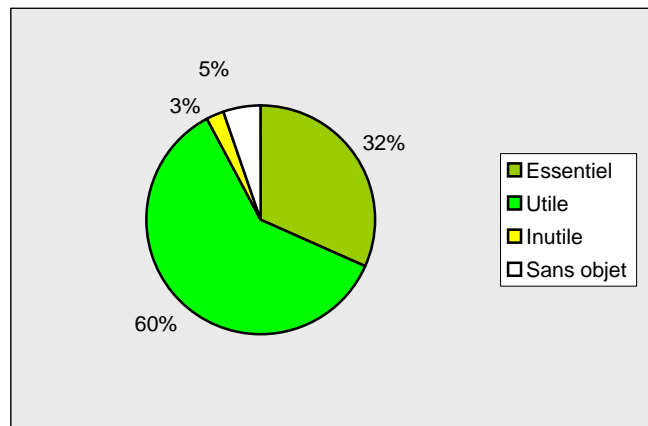
**Mettre en place les conditions de bonne exécution des traductions en faisant vérifier la qualité des matériaux à traduire**



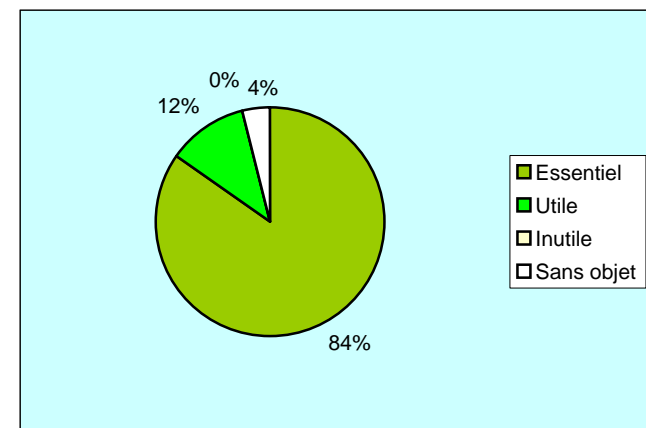
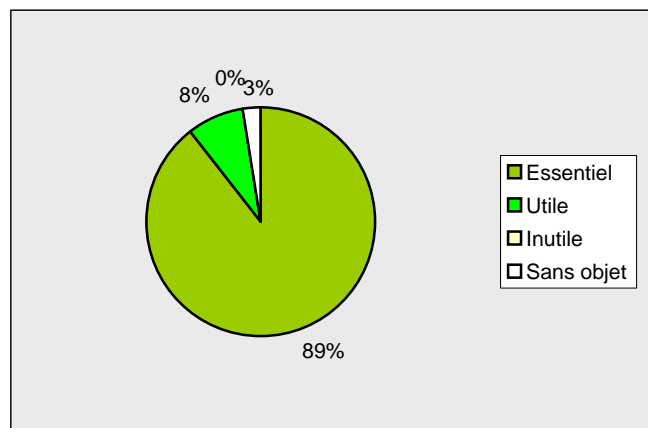
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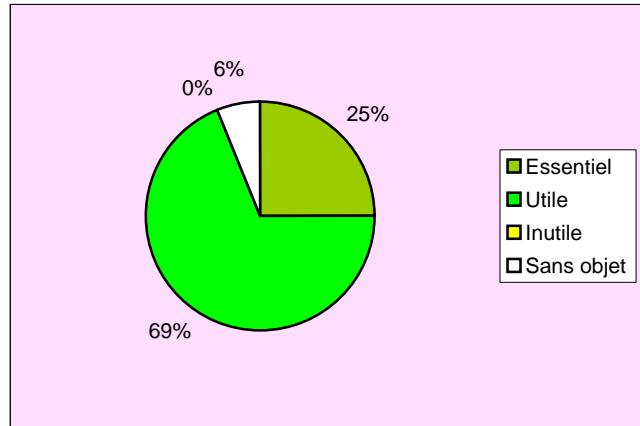
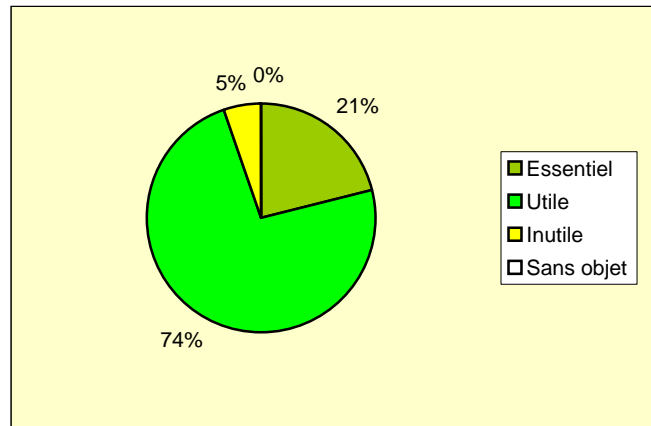
**Mettre en place les conditions de bonne exécution des traductions en faisant valider ces savoirs et matières premières nécessaires**



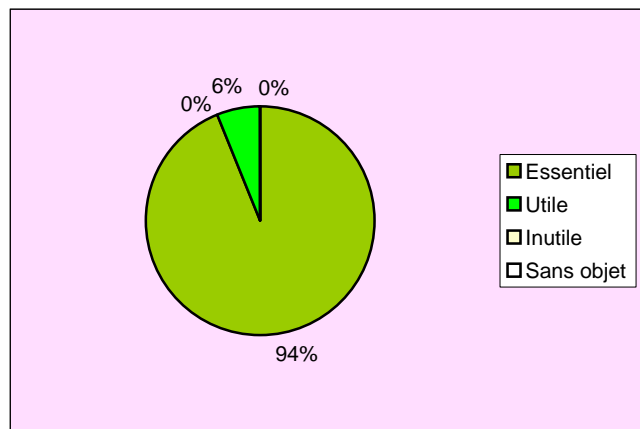
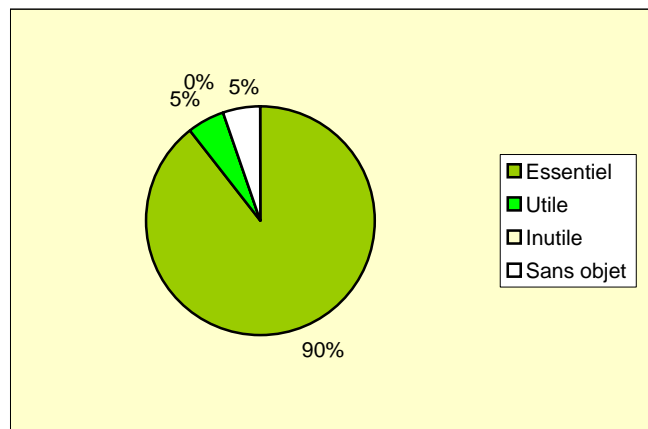
**Exécuter les traductions en respectant les spécifications du donneur d'ouvrage**



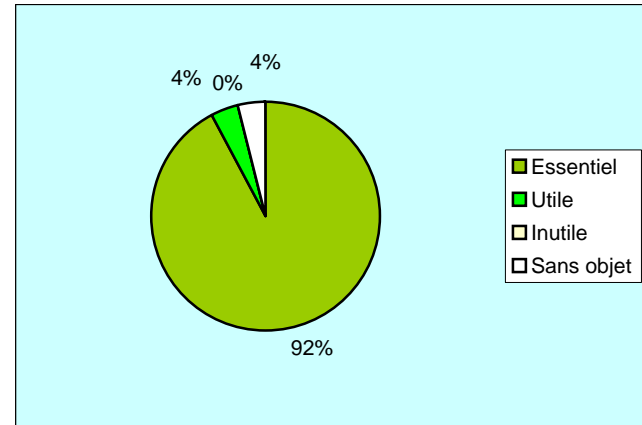
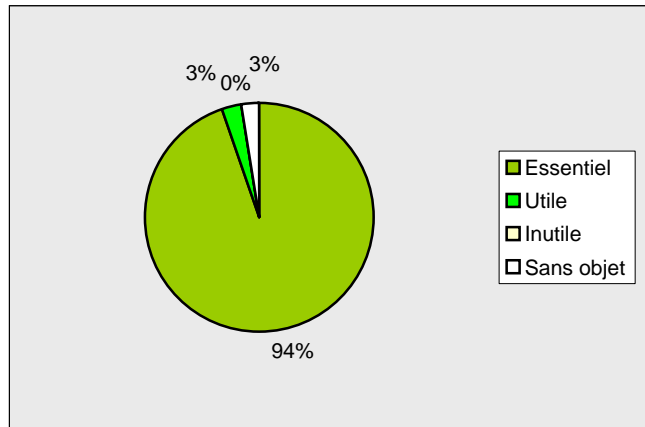
**Mettre en place les conditions de bonne exécution des traductions en faisant valider ces savoirs et matières premières nécessaires**



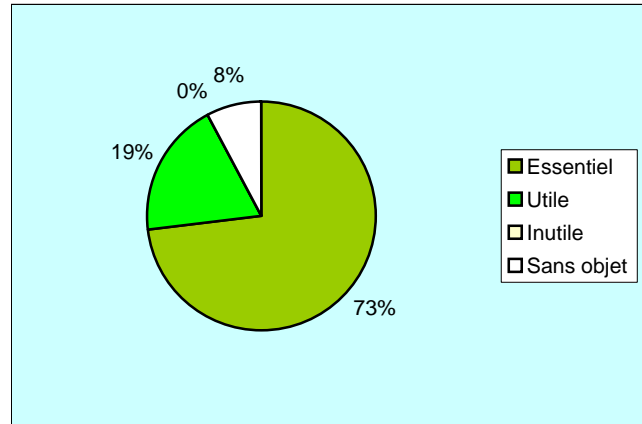
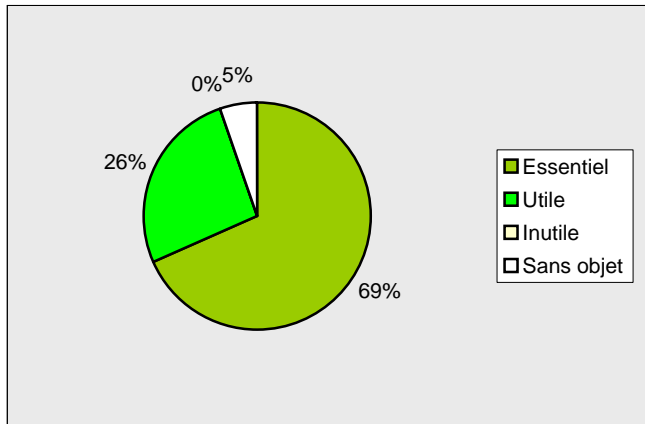
**Exécuter les traductions en respectant les spécifications du donneur d'ouvrage**



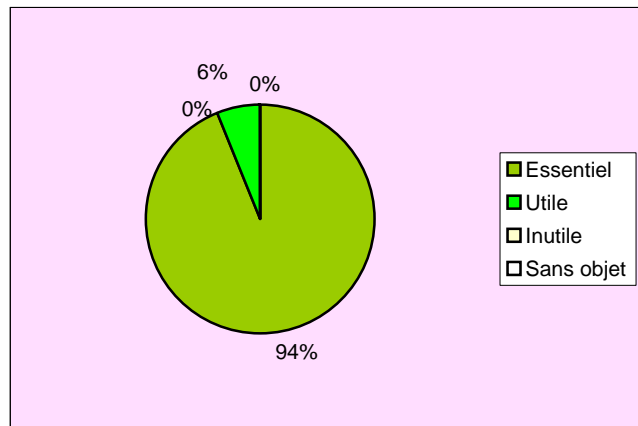
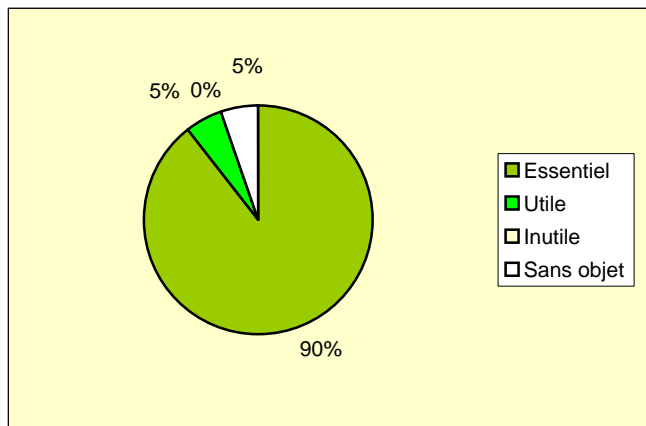
### Exécuter les traductions en respectant les engagements pris



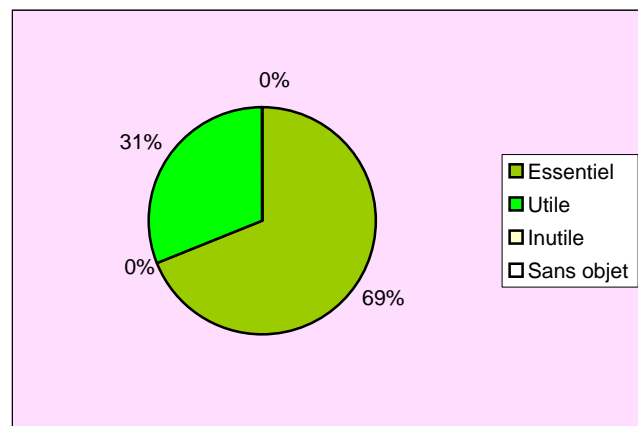
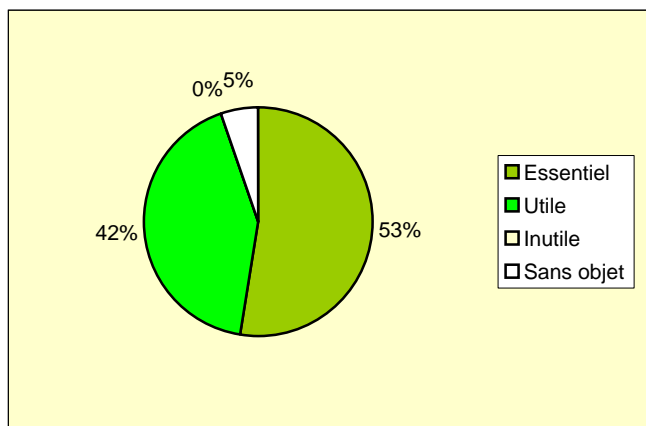
### Exécuter les traductions en respectant les règles de l'art



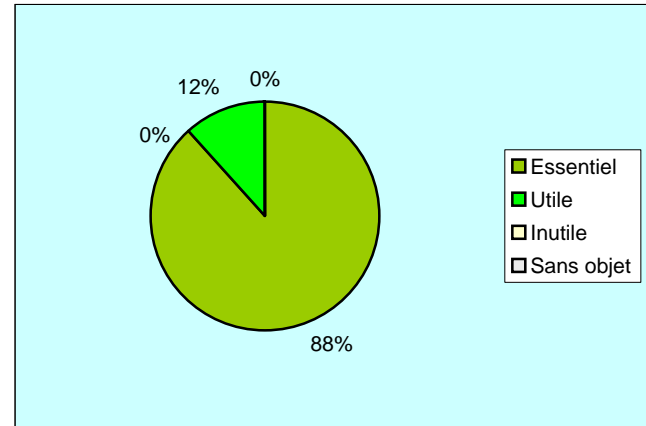
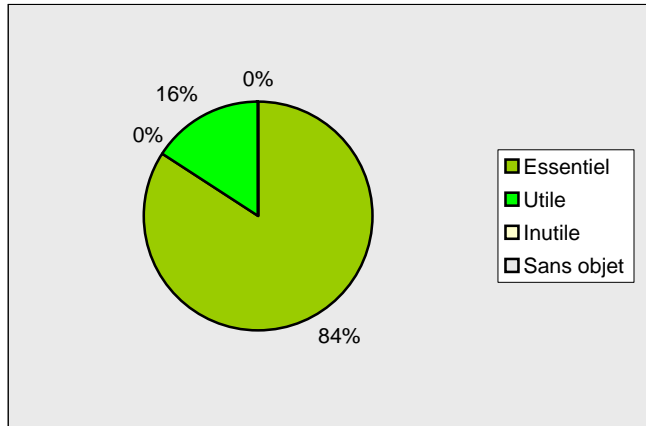
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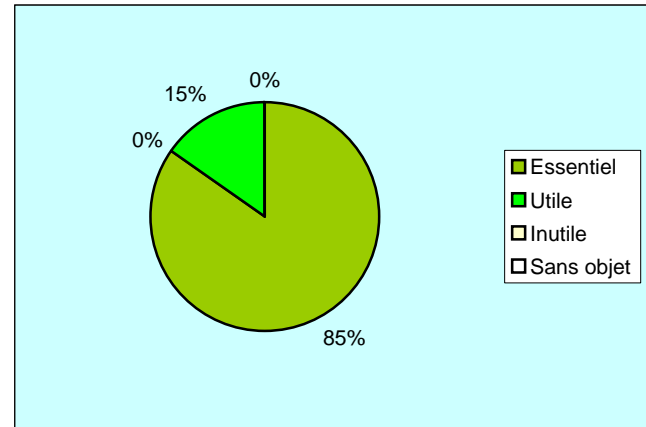
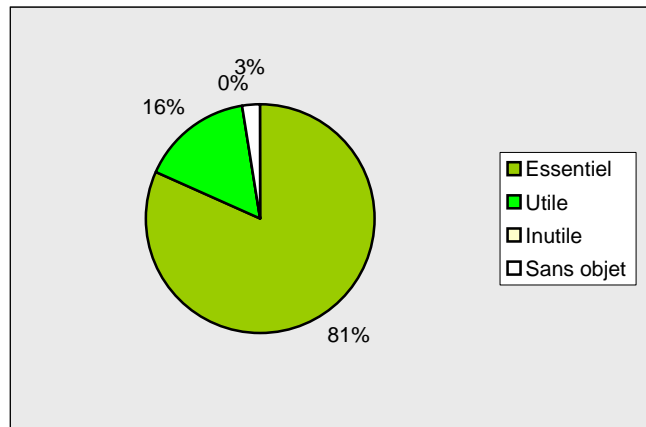
### Exécuter les traductions en respectant les règles de l'art



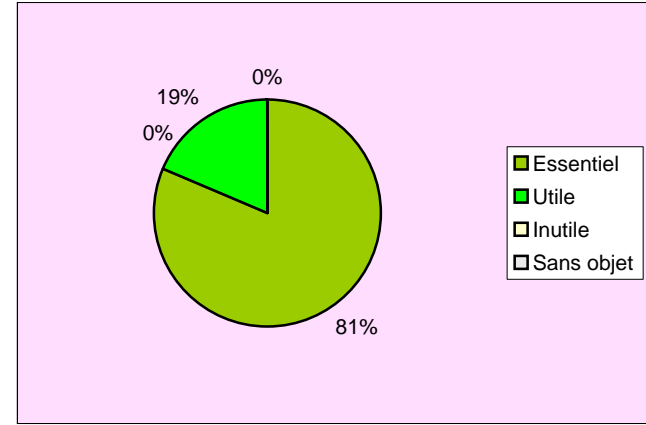
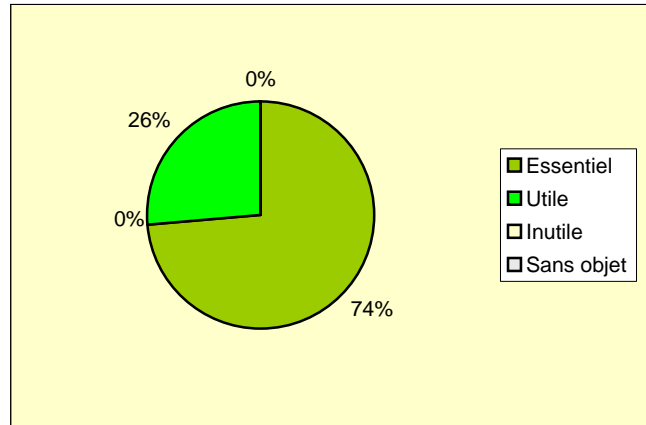
### Contrôler la qualité des traductions en vérifiant ou faisant vérifier la qualité linguistique



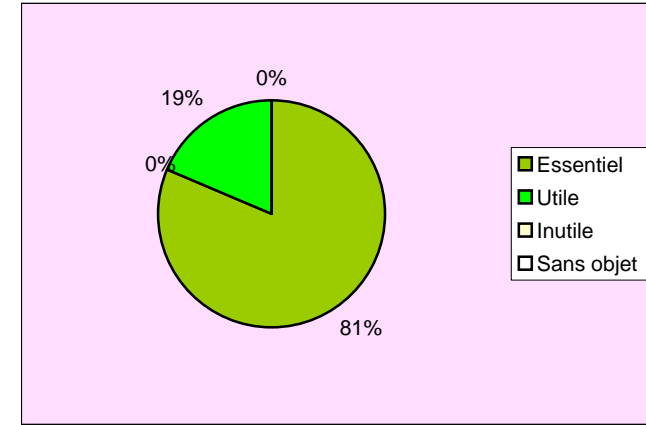
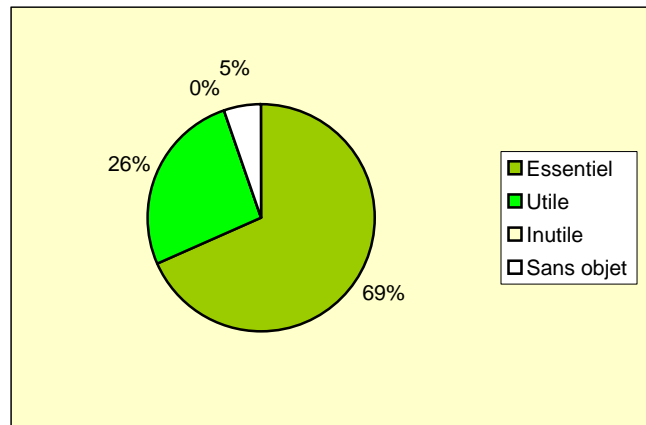
### Contrôler la qualité des traductions en vérifiant ou faisant vérifier la qualité technique



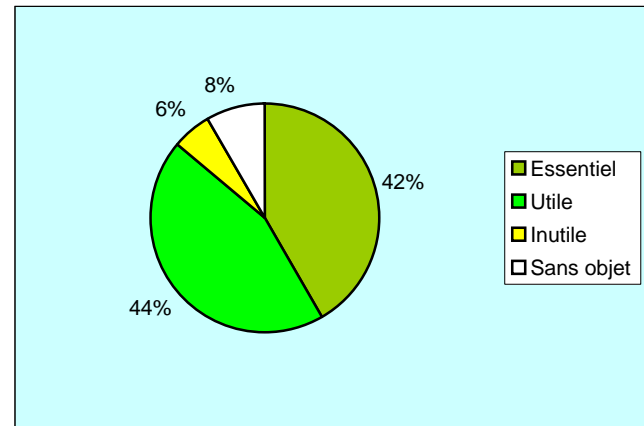
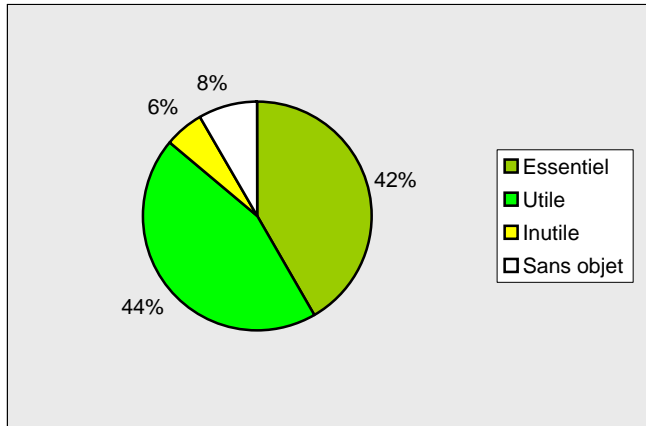
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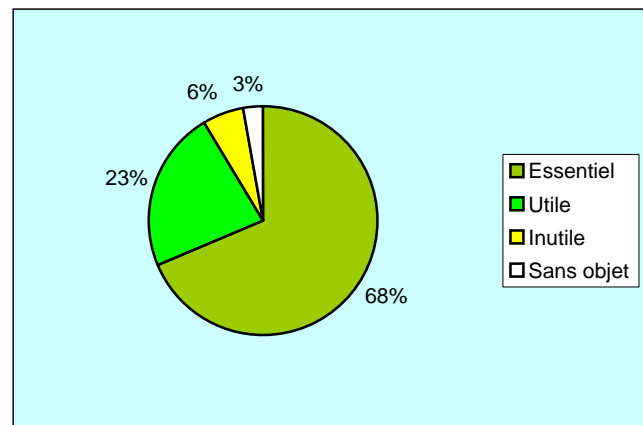
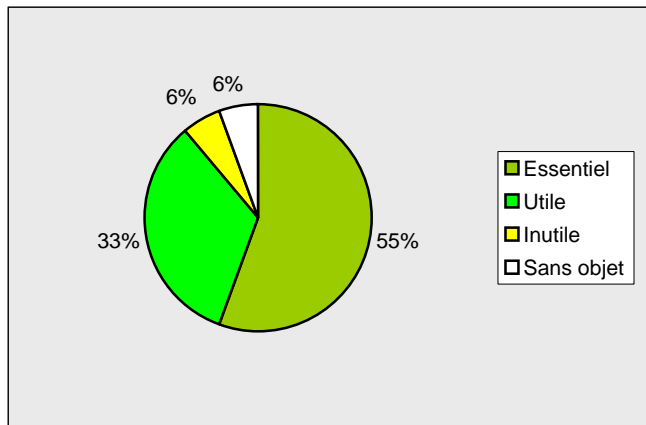
### Contrôler la qualité des traductions en vérifiant ou faisant vérifier la qualité technique



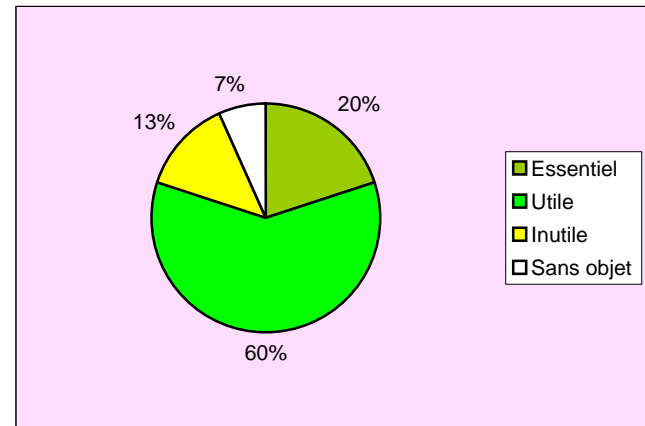
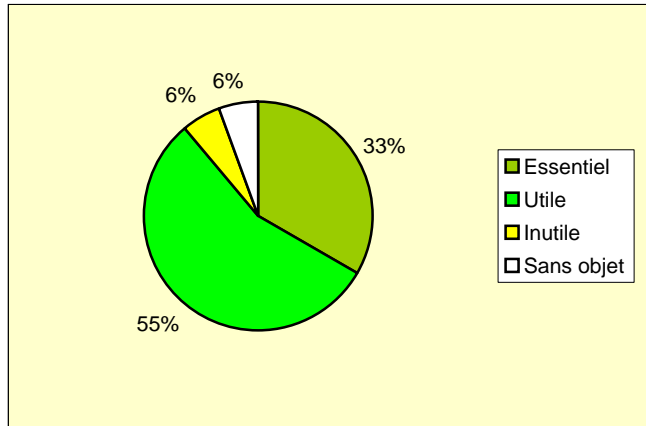
**Contrôler la qualité des traductions en vérifiant ou faisant vérifier la qualité des transferts**



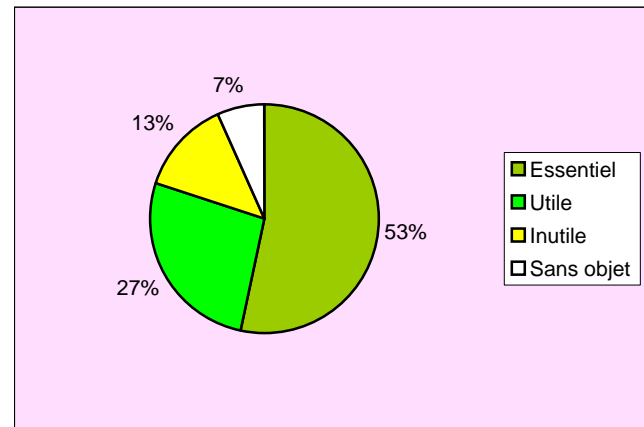
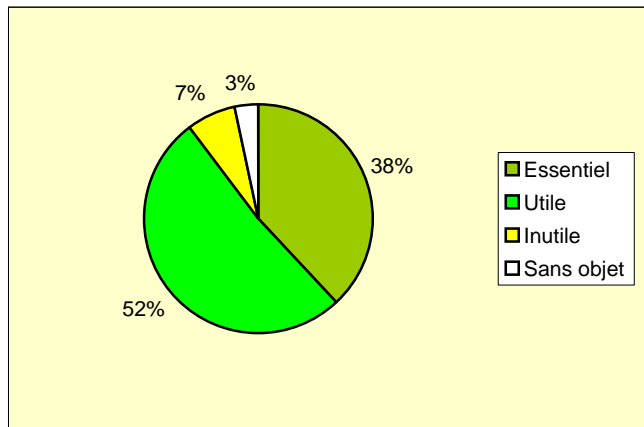
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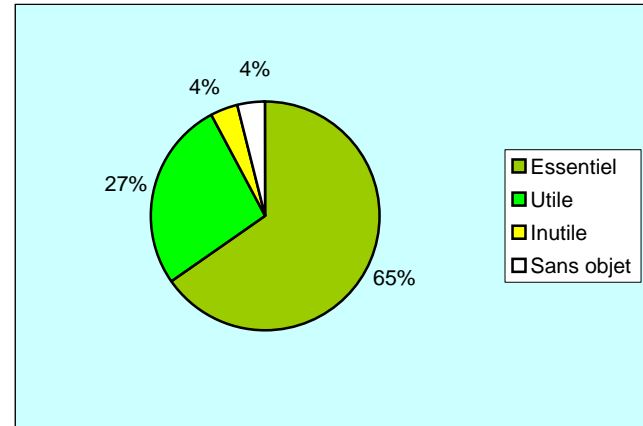
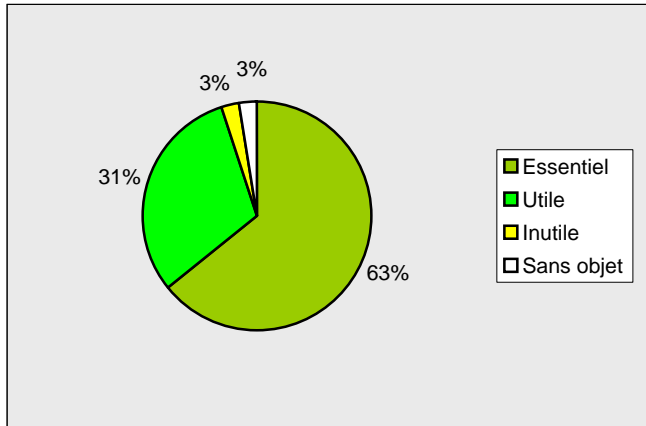
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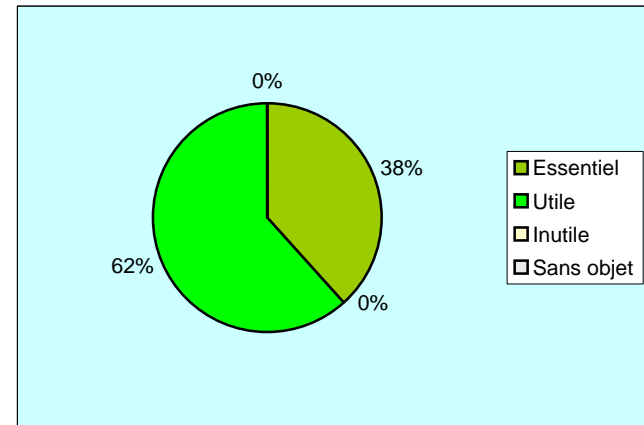
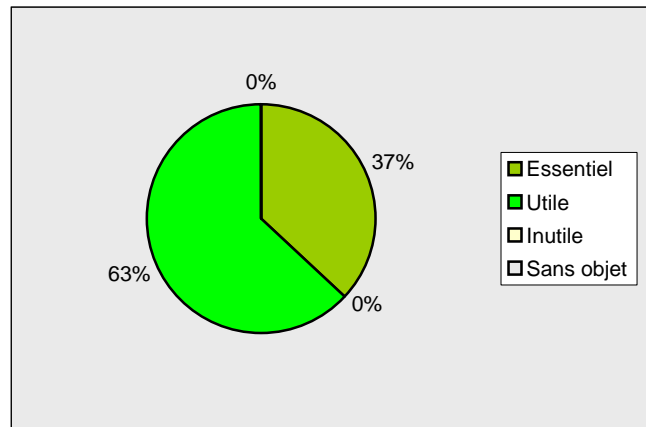
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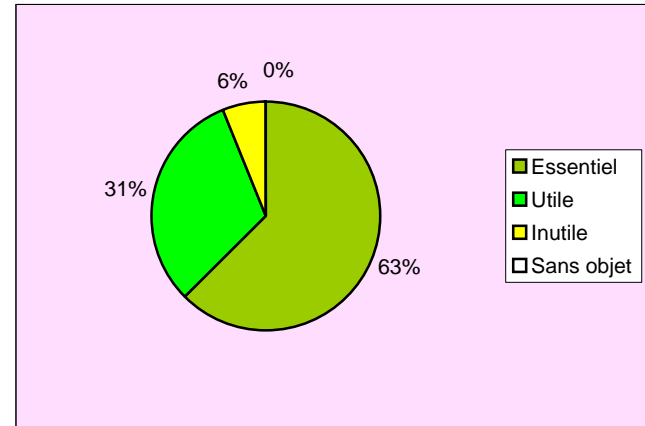
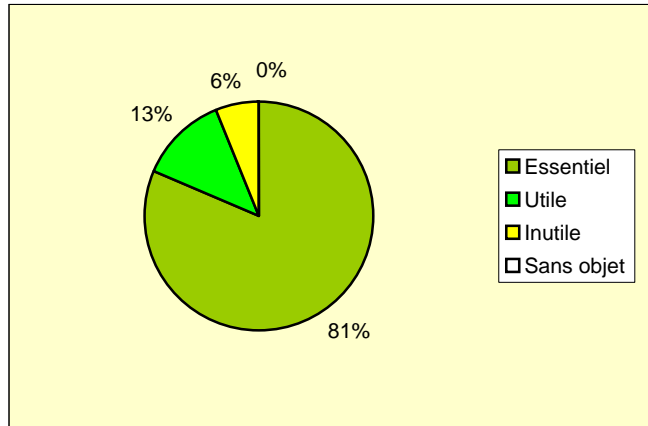
### Valider ou faire valider les traductions



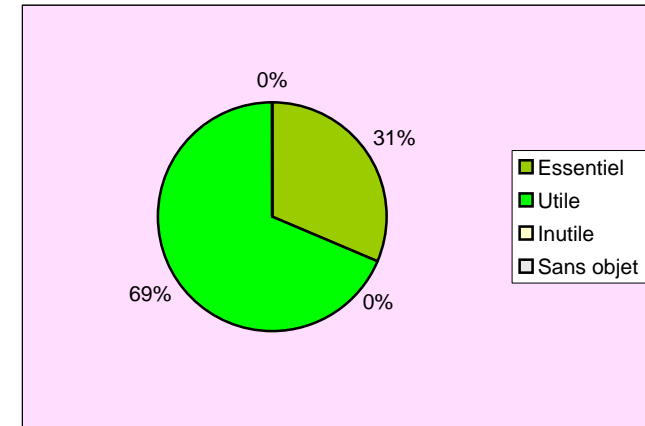
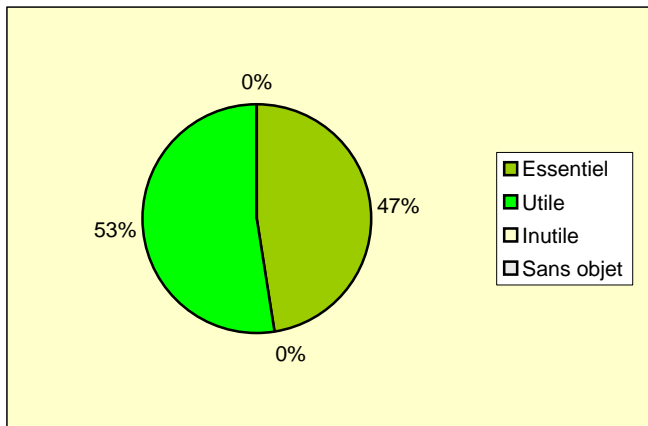
### Alimenter tout système d'archivage et réexploitation d'éléments de traduction



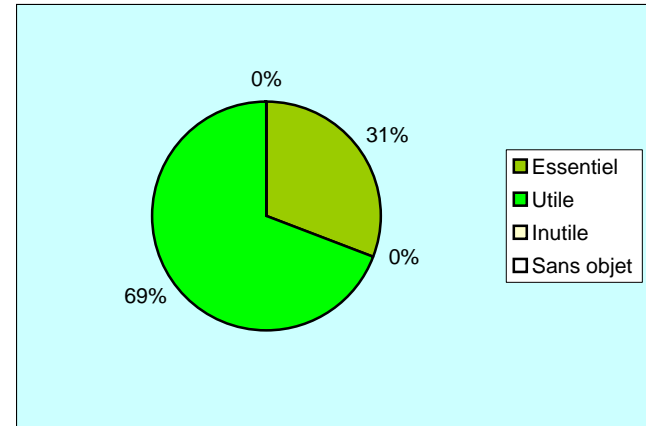
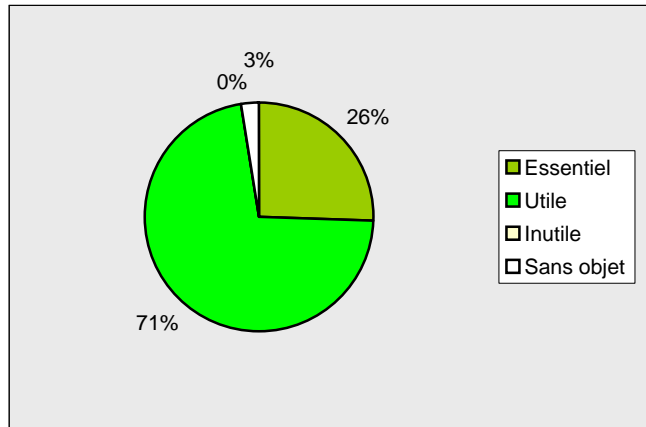
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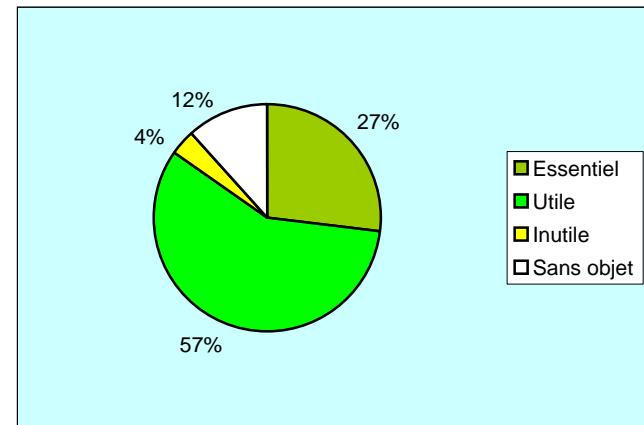
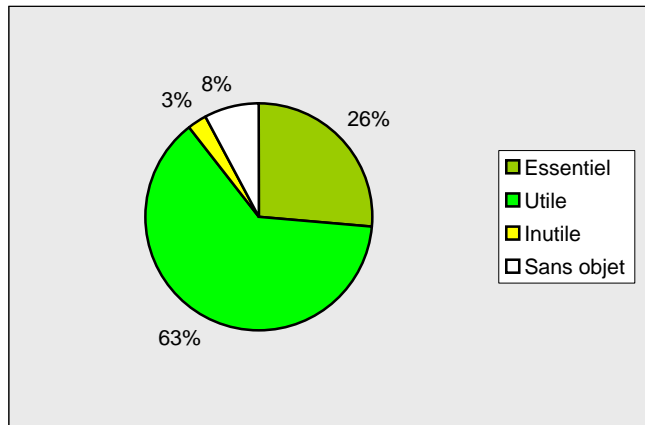
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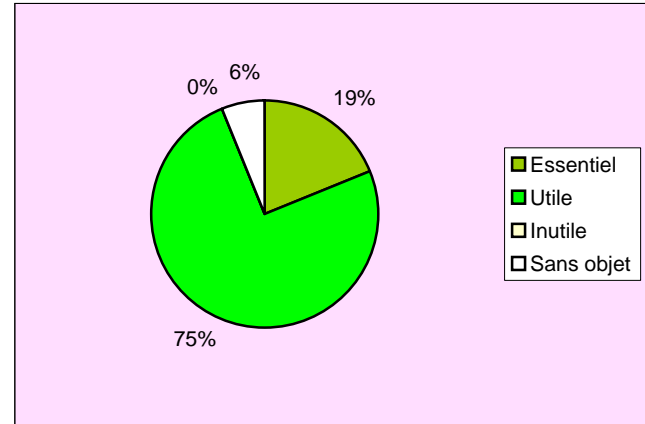
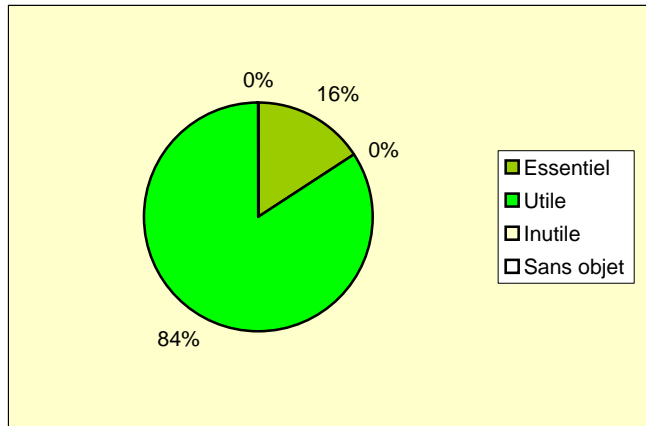
**Assurer une veille terminologique, phraséologique, technique, et traductive**



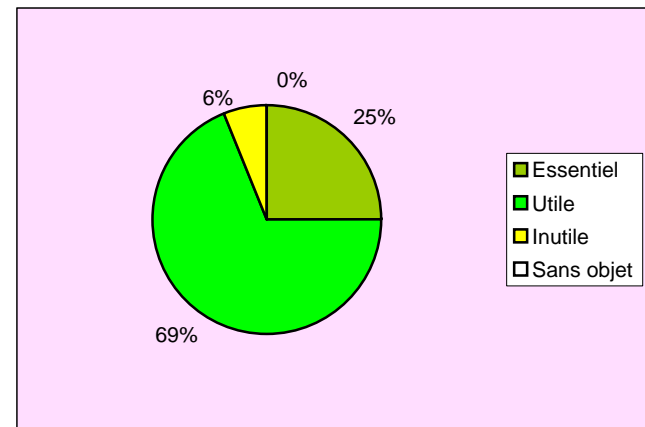
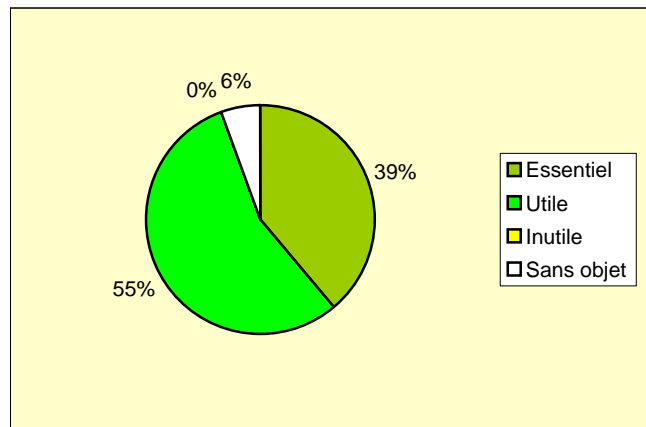
**Diffuser, s'il y a lieu, les éléments méthodologiques et stratégiques applicables, ainsi que les résultats des validations de traductions**



**Assurer une veille terminologique, phraséologique, technique, et traductive**

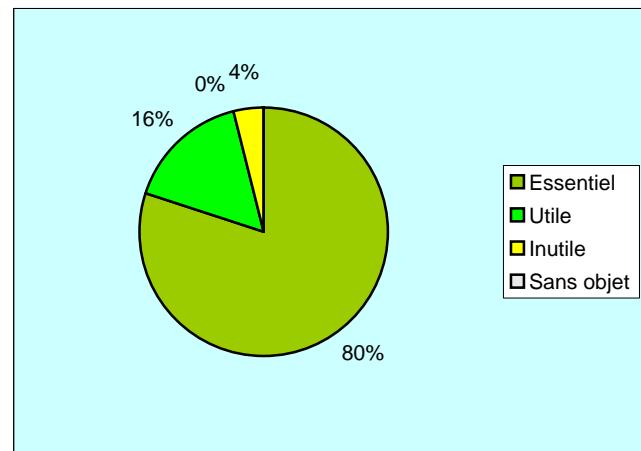
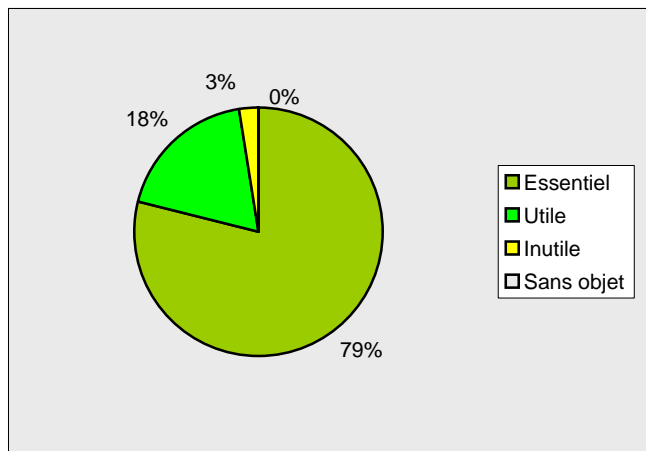


**Diffuser, s'il y a lieu, les éléments méthodologiques et stratégiques applicables, ainsi que les résultats des validations de traductions**

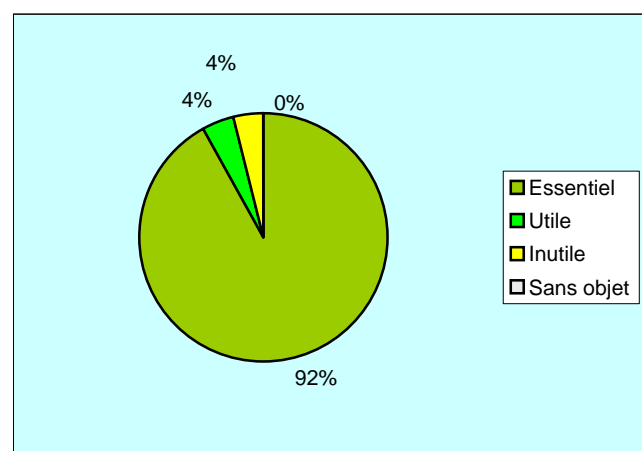
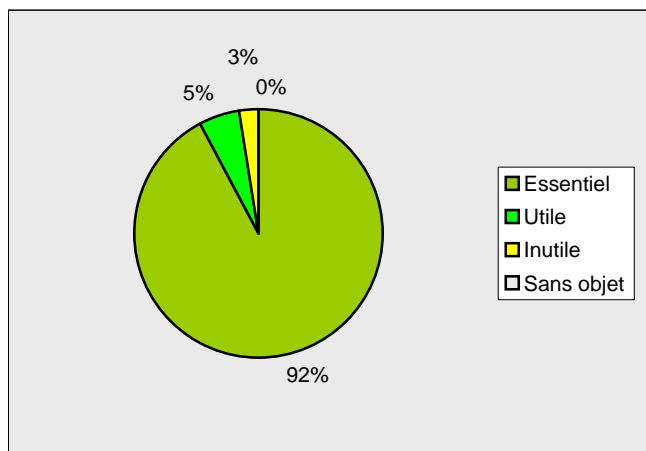


# Savoirs et savoir-faire nécessaires

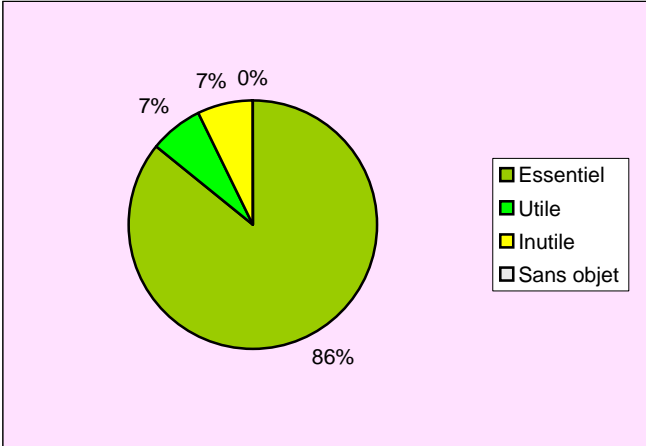
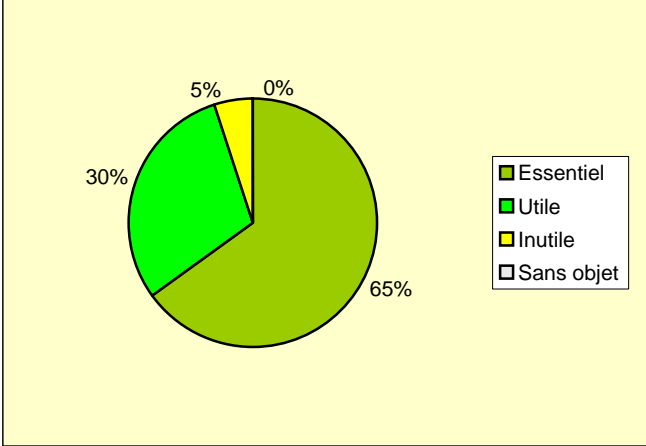
## Maîtrise parfaite de toute langue de travail



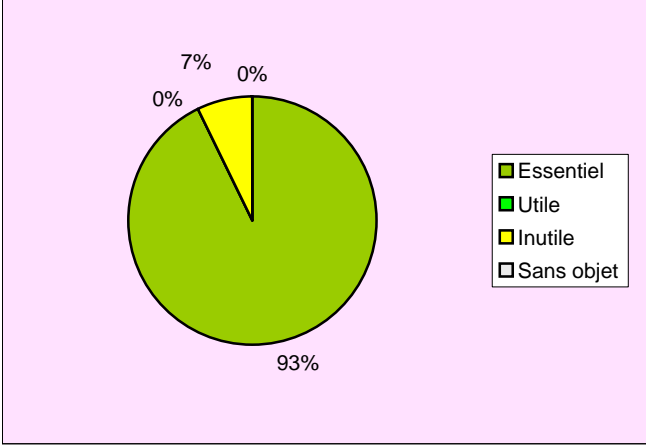
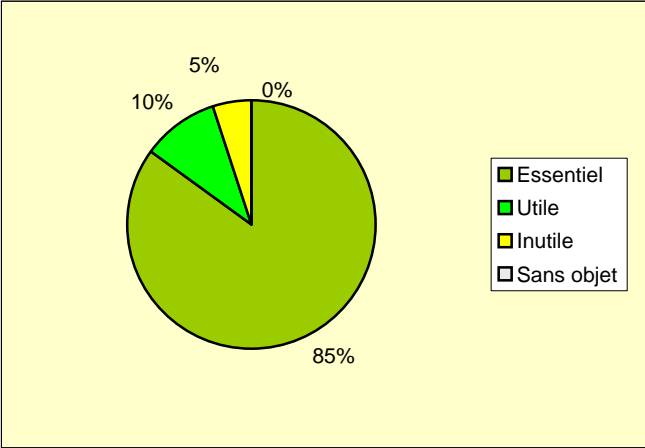
## Maîtrise absolue de la langue maternelle



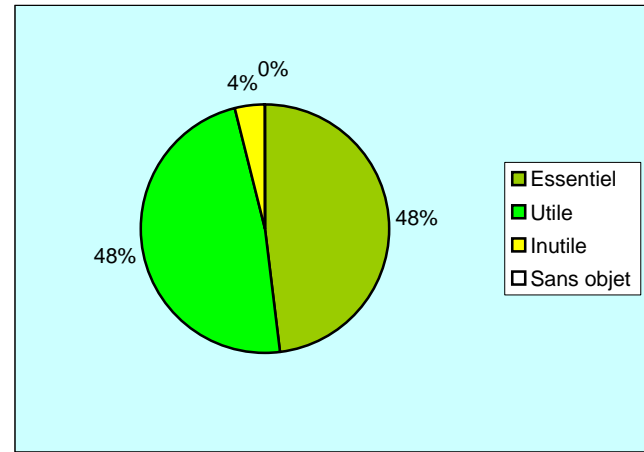
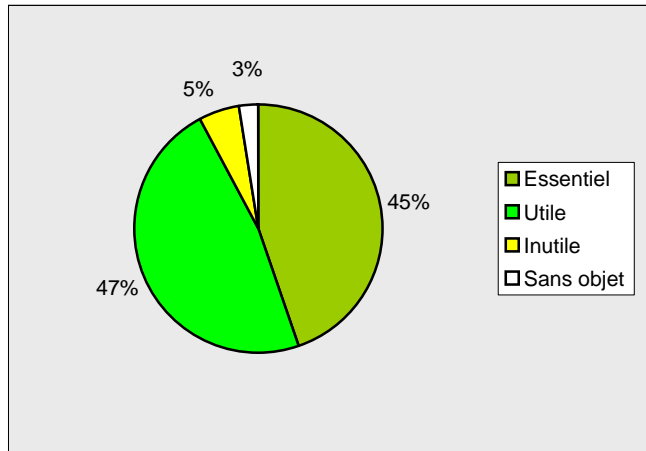
**Maîtrise parfaite de toute langue de travail**



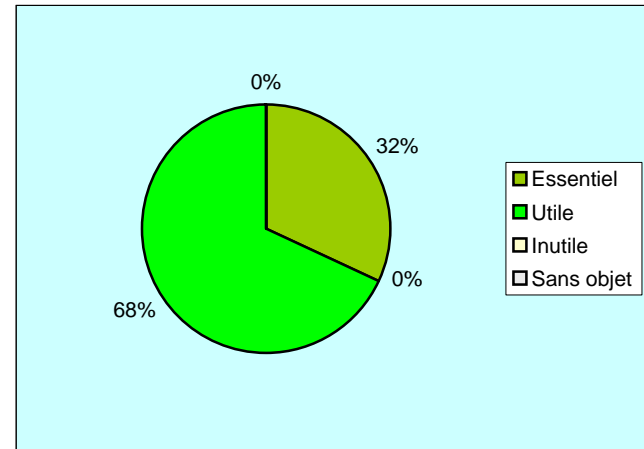
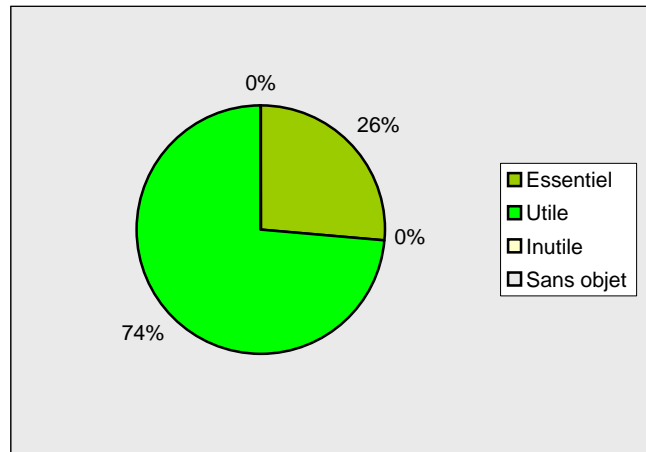
**Maîtrise absolue de la langue maternelle**



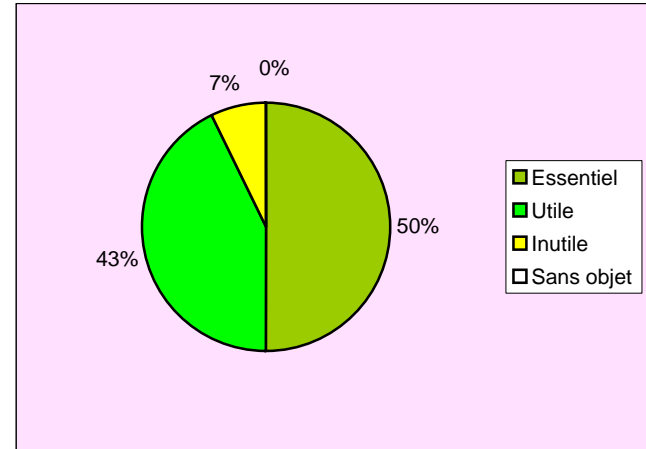
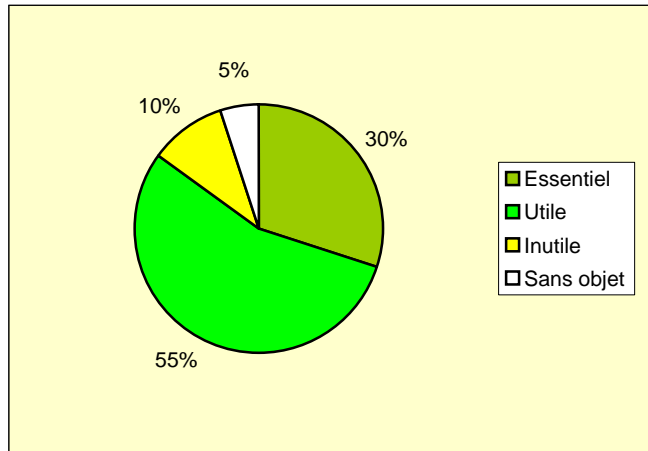
### Excellente culture générale



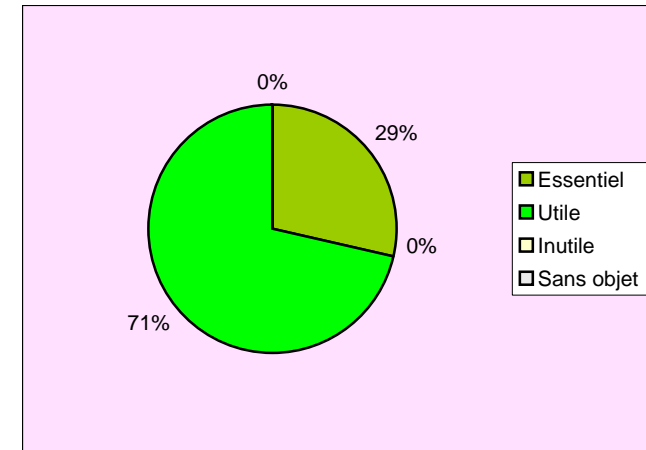
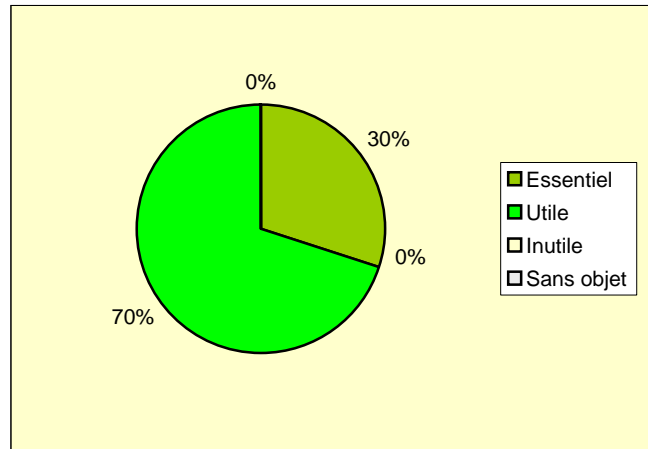
### Connaissance des domaines techniques et technologiques généraux



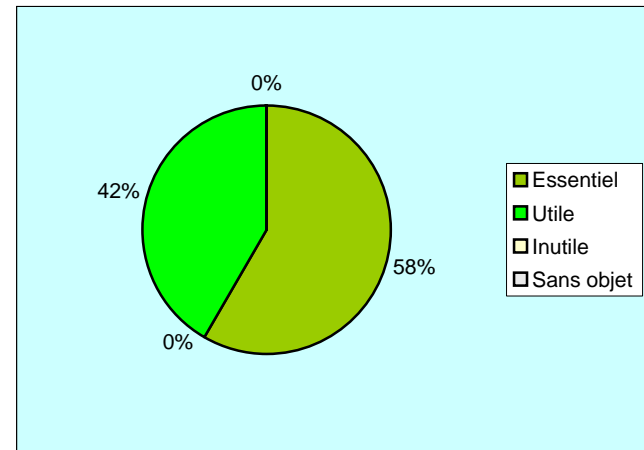
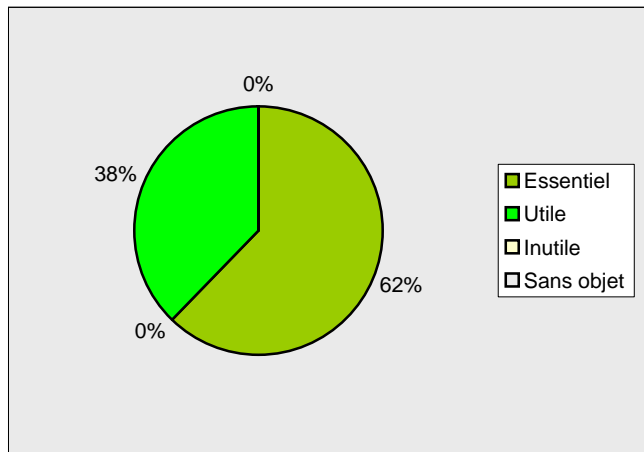
### Excellente culture générale



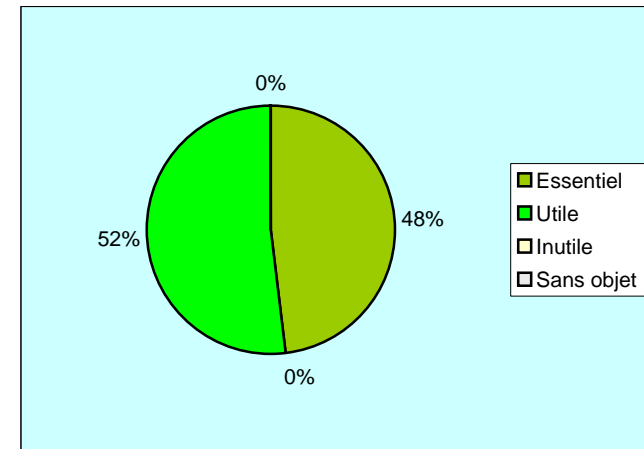
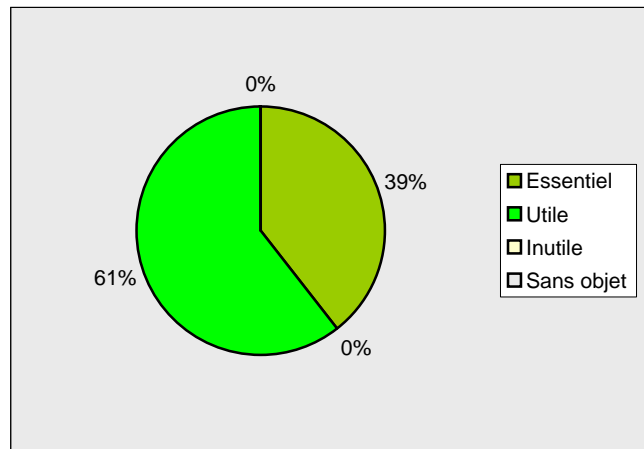
### Connaissance des domaines techniques et technologiques généraux



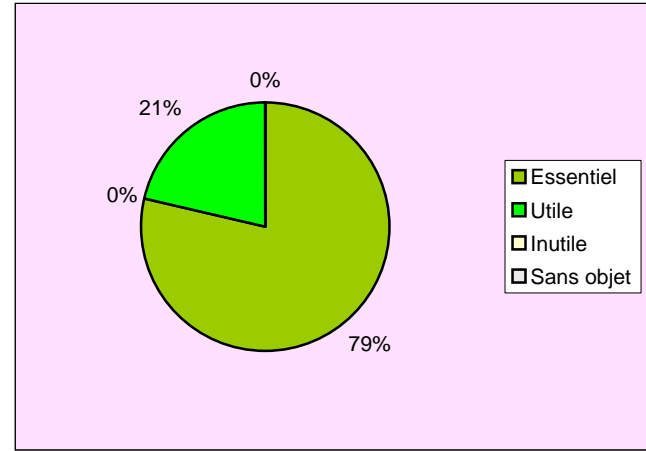
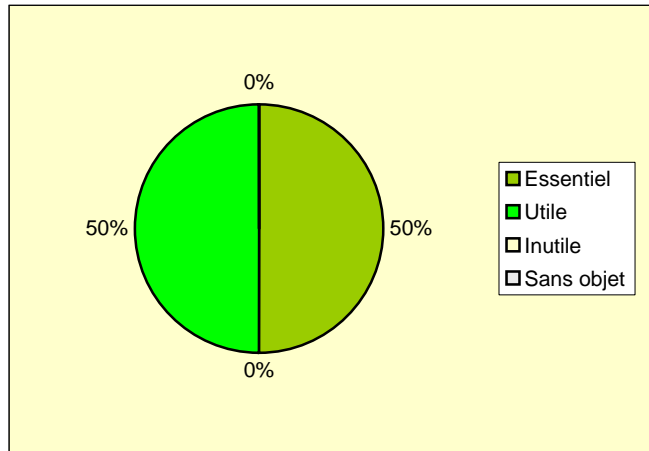
### Connaissance approfondie de domaines de spécialité



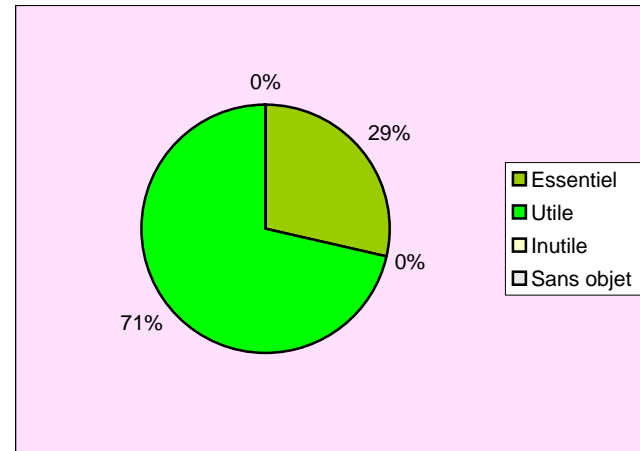
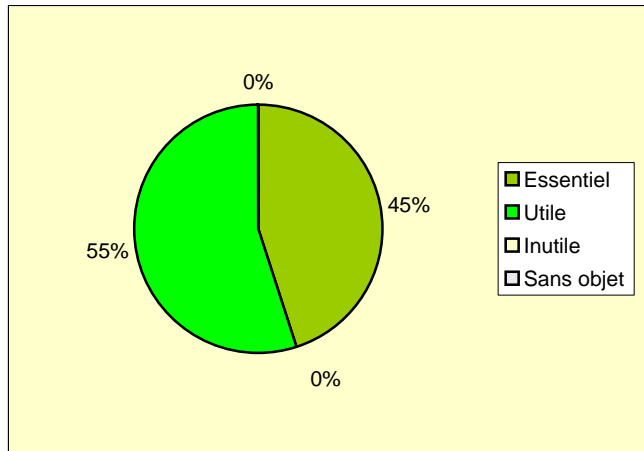
### Connaissance de l'informatique et/ou du multimédia et/ou de l'audiovisuel



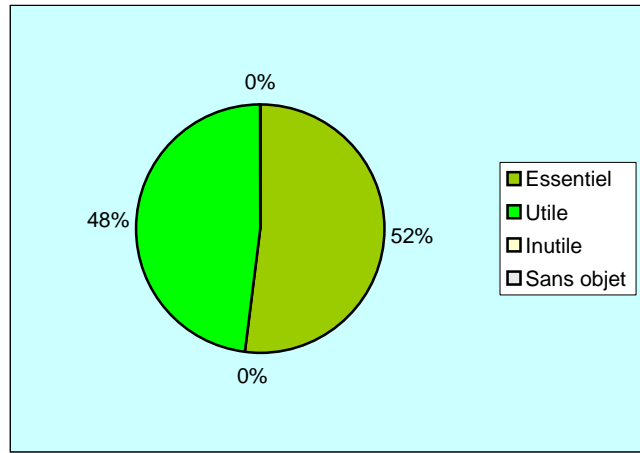
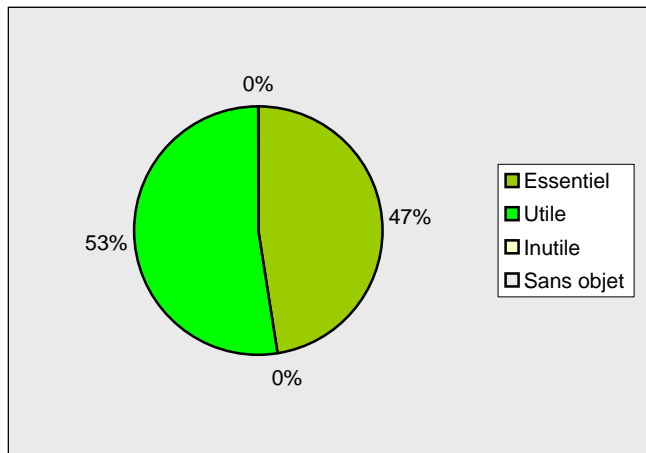
### Connaissance approfondie de domaines de spécialité



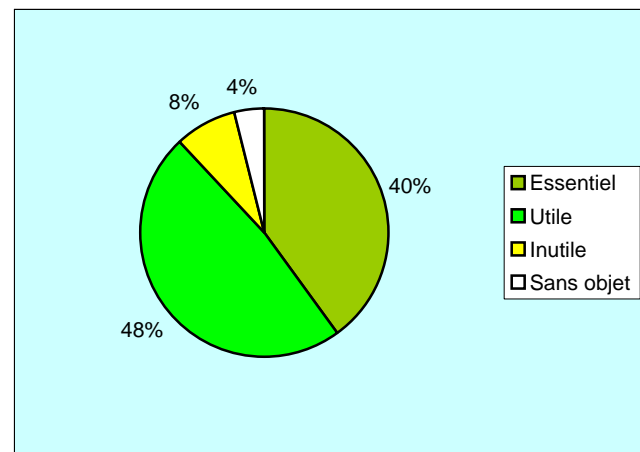
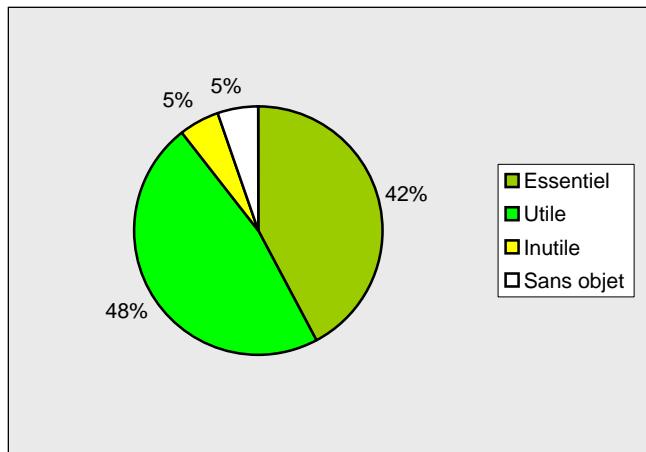
### Connaissance de l'informatique et/ou du multimédia et/ou de l'audiovisuel



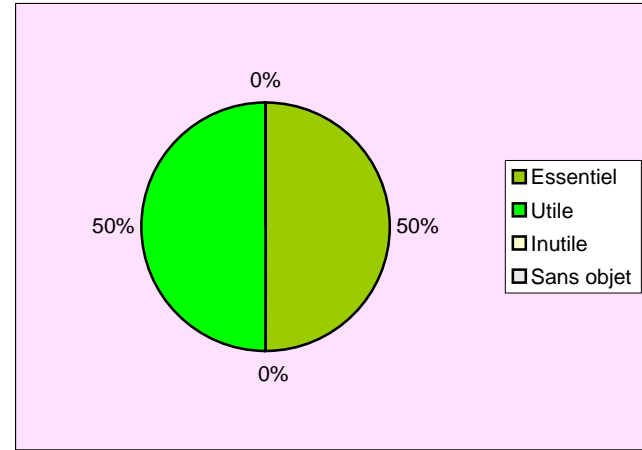
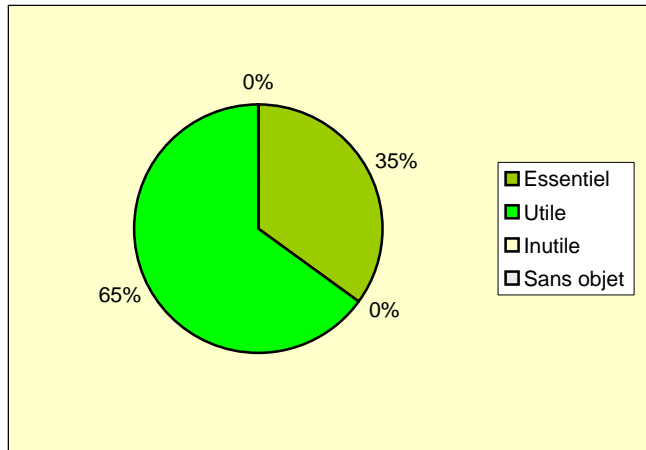
### Maîtrise de l'informatique générale



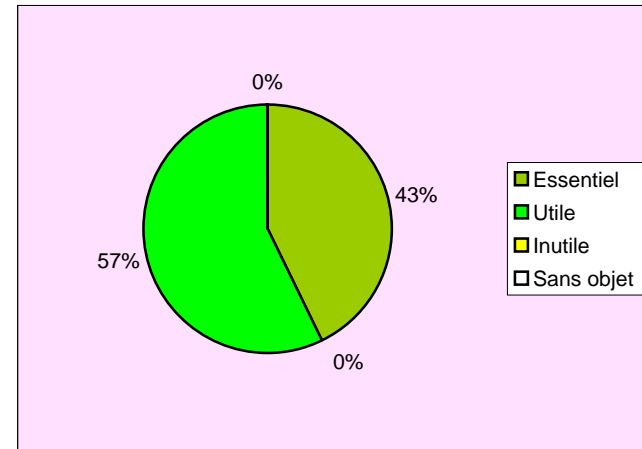
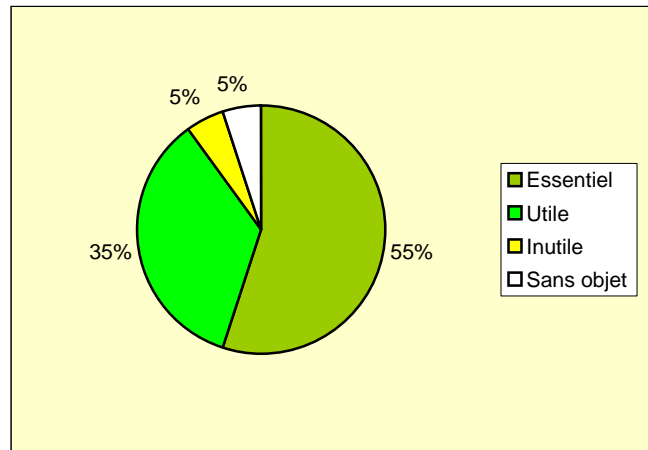
### Maîtrise des principes généraux de TAO



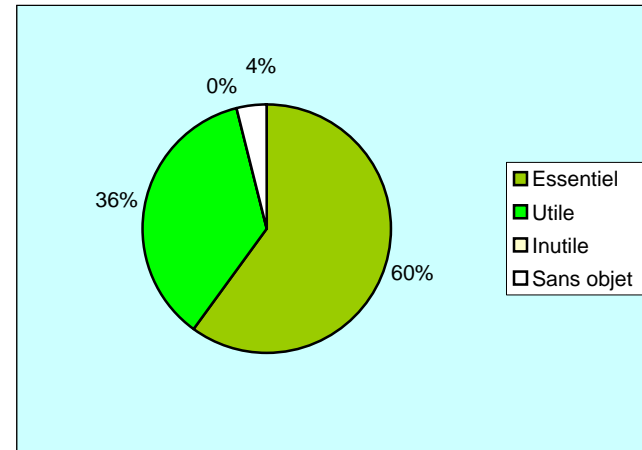
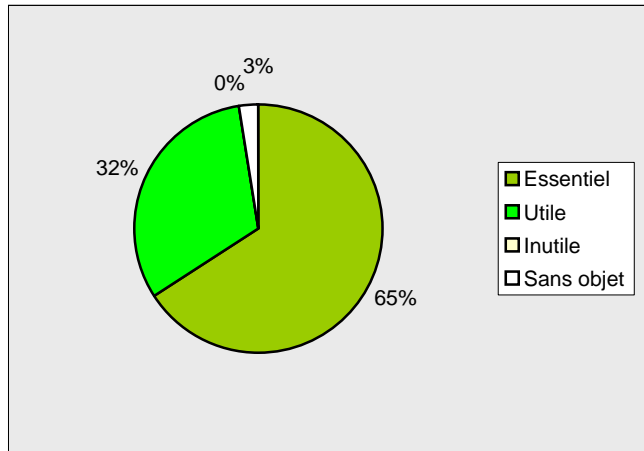
### Maîtrise de l'informatique générale



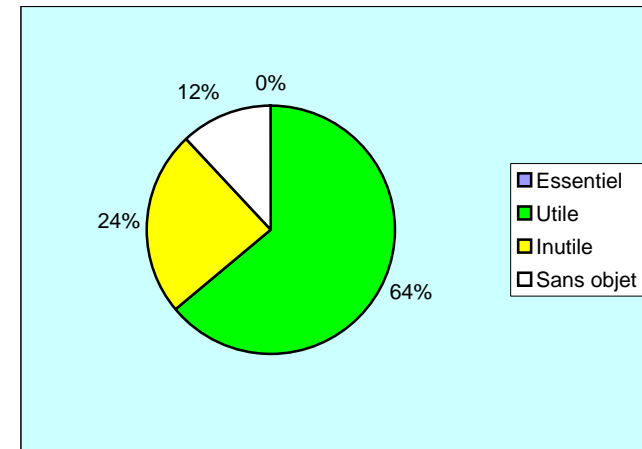
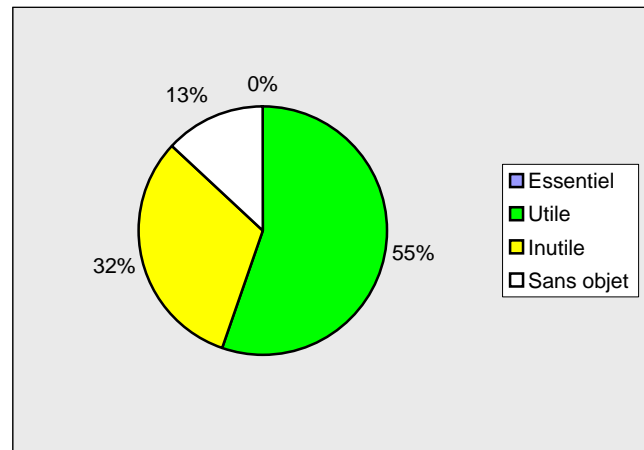
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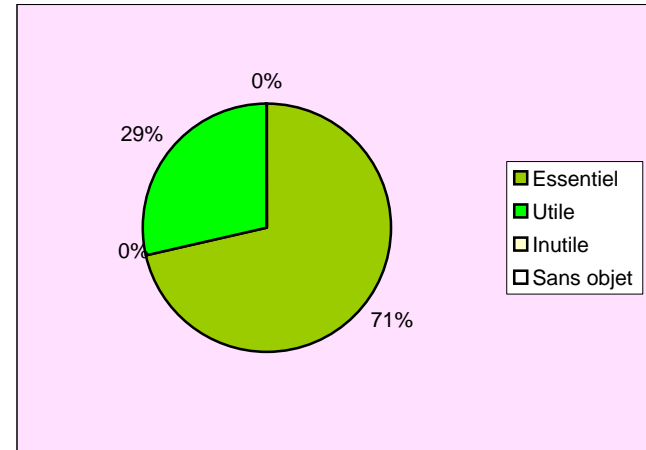
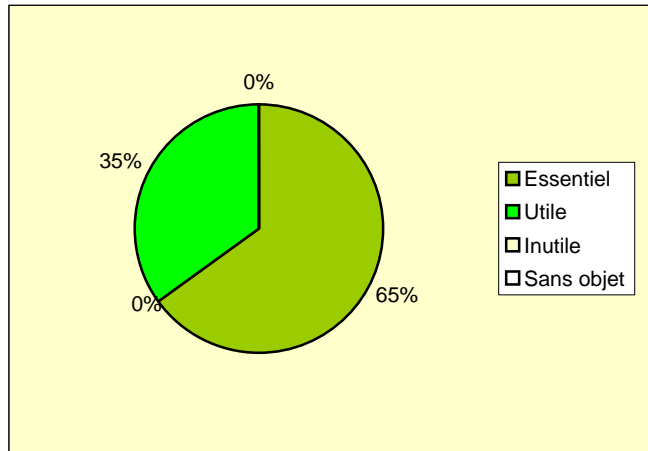
### Maîtrise des outils bureautiques



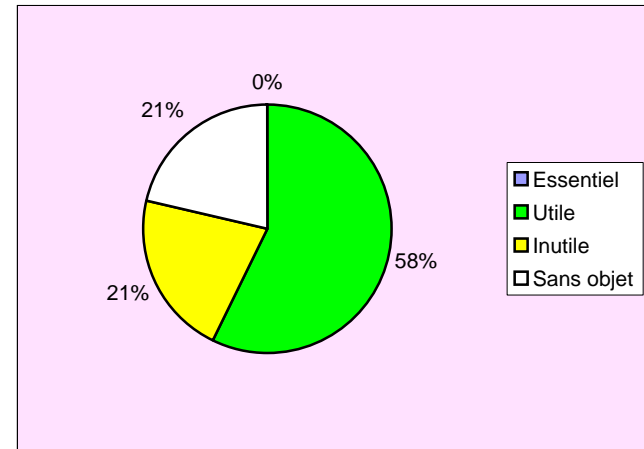
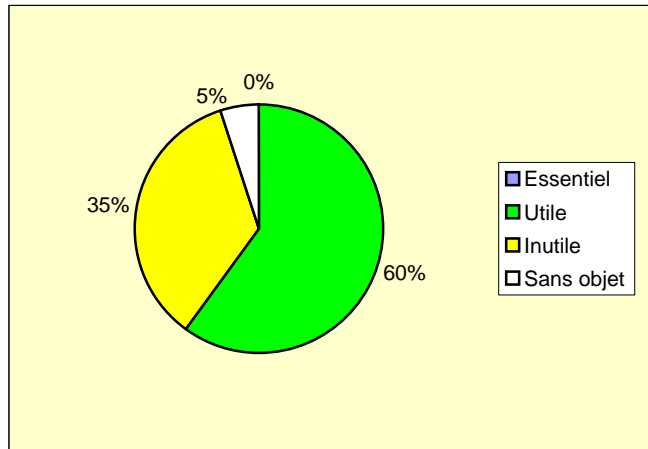
### Maîtrise des outils de création de pages Web



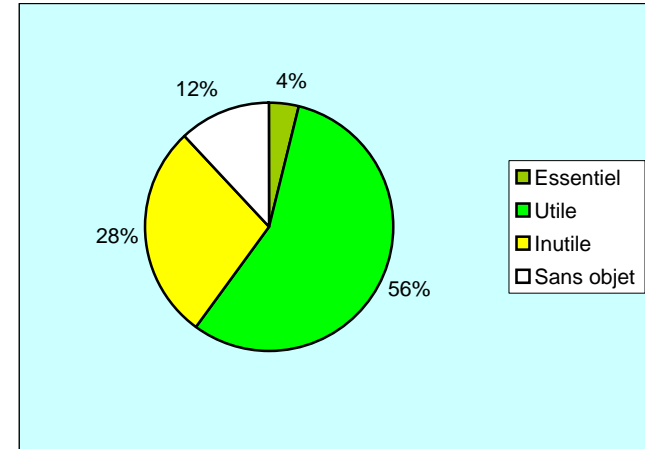
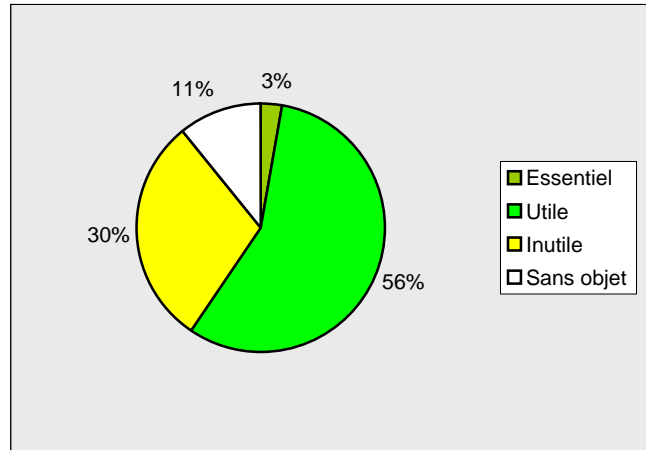
### Maîtrise des outils bureautiques



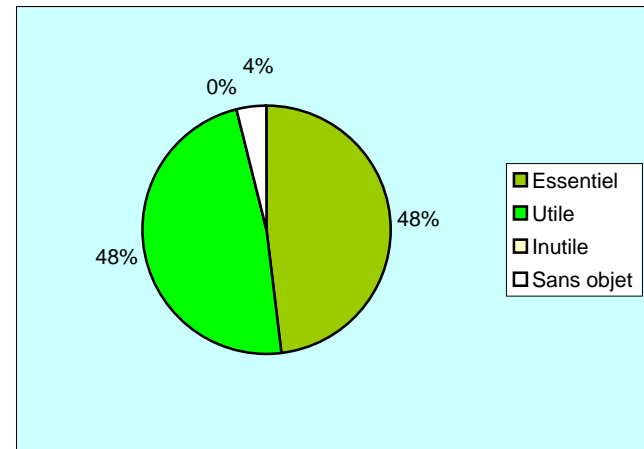
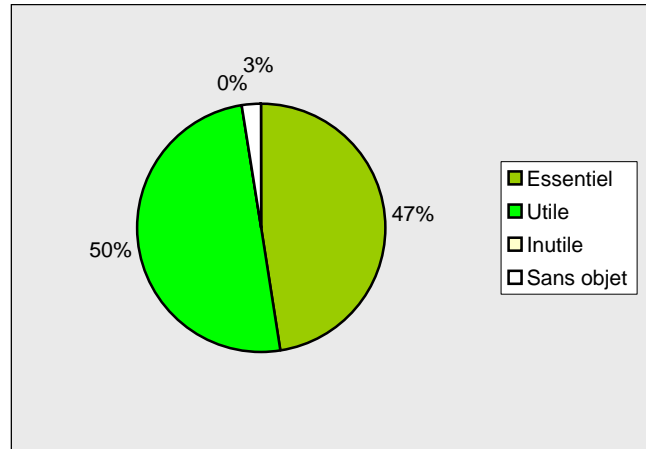
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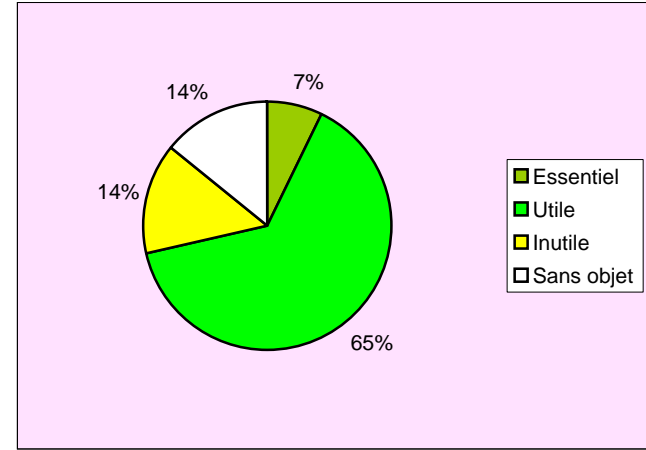
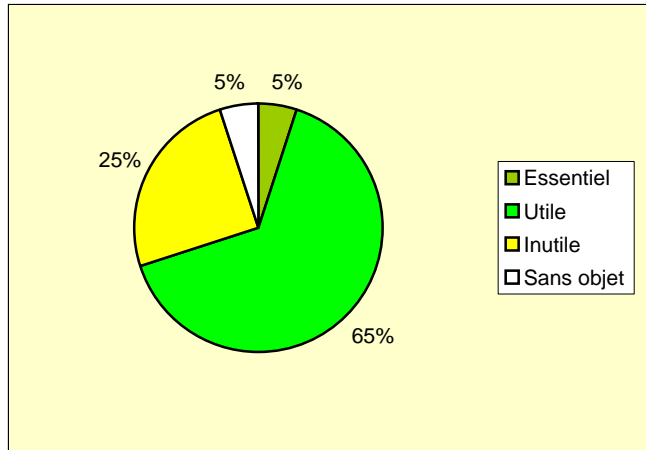
### Maîtrise des outils graphiques



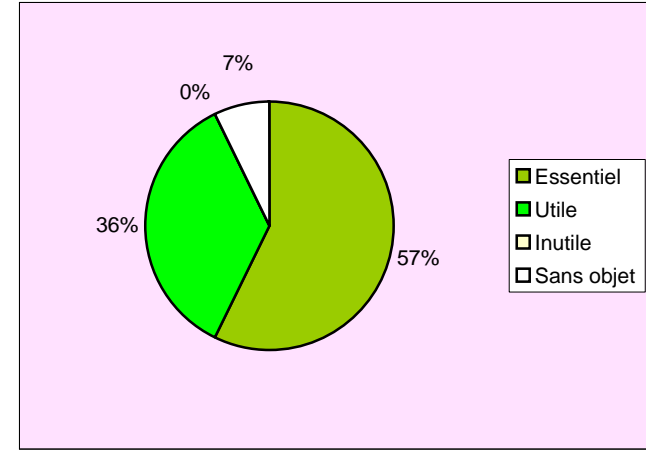
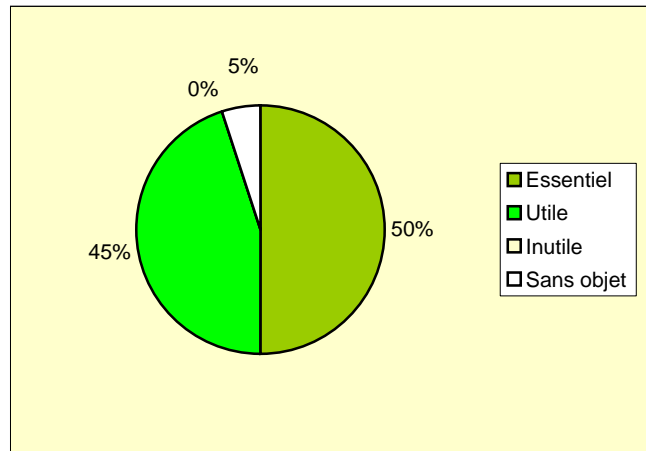
### Maîtrise des outils de messagerie, serveurs de listes, forums



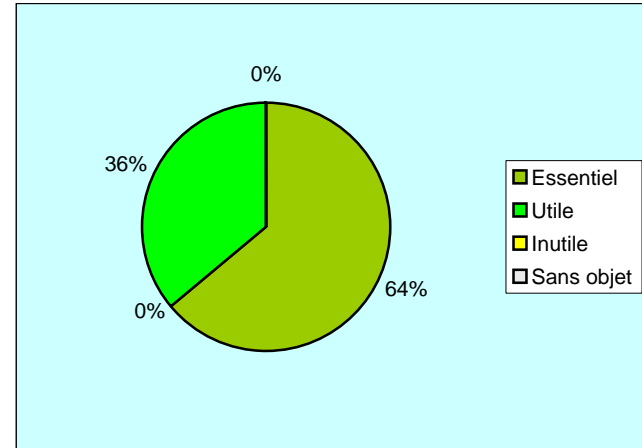
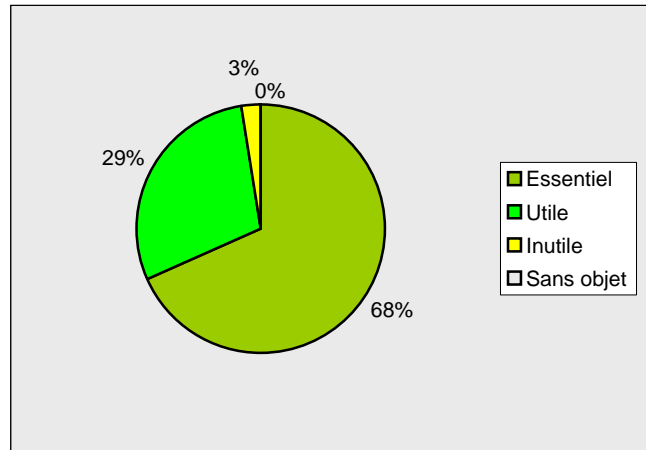
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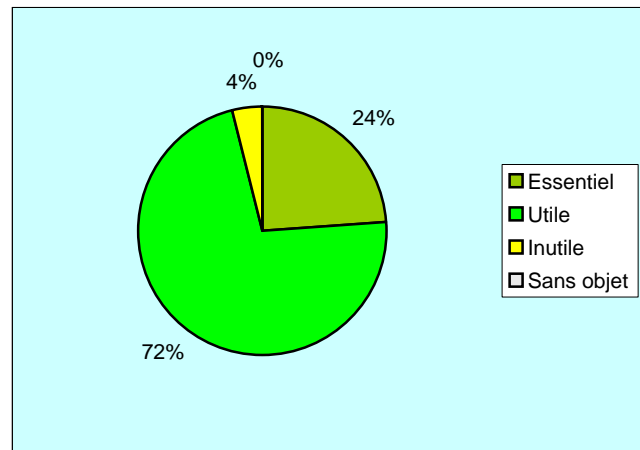
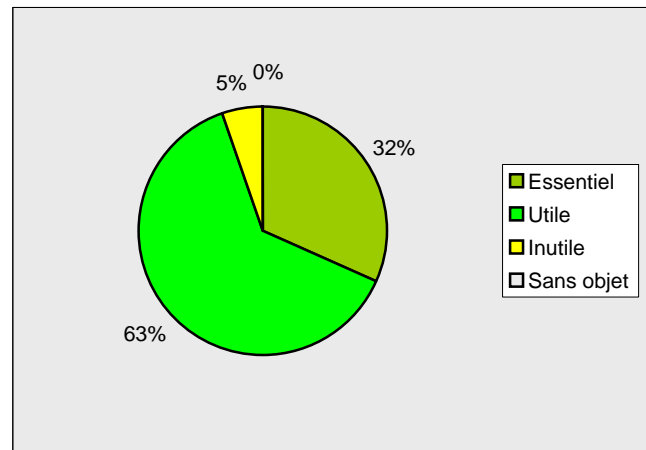
### Maîtrise des outils de messagerie, serveurs de listes, forums



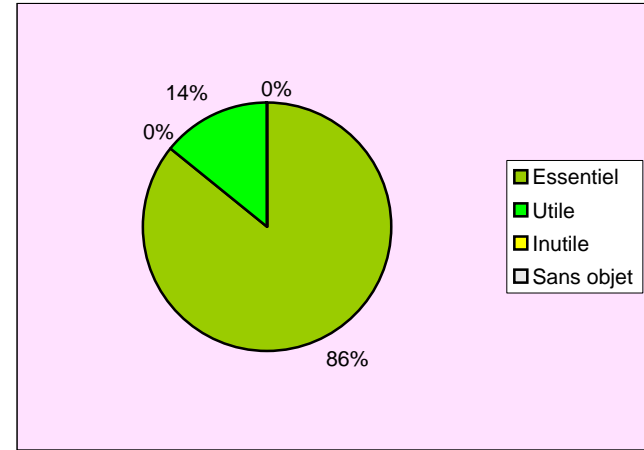
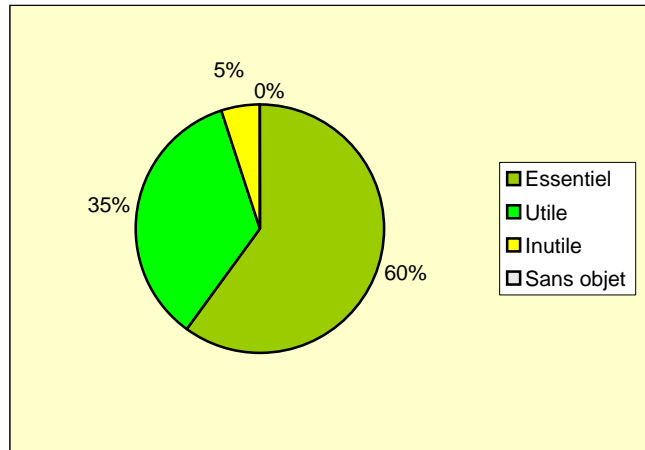
### Maîtrise des moteurs de recherche documentaire



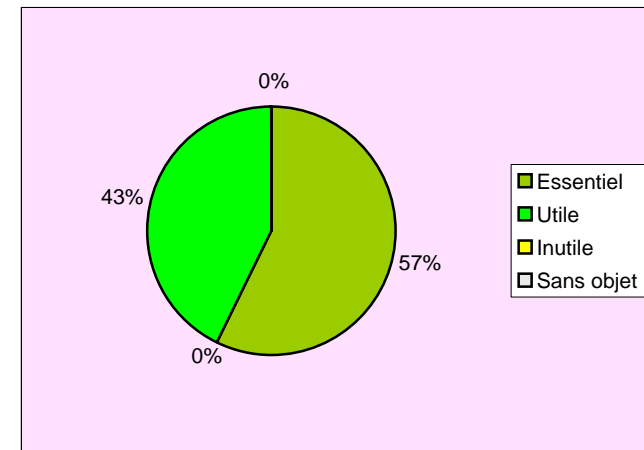
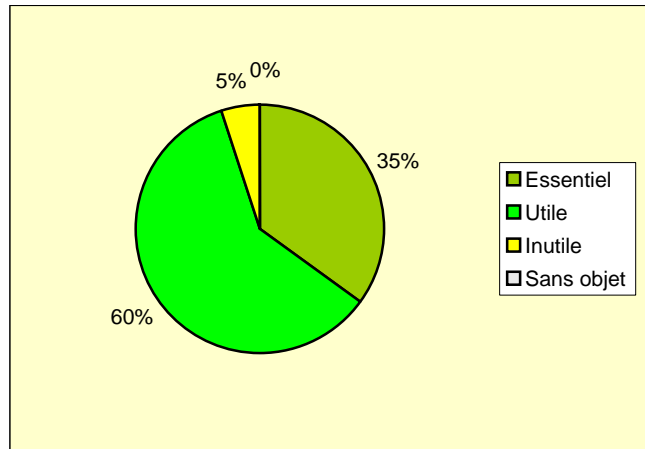
### Maîtrise des outils de gestion terminologique



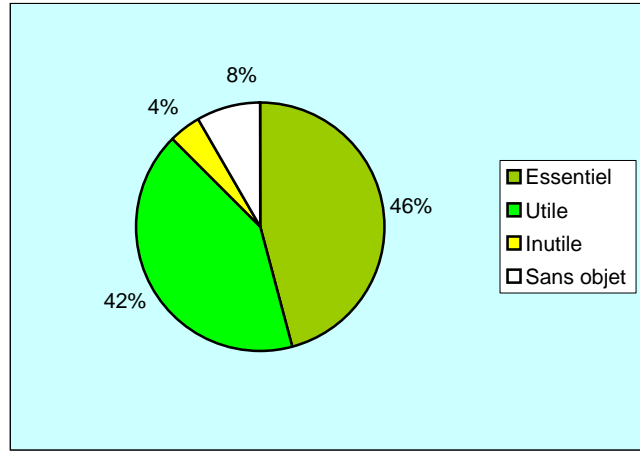
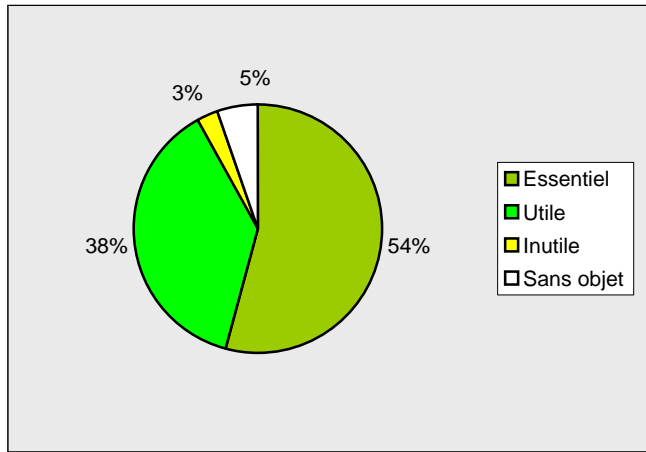
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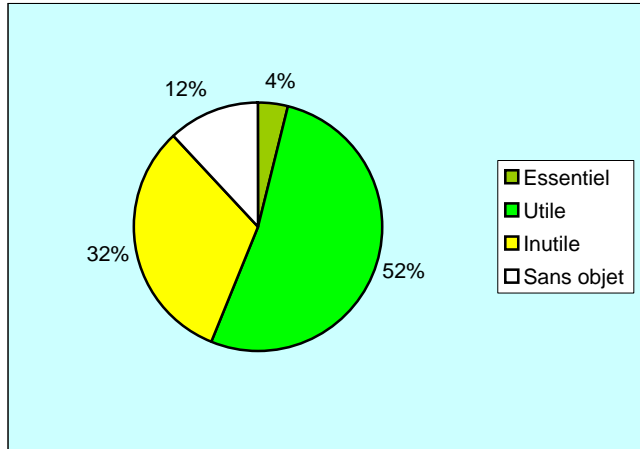
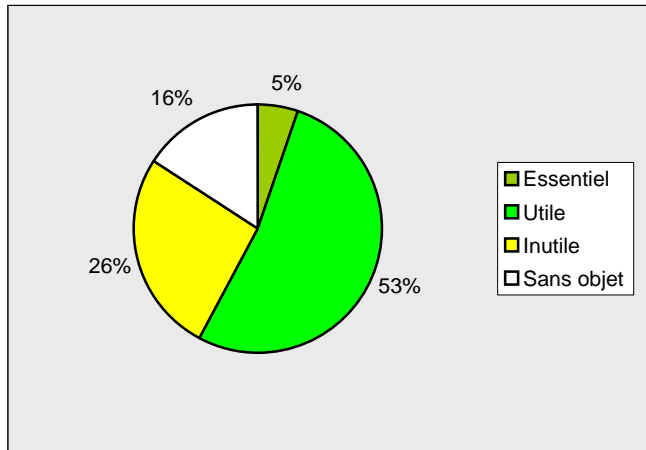
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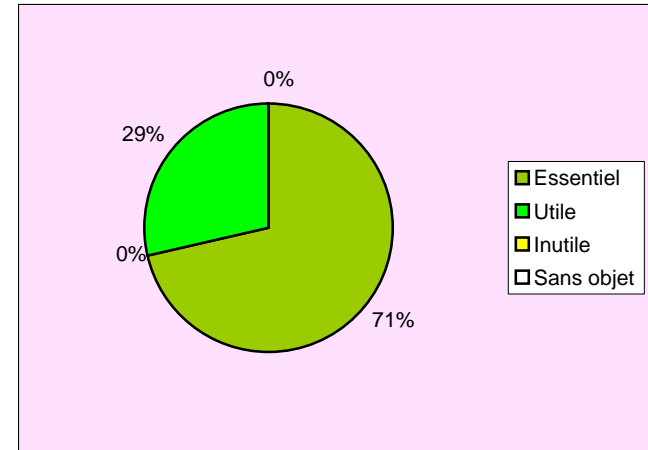
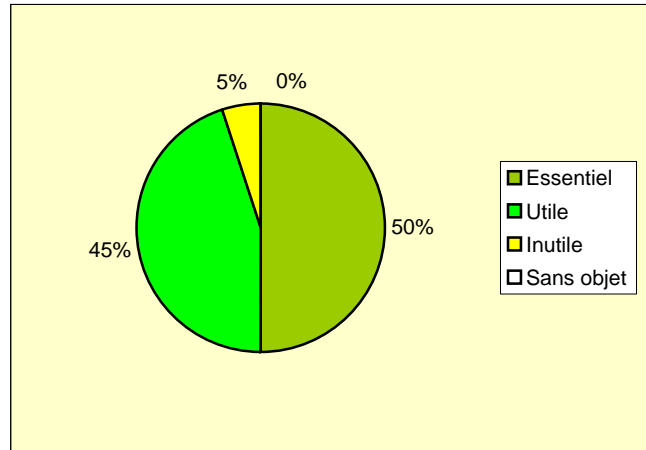
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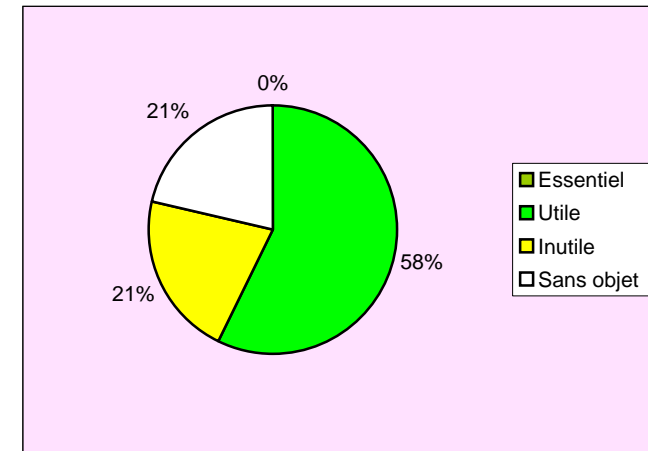
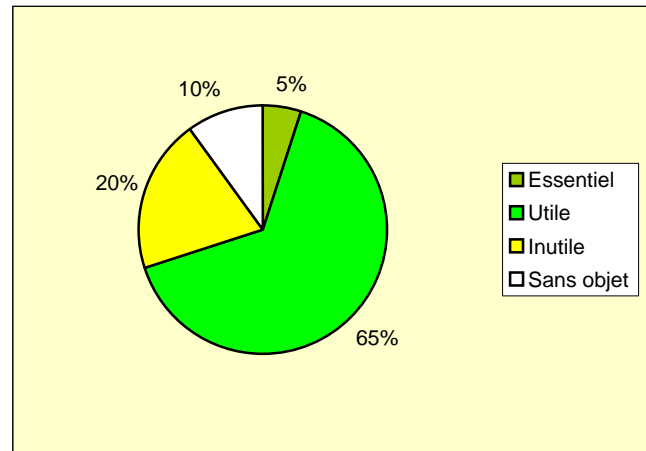
### Maîtrise des logiciels de publication assistée par ordinateur ou micro-édition



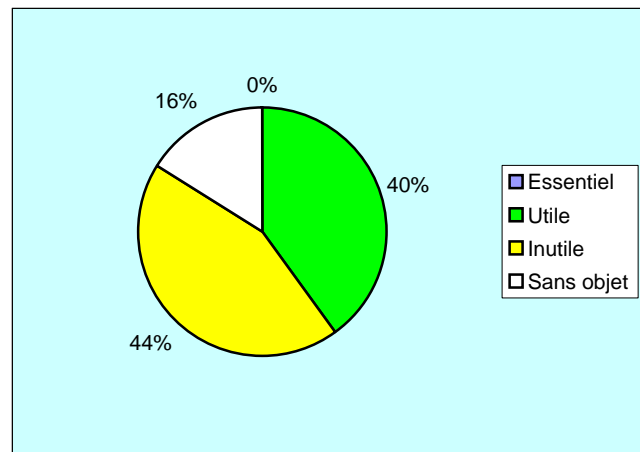
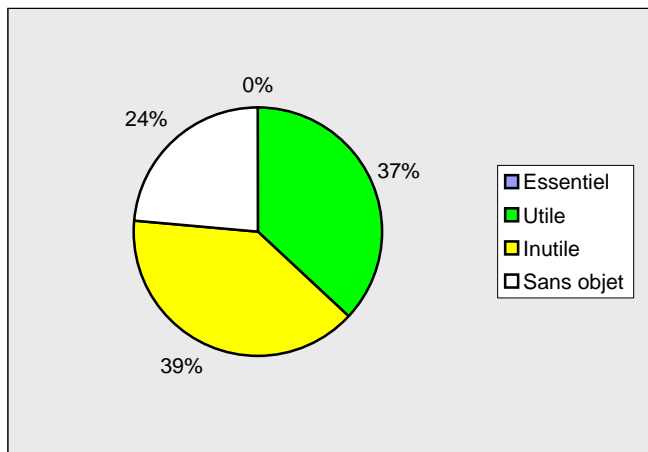
### Maîtrise des outils d'aide à la traduction



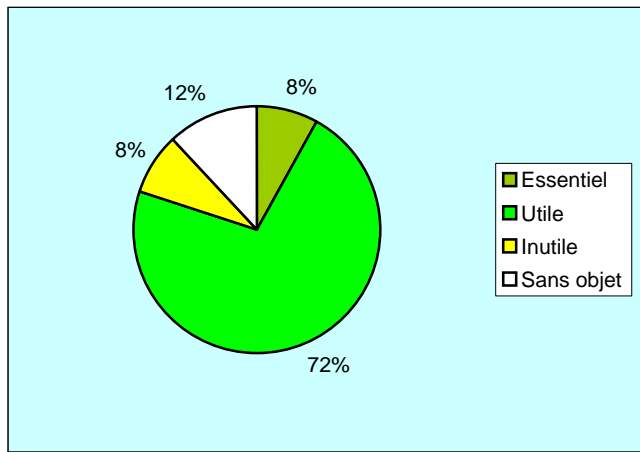
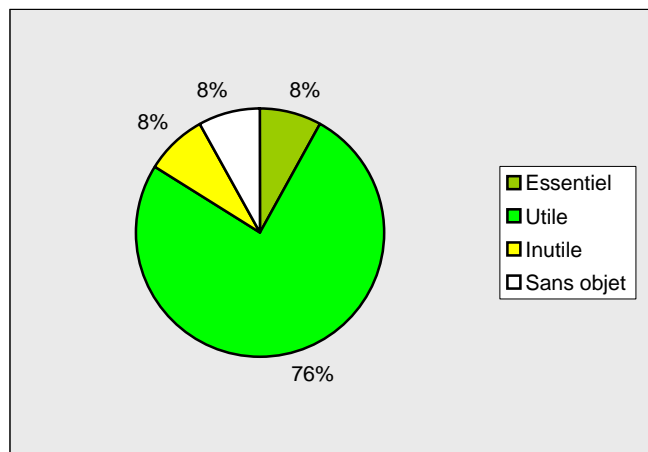
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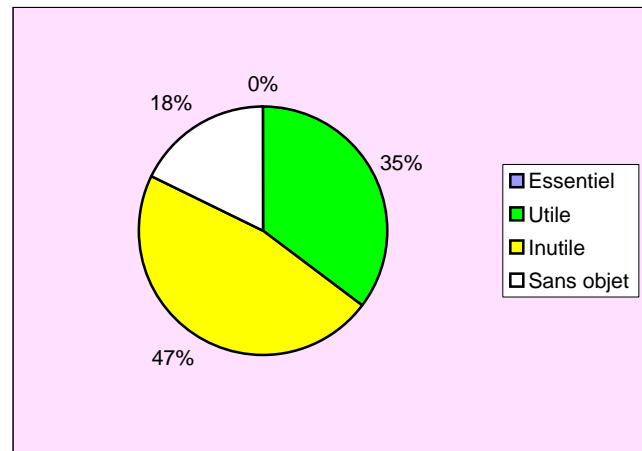
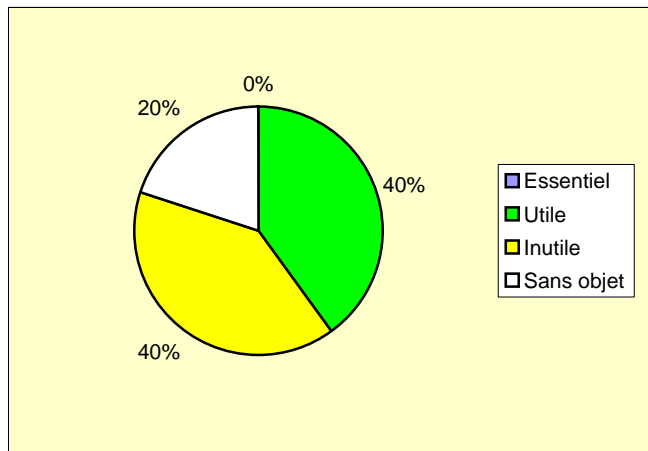
### Maîtrise des logiciels de dictée vocale



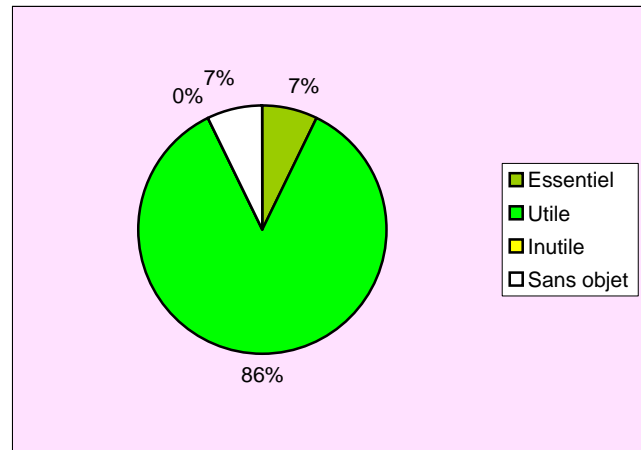
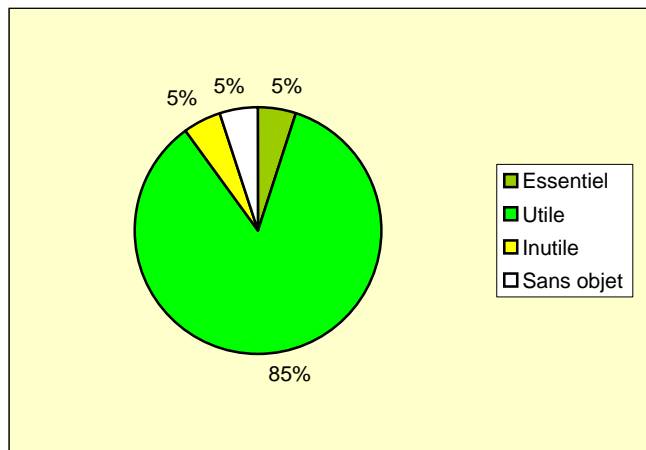
### Maîtrise des principes et méthodes de la terminographie



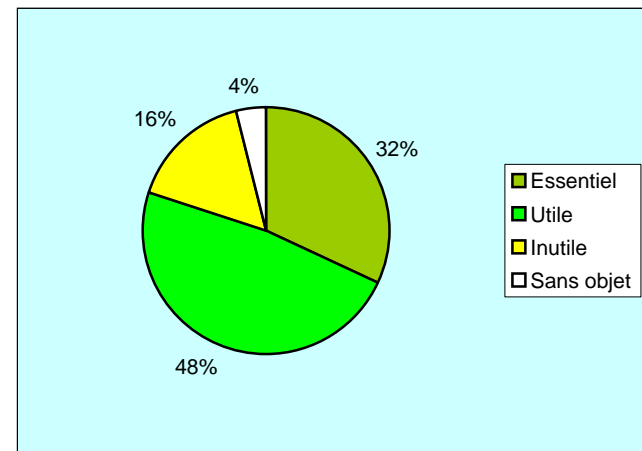
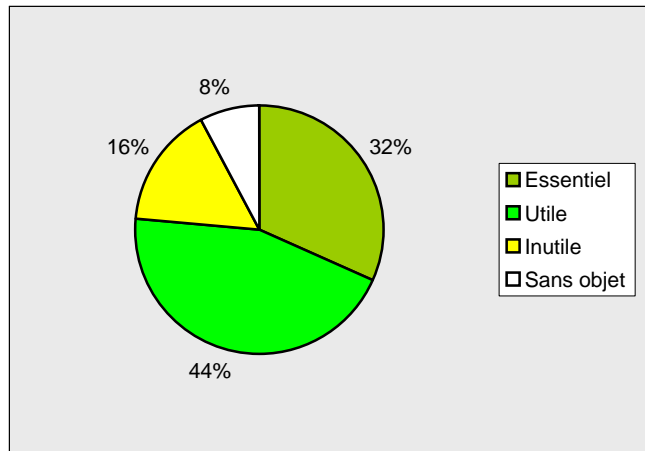
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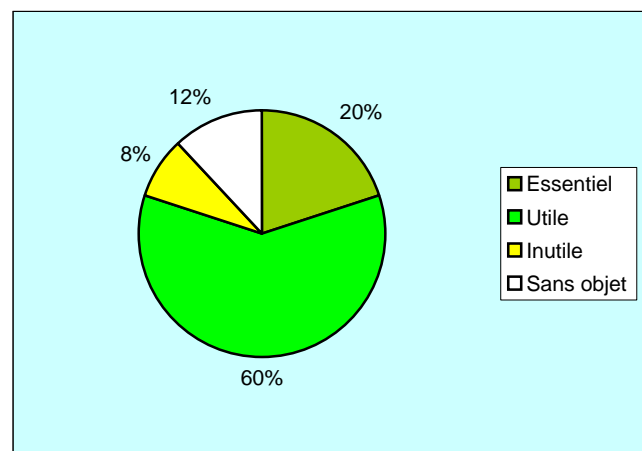
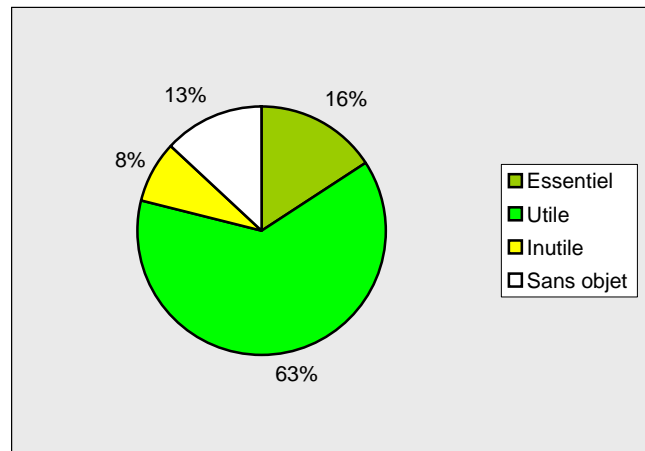
### Maîtrise des principes et méthodes de la terminographie



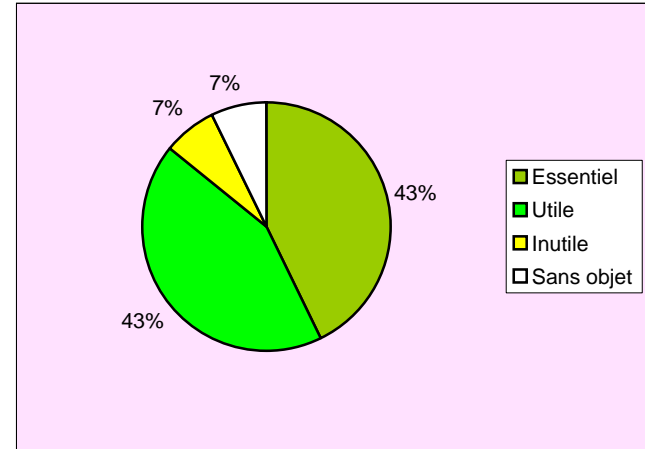
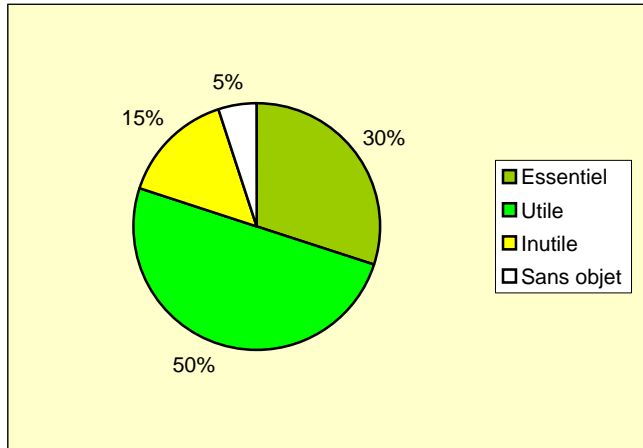
### Notions et principes de l'aménagement linguistique



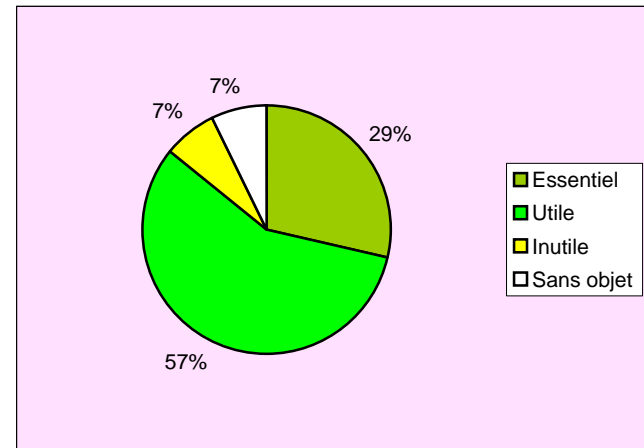
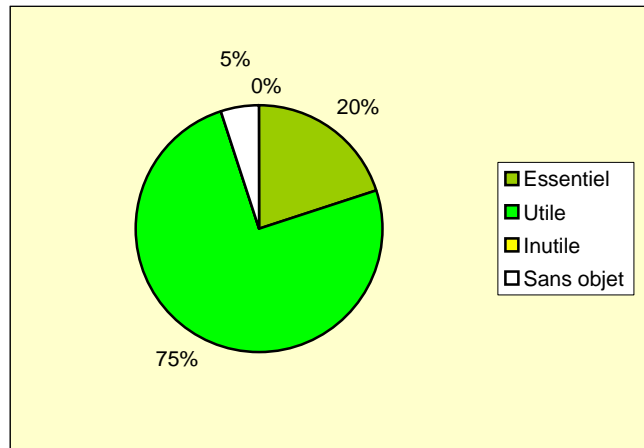
### Maîtrise de la terminotique (terminologie + informatique)



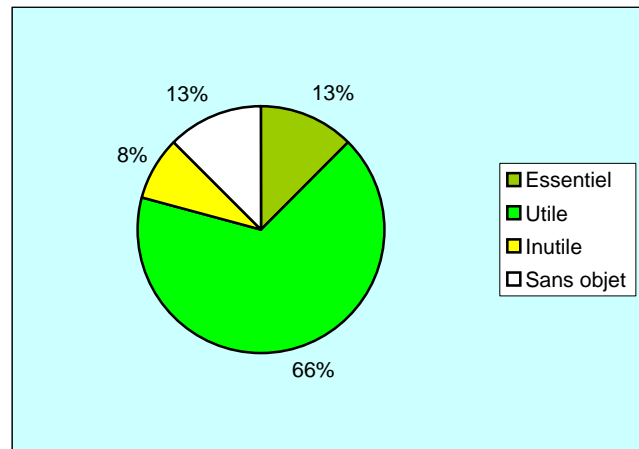
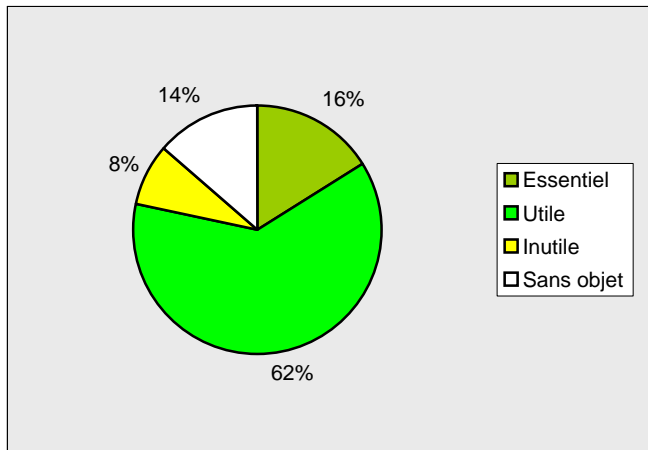
### Notions et principes de l'aménagement linguistique



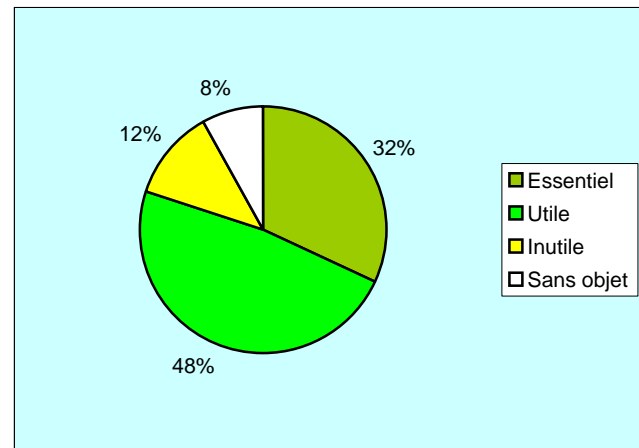
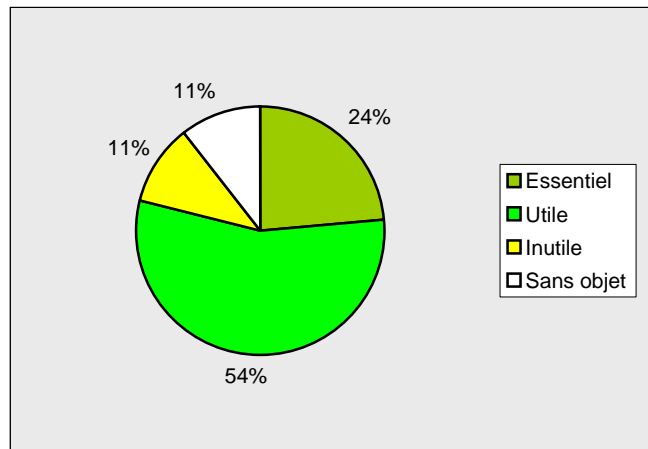
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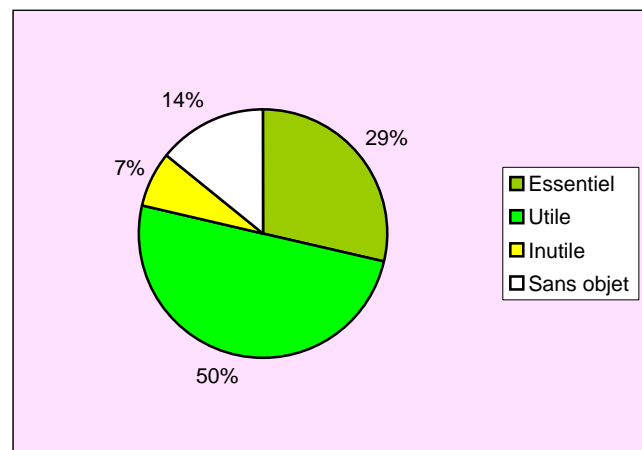
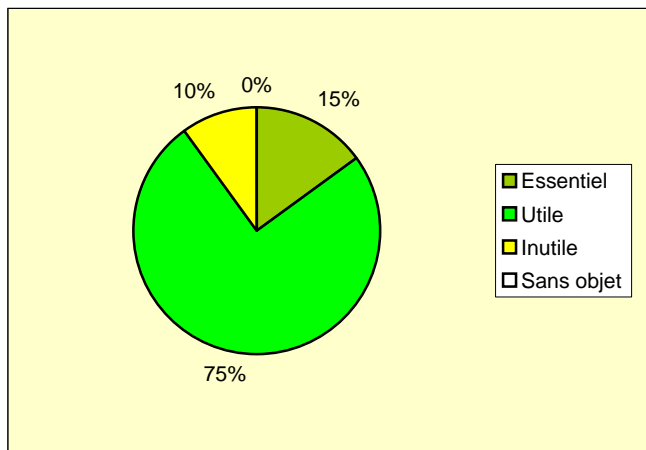
### Maîtrise des principes et méthodes de la création et de la gestion de ressources terminologiques



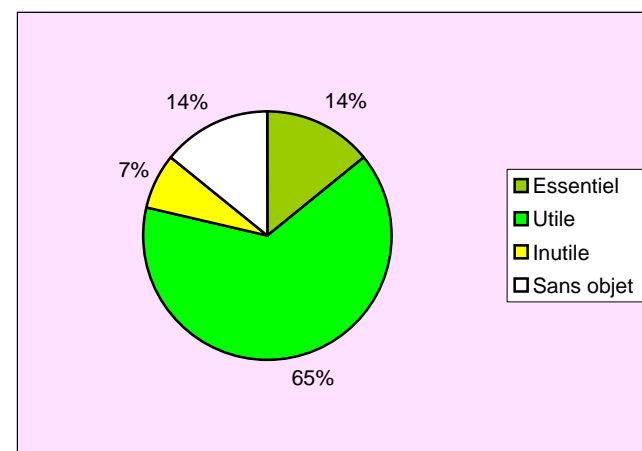
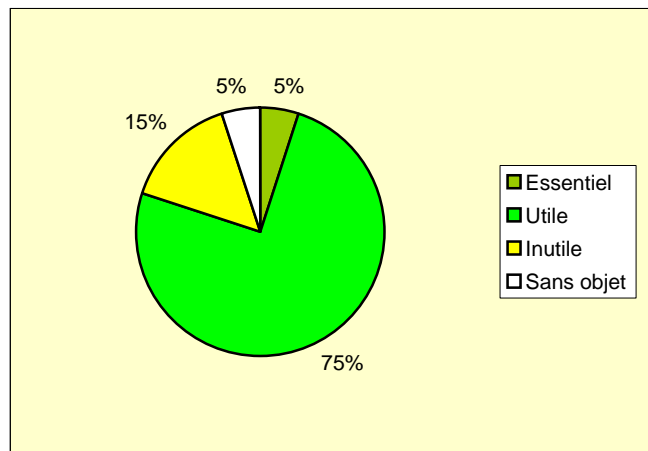
### Maîtrise des principes et méthodes de la phraséographie



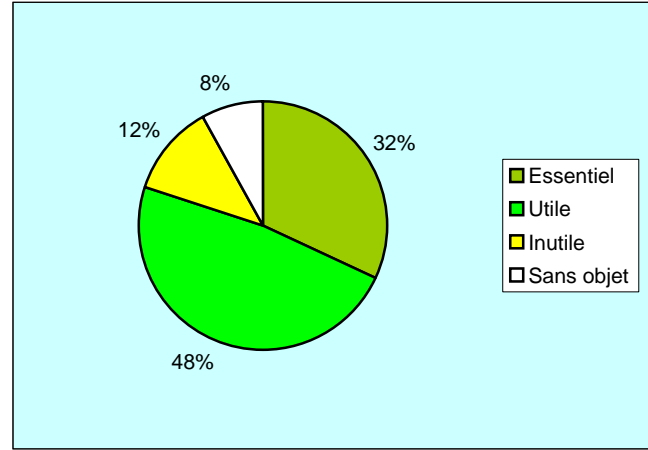
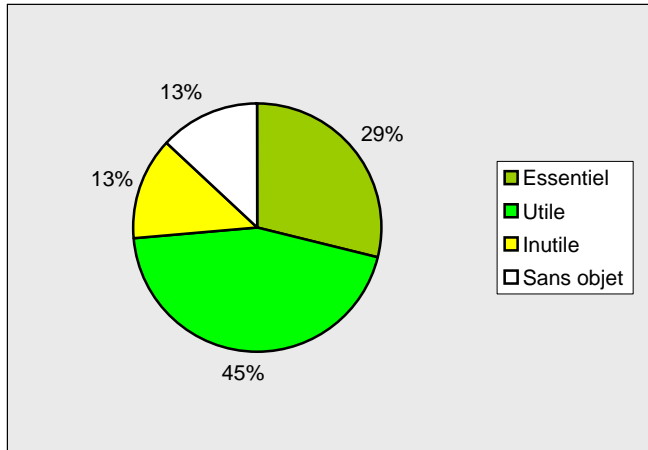
### Maîtrise des principes et méthodes de la création et de la gestion de ressources terminologiques



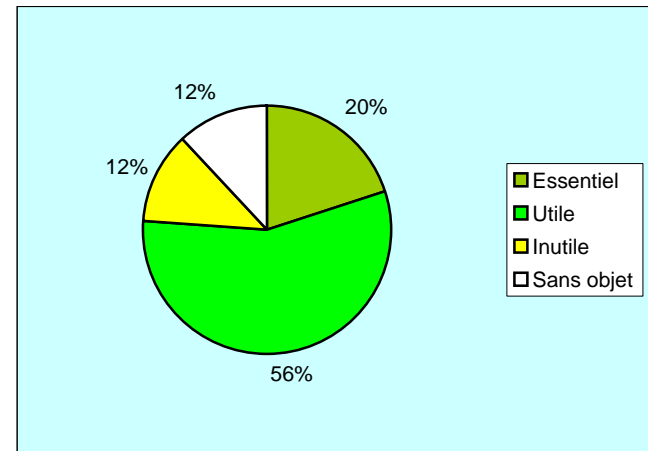
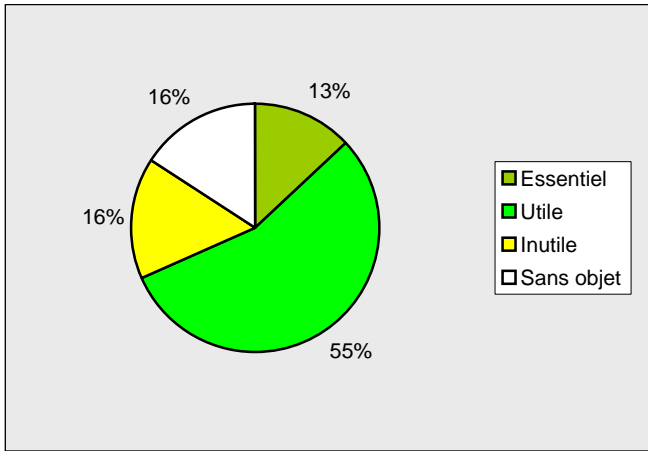
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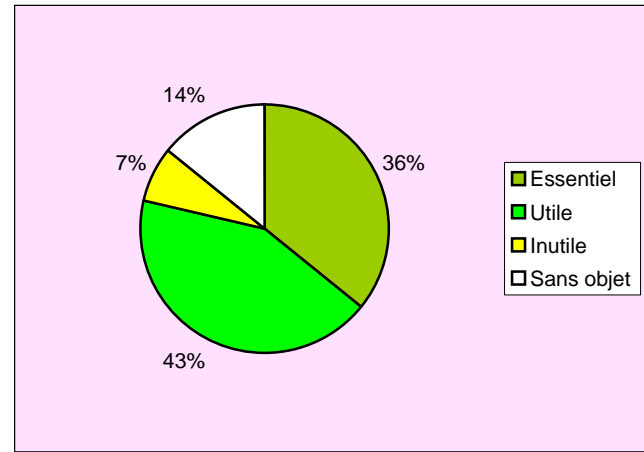
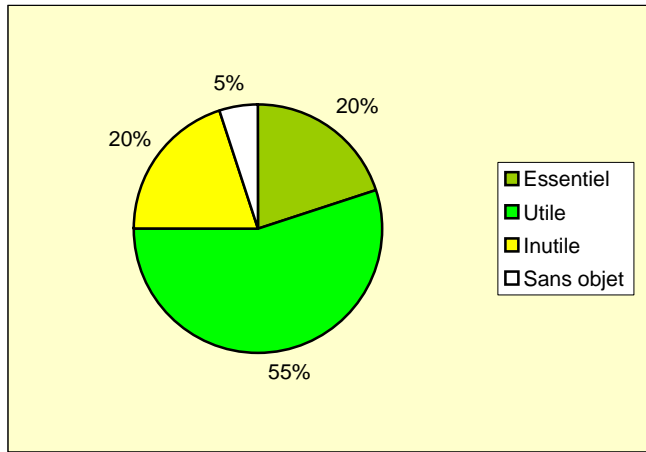
### Phraséologie : Notions et principes de l'aménagement linguistique



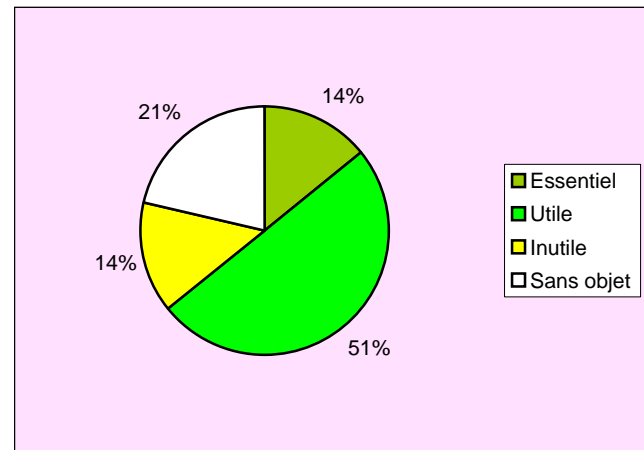
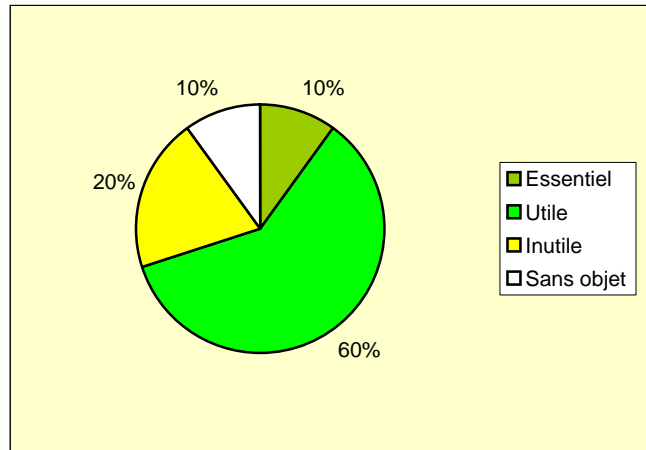
### Maîtrise de la phraséotique (phraséologie + informatique)



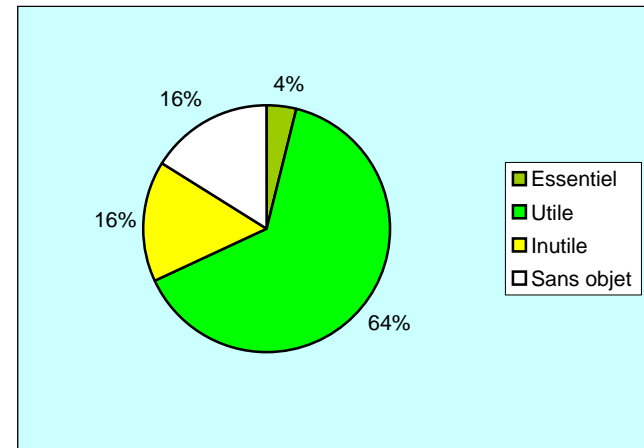
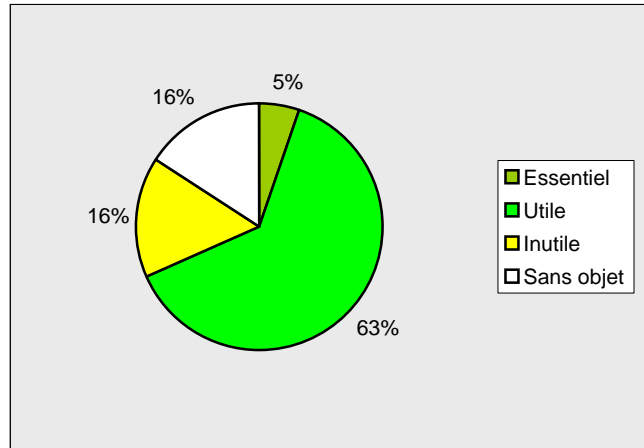
### Phraséologie : Notions et principes de l'aménagement linguistique



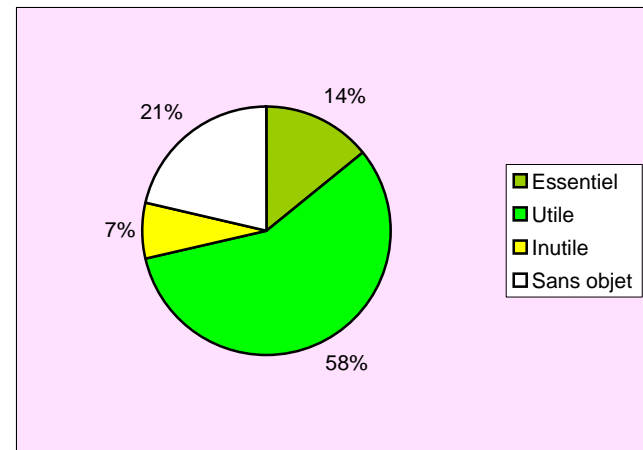
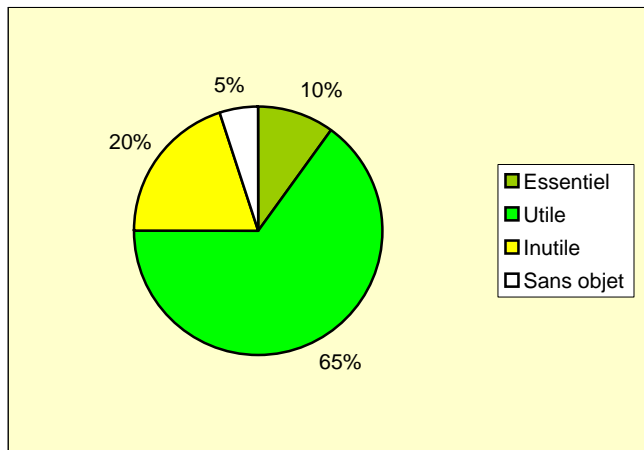
### Maîtrise de la phraséotique (phraséologie + informatique)



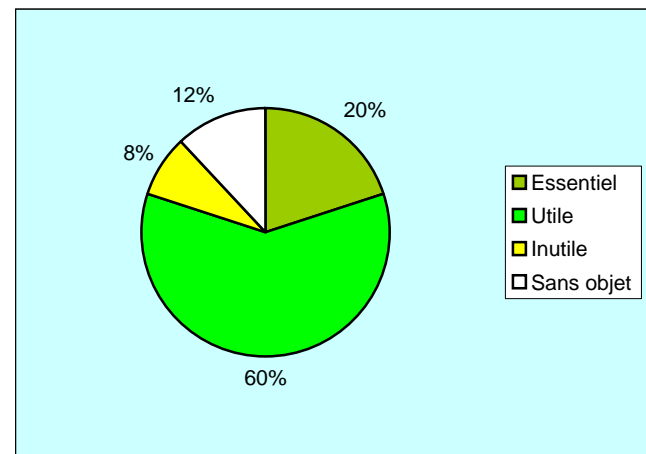
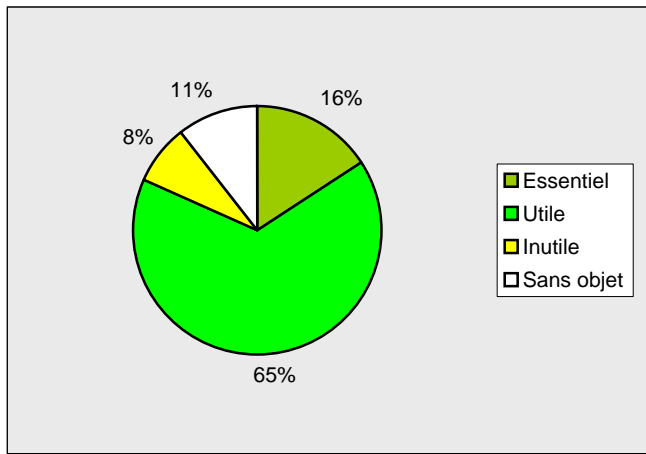
### Maîtrise des principes et méthodes de la création et de la gestion de ressources phraséologiques



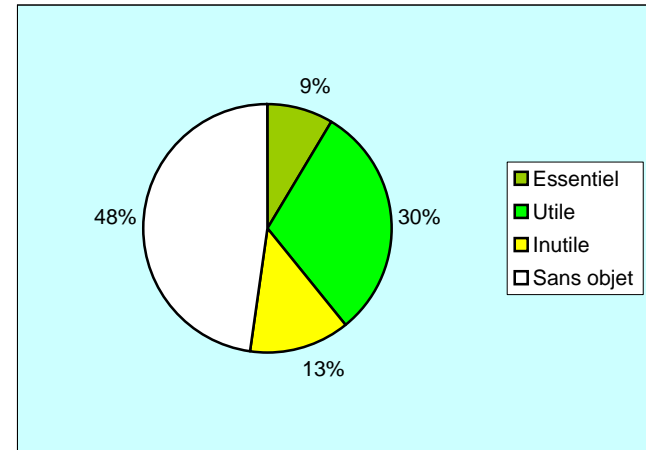
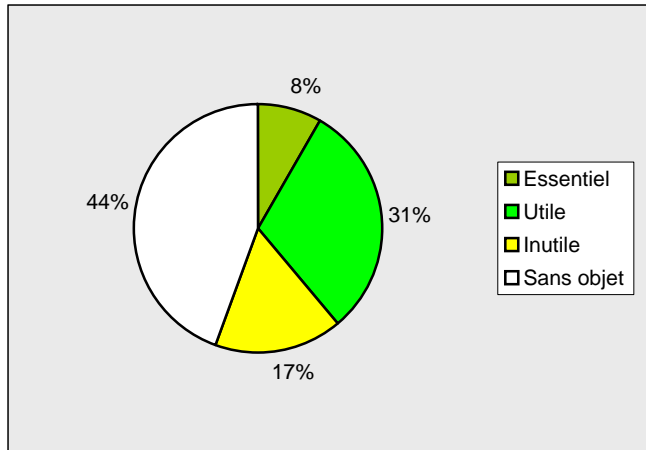
### Maîtrise des principes et méthodes de la création et de la gestion de ressources phraséologiques



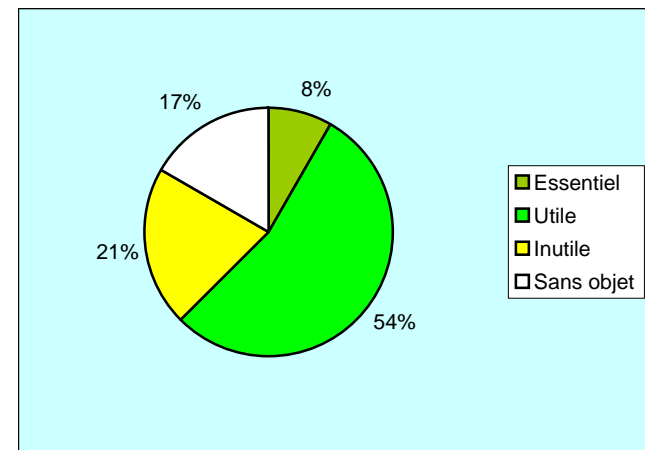
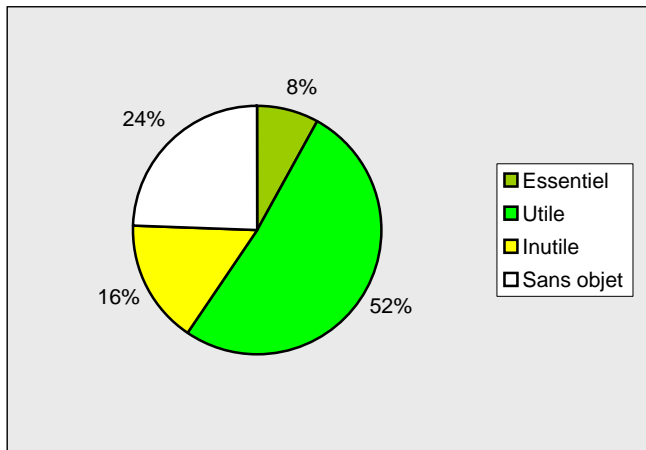
# Maîtrise des notions et principes de la Gestion Électronique de Documents



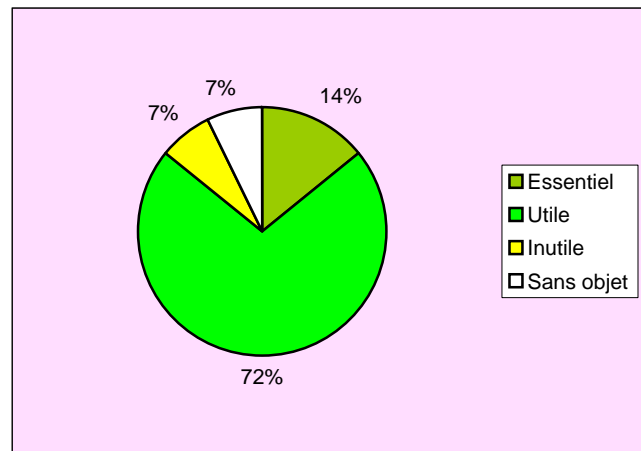
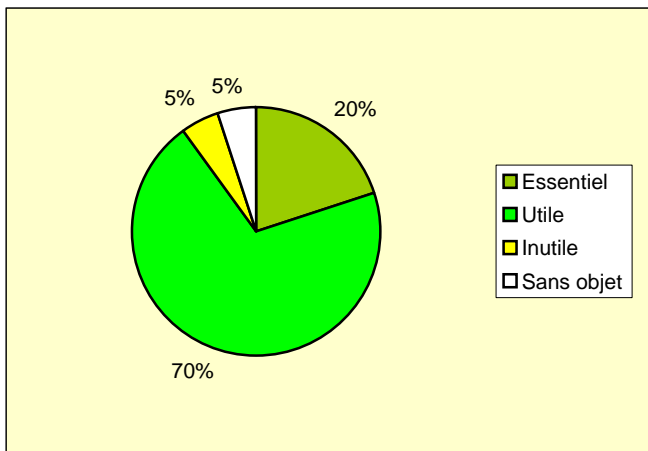
## Maîtrise des principes et méthodes de la rédaction traSantare (générale)



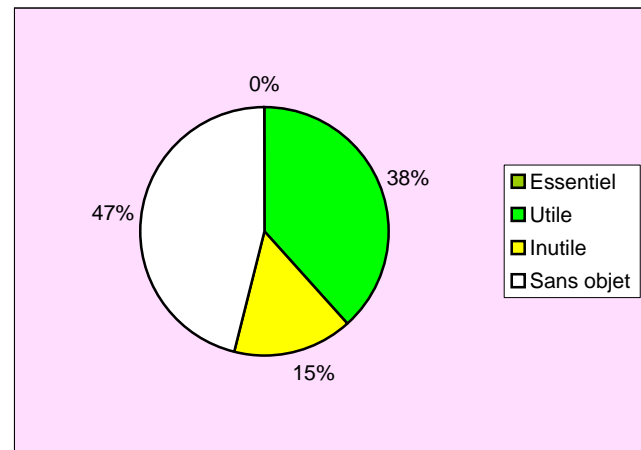
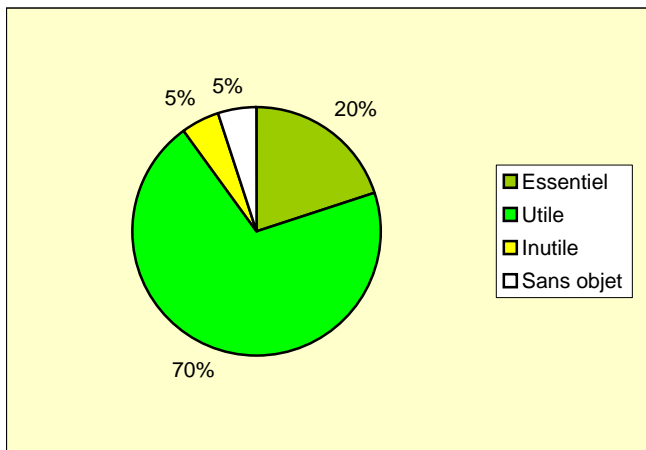
## Maîtrise des processus de création documentaire



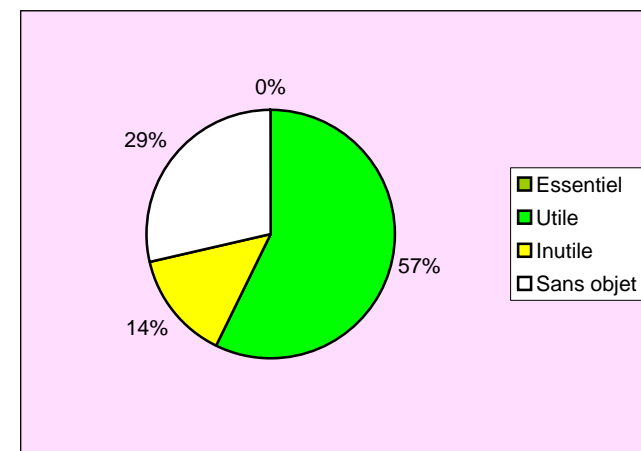
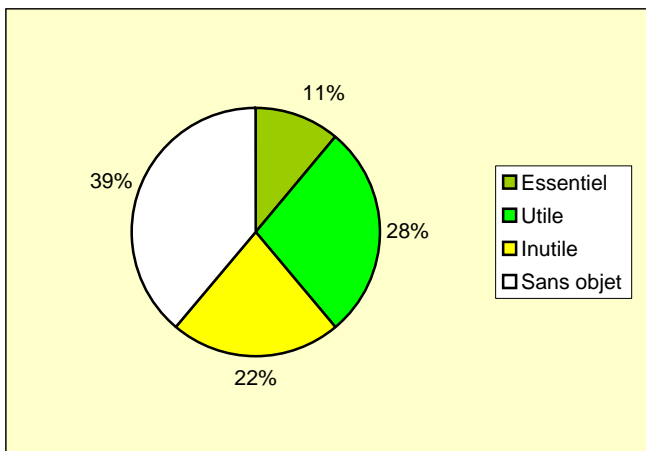
## Maîtrise des notions et principes de la Gestion Électronique de Documents



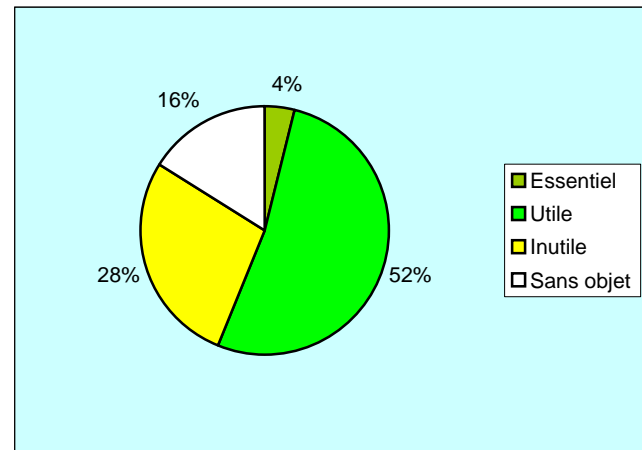
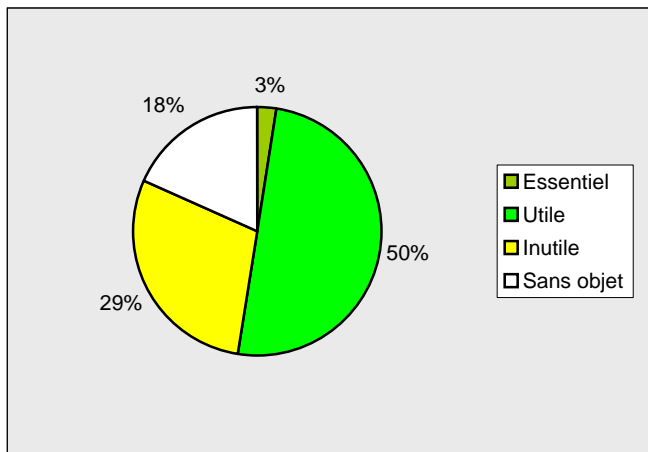
## Maîtrise des principes et méthodes de la rédaction traSantare (générale)



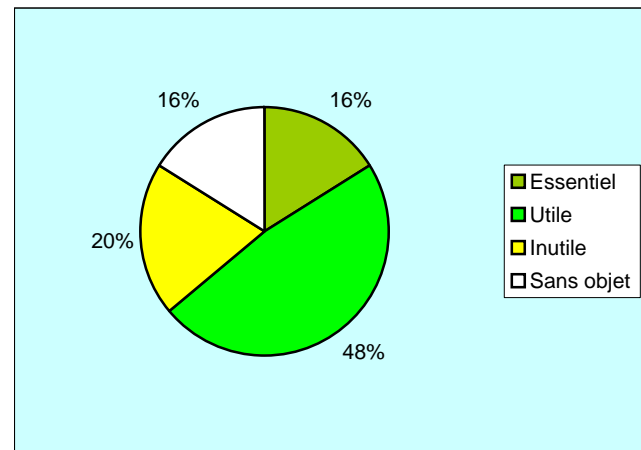
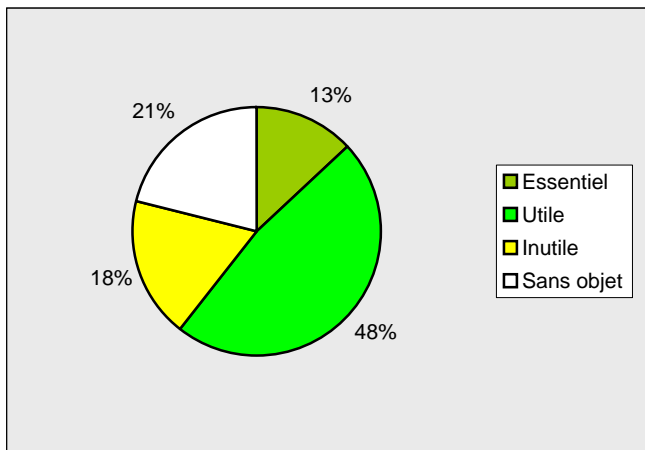
## Maîtrise des processus de création documentaire



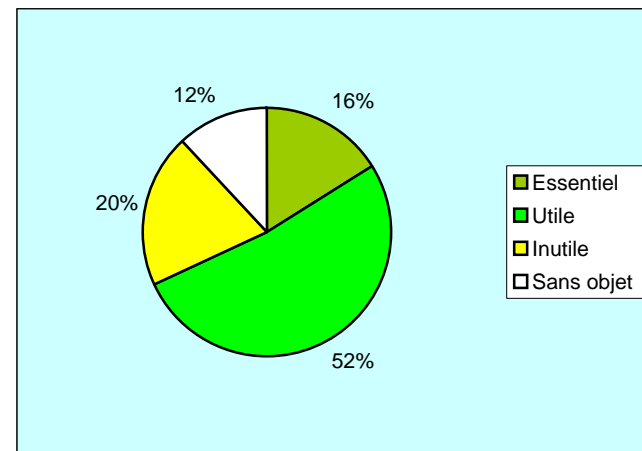
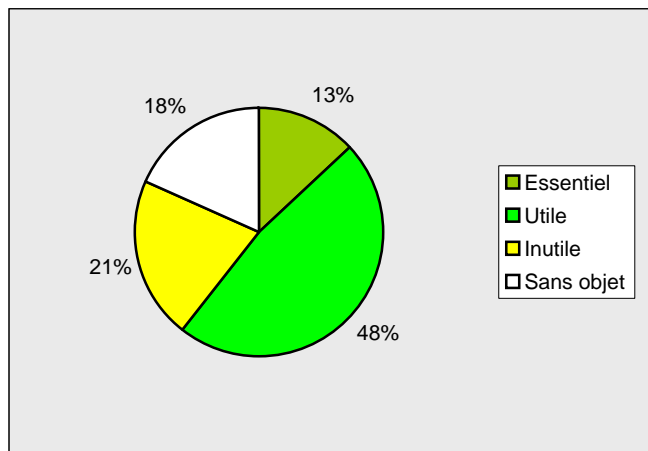
# Maîtrise de la méthodologie documentaire (charte, ISO 9000+)



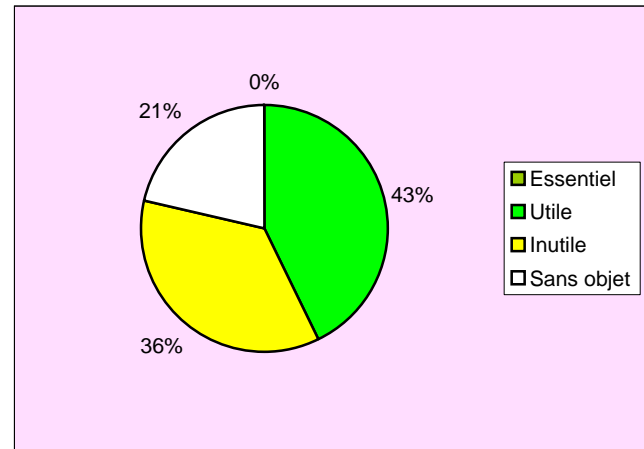
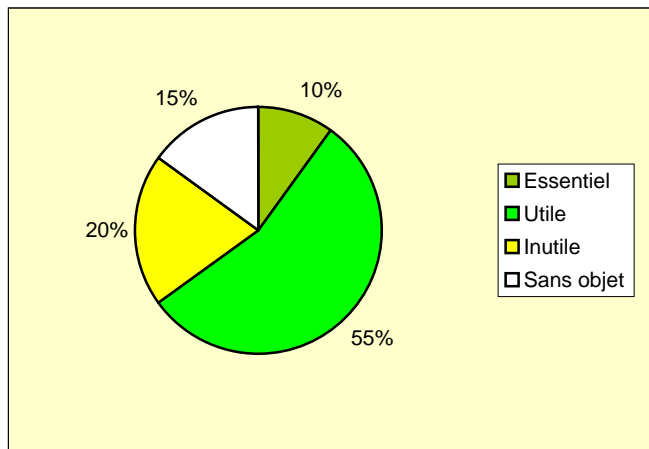
## Maîtrise des processus et conditions de la validation des documents produits



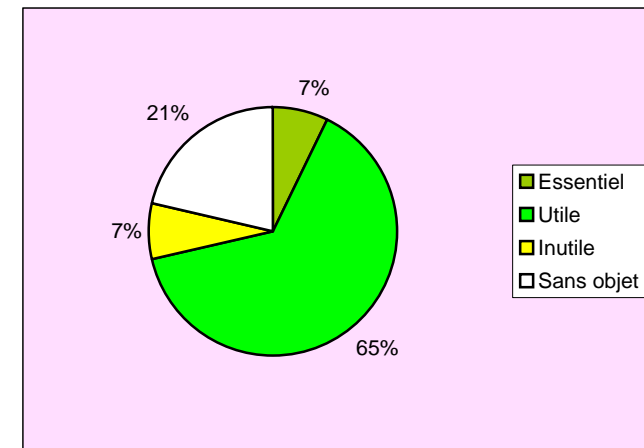
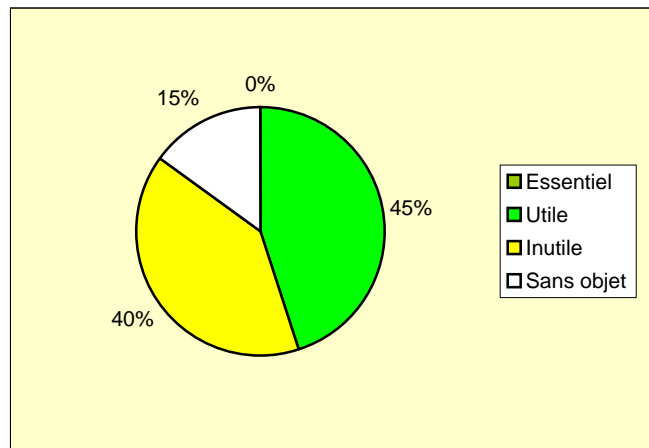
## Maîtrise de la typologie et des caractères des documents spécialisés



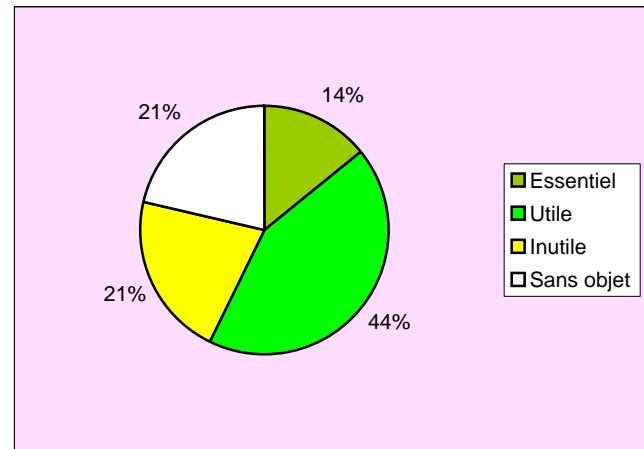
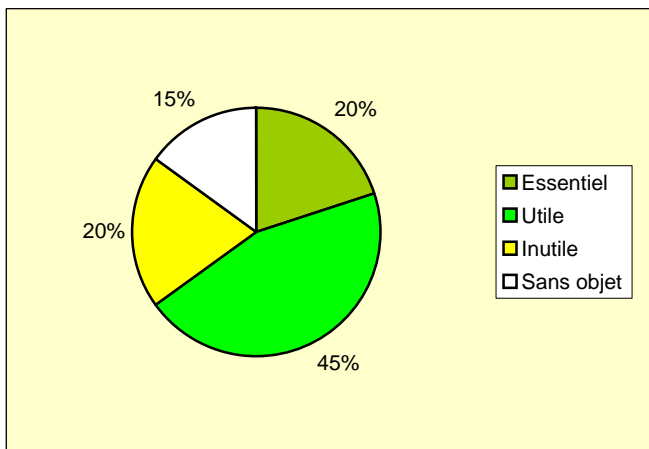
# Maîtrise de la méthodologie documentaire (charte, ISO 9000+)



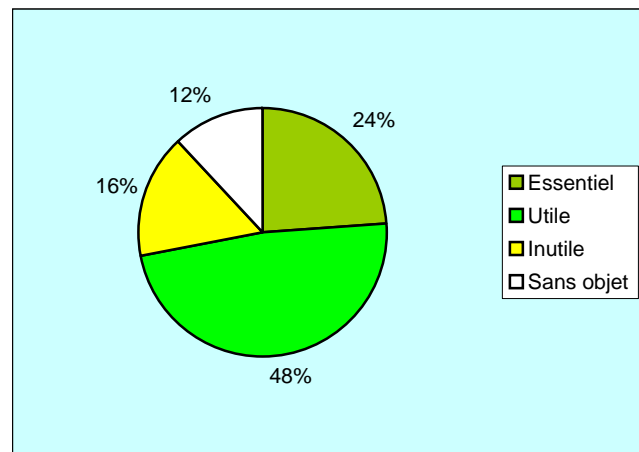
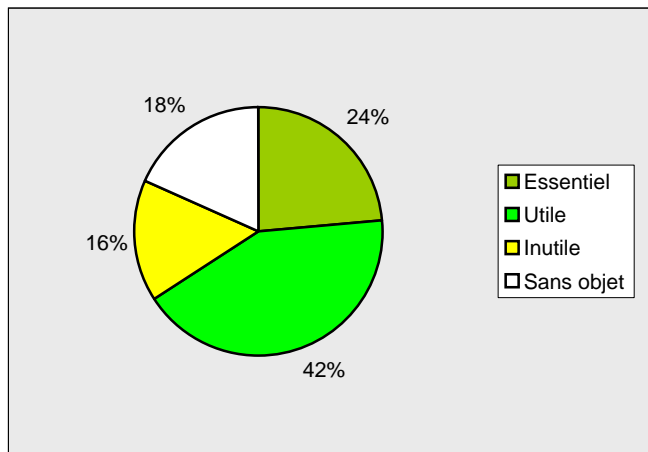
## Maîtrise des processus et conditions de la validation des documents produits



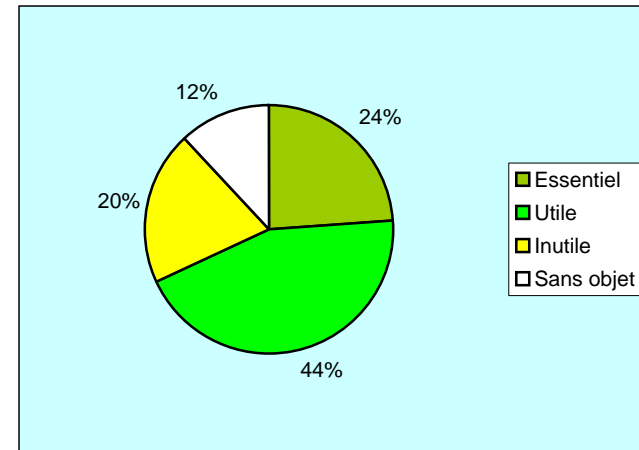
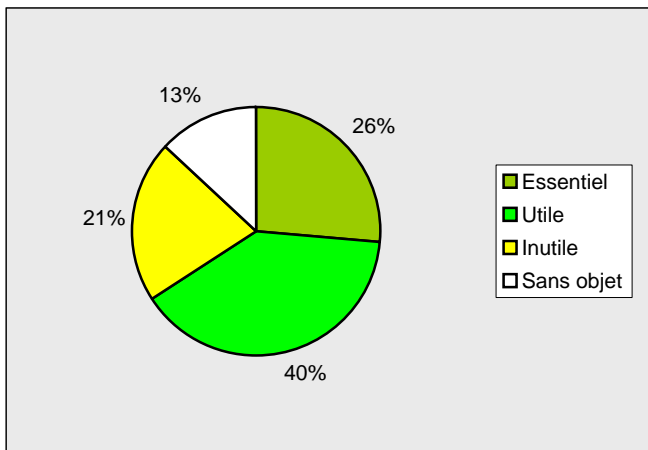
## Maîtrise de la typologie et des caractères des documents spécialisés



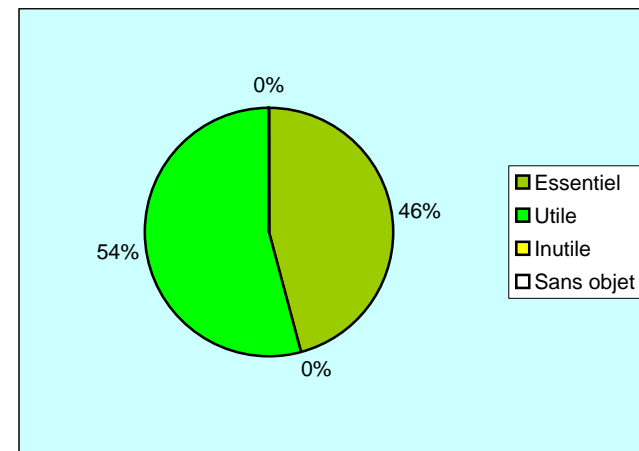
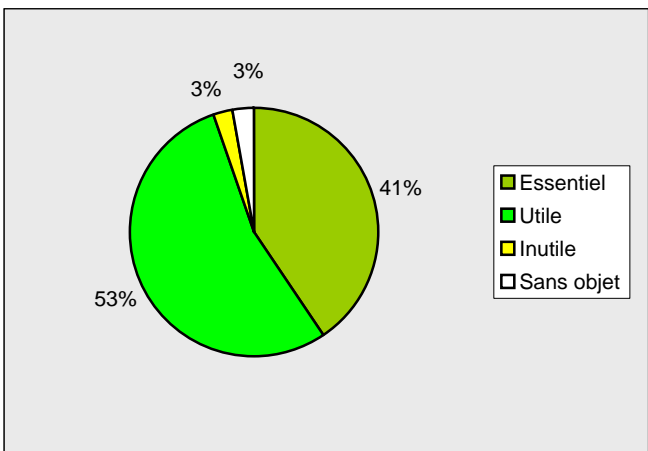
## Maîtrise des enjeux, principes, et méthodes de la rédaction spécialisée



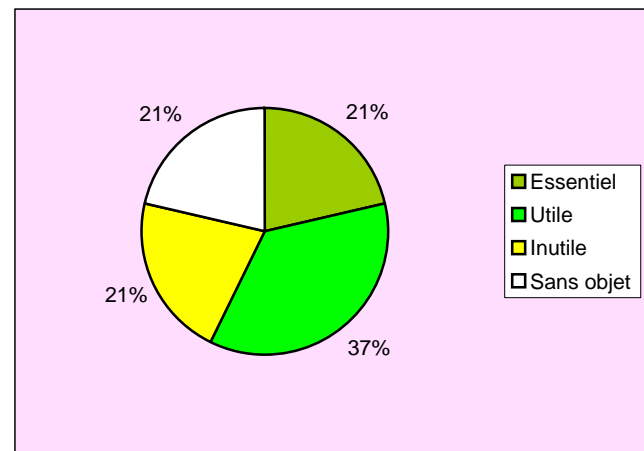
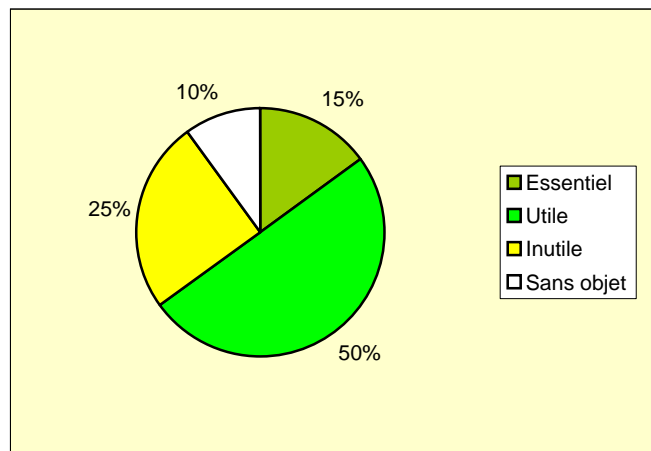
## Maîtrise des outils du rédacteur



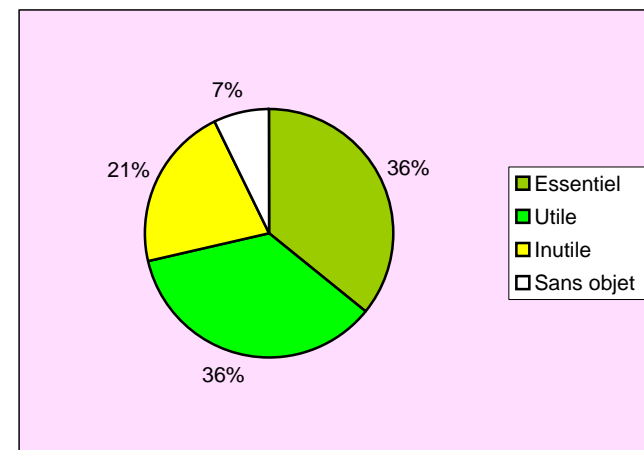
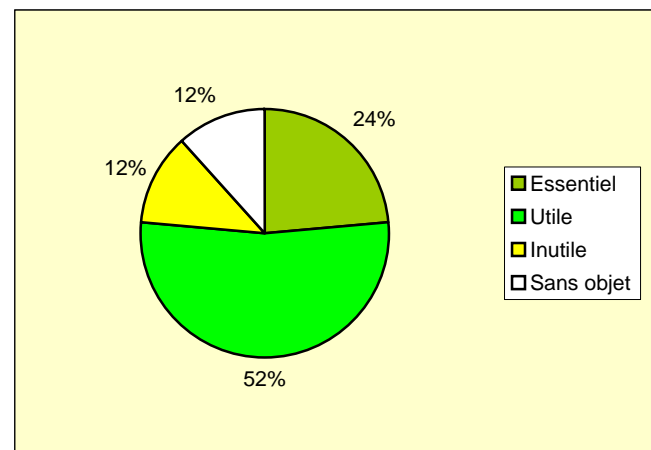
## Connaissance des principes et méthodes de la recherche documentaire



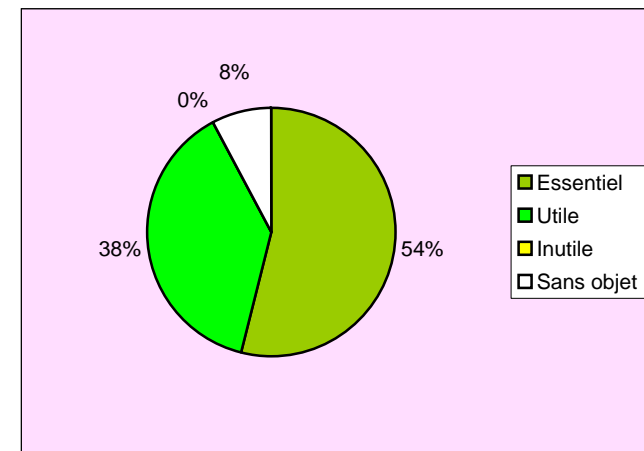
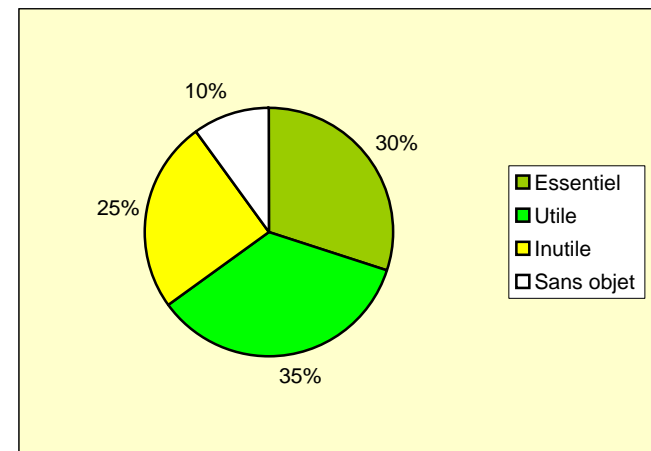
### Maîtrise des enjeux, principes, et méthodes de la rédaction spécialisée



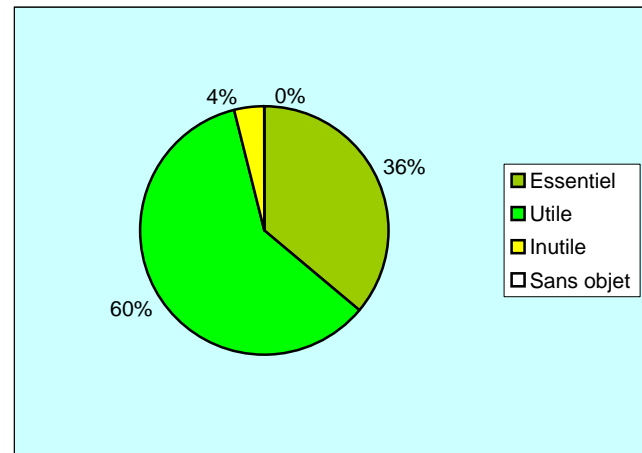
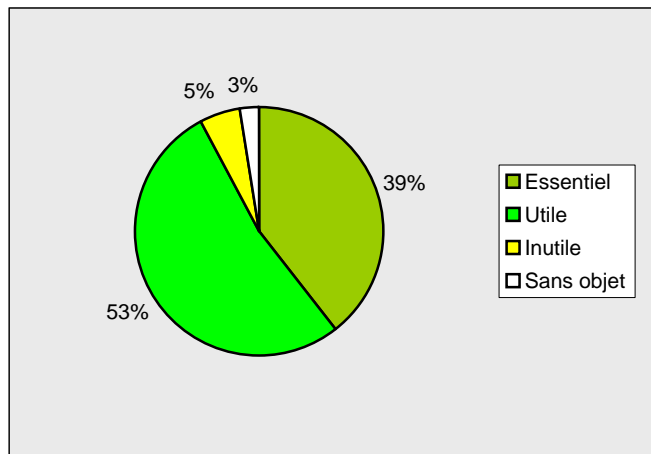
### Maîtrise des outils du rédacteur



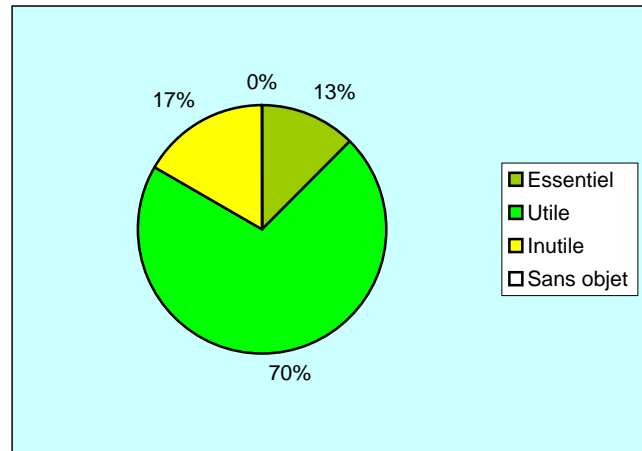
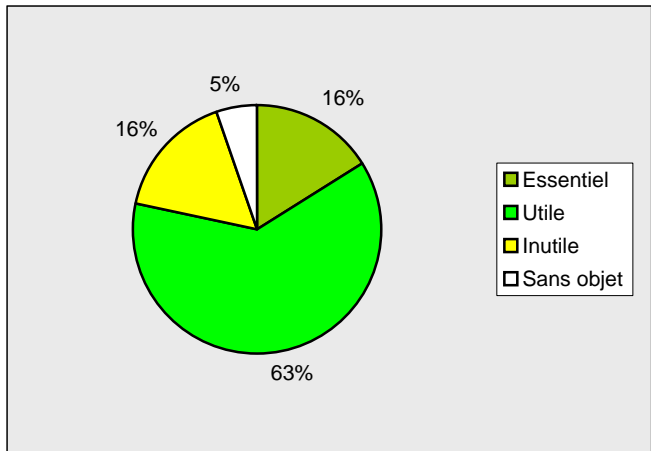
### Connaissance des principes et méthodes de la recherche documentaire



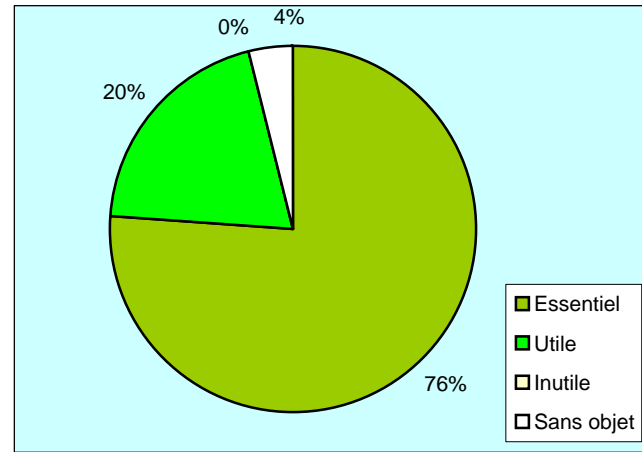
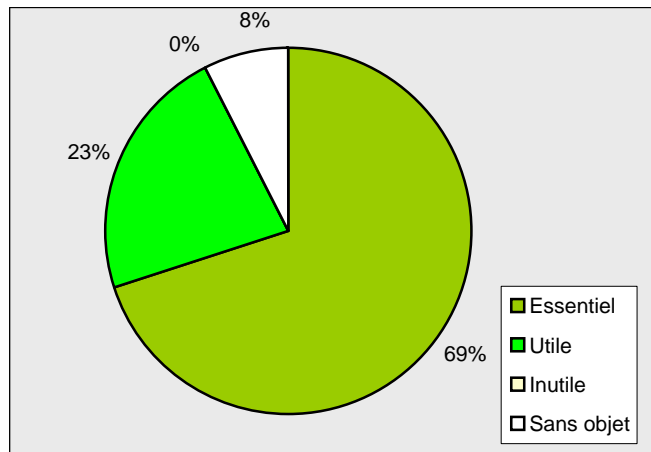
**Maîtrise de tous les outils de la documentation (moteurs de recherche, gestionnaires de thesaurus, etc.)**



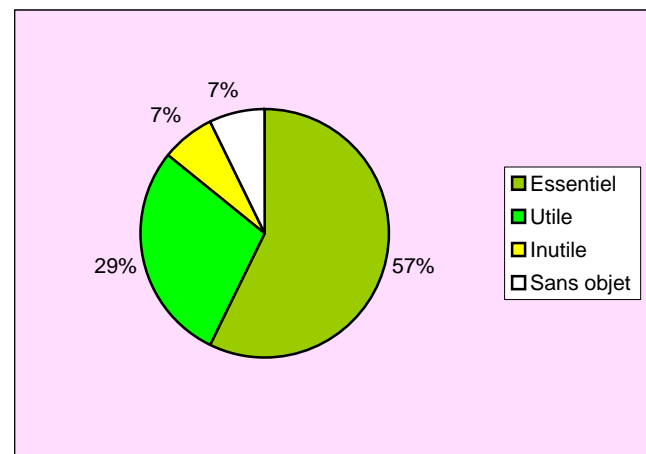
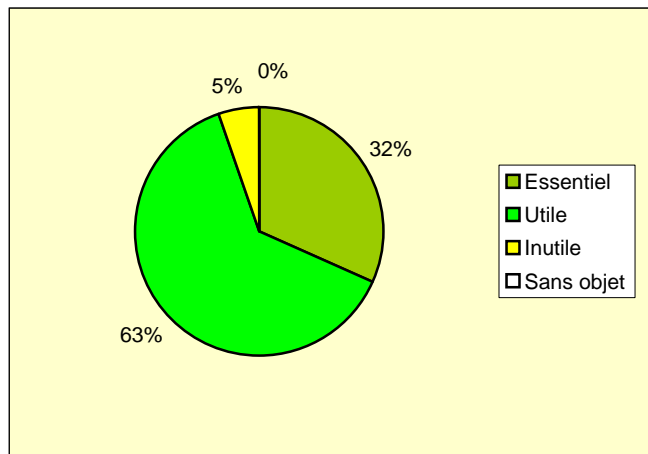
**Maîtrise des processus de gestion documentaire**



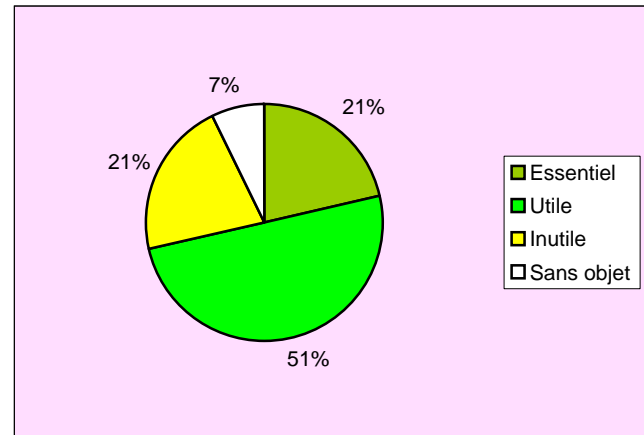
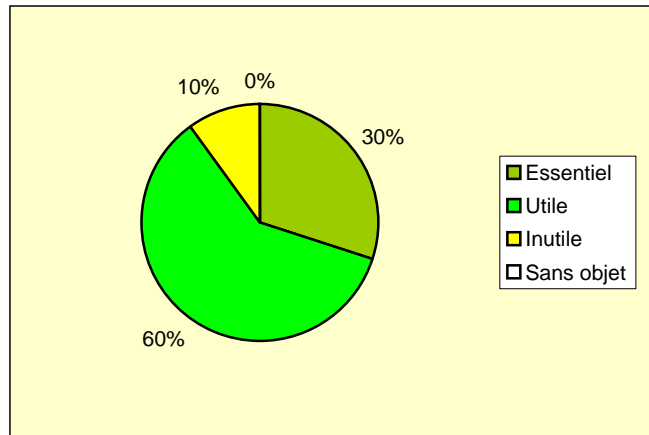
**Maîtrise des principes et méthodes de la relecture et de la révision**



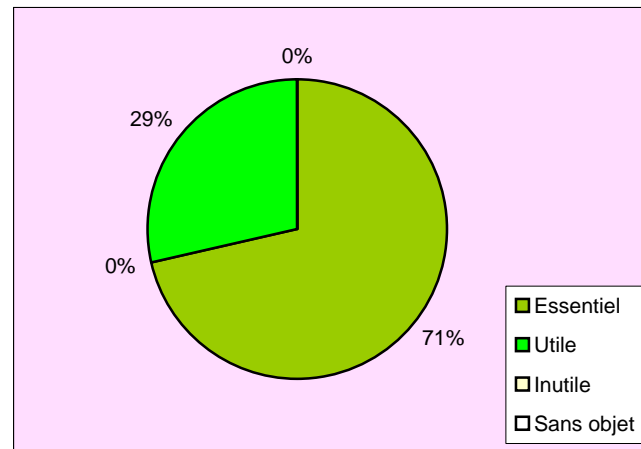
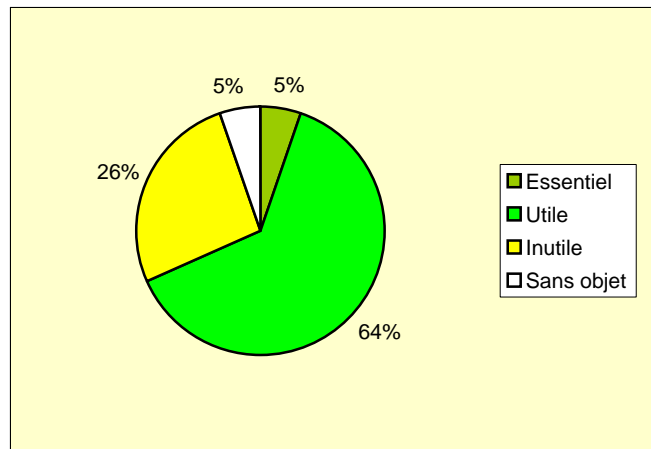
**Maîtrise de tous les outils de la documentation (moteurs de recherche, gestionnaires de thésaurus, etc.)**



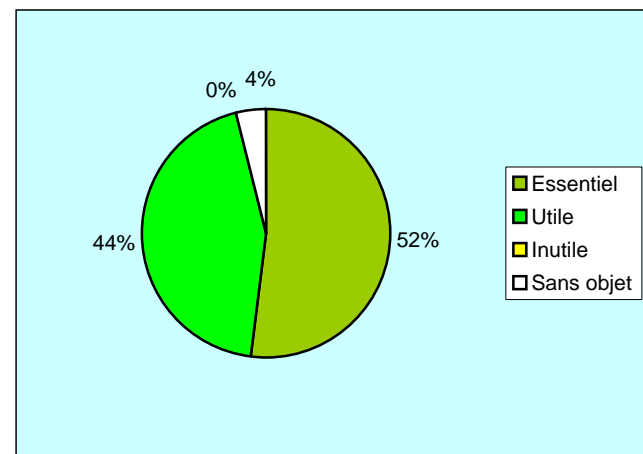
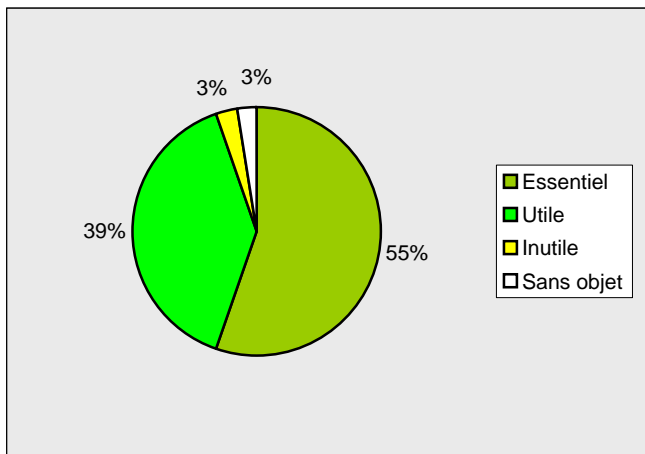
**Maîtrise des processus de gestion documentaire**



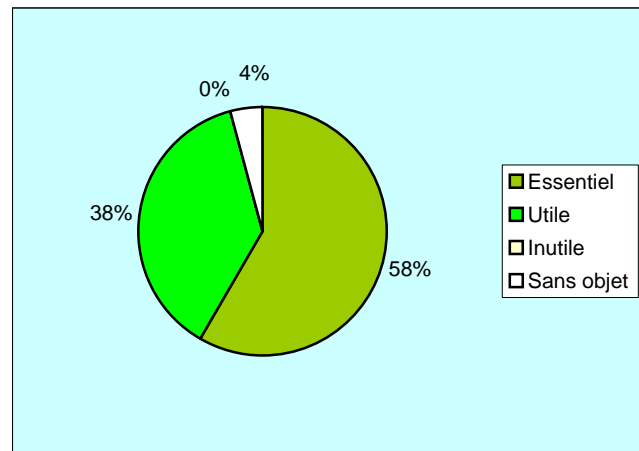
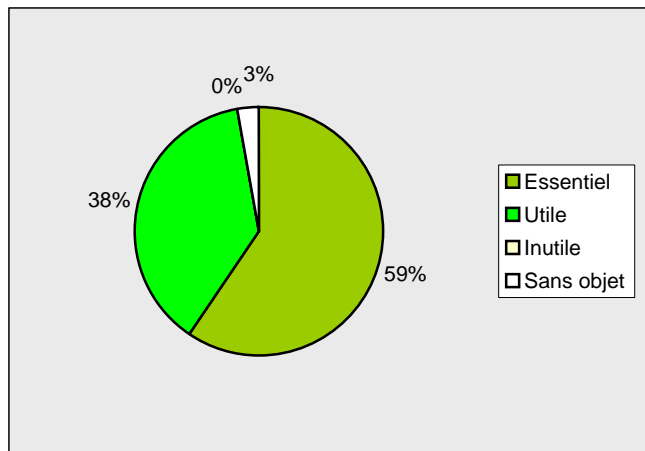
**Maîtrise des principes et méthodes de la relecture et de la révision**



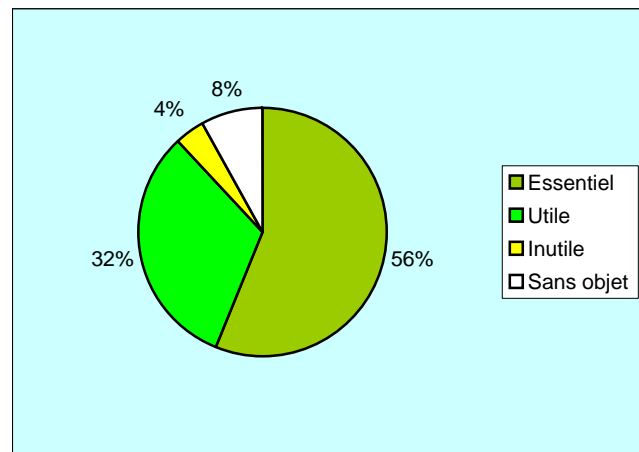
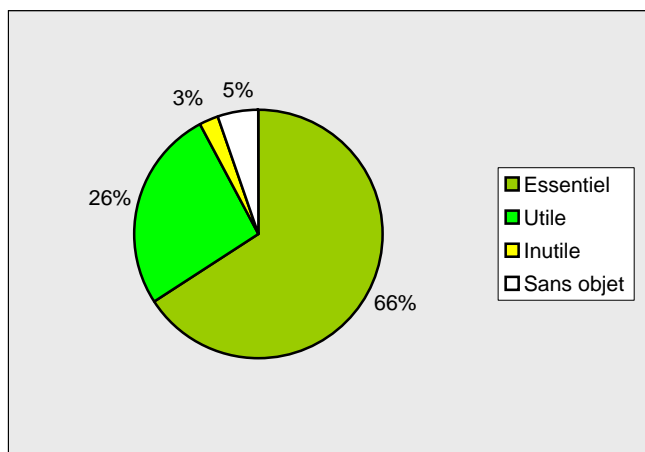
### Maîtrise des outils du relecteur/réviseur



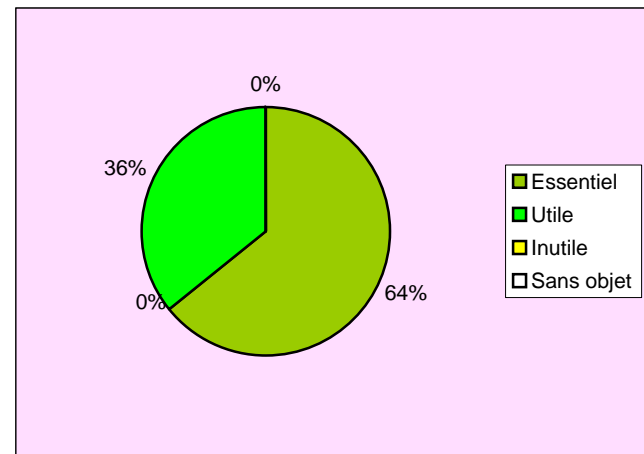
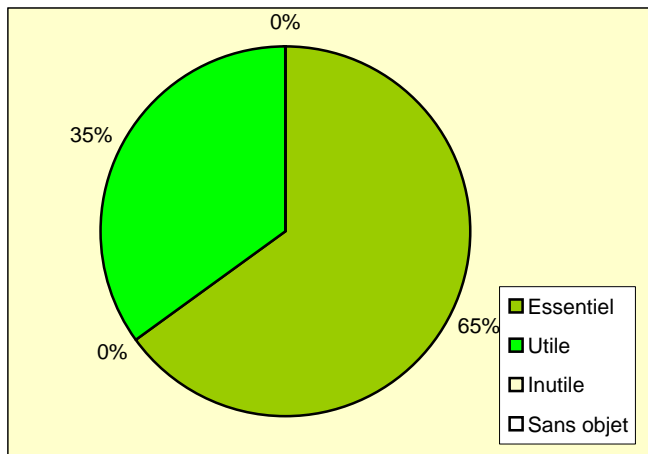
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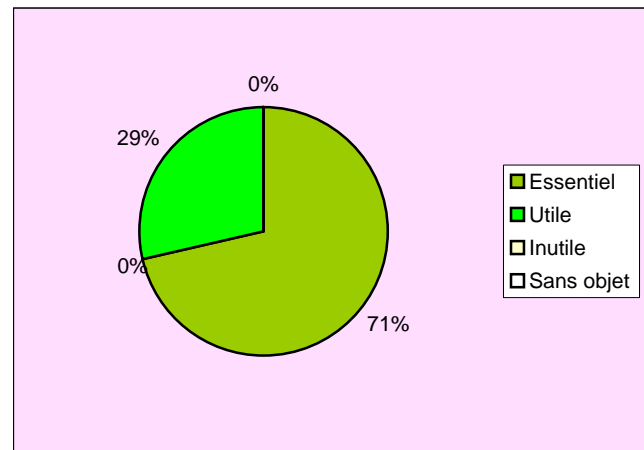
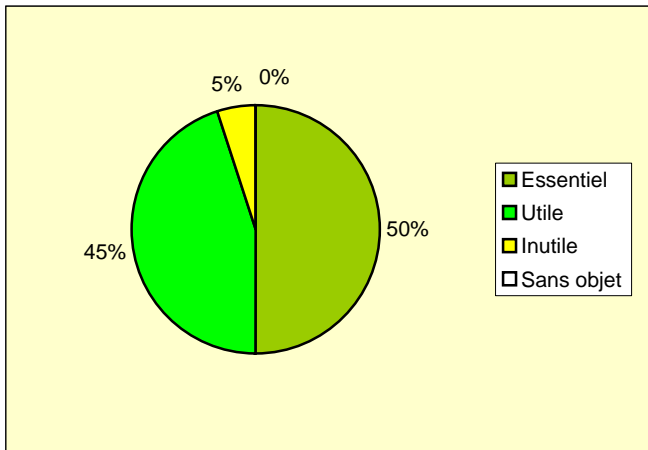
### Parfaite maîtrise du modèle d'exécution des prestations de traduction



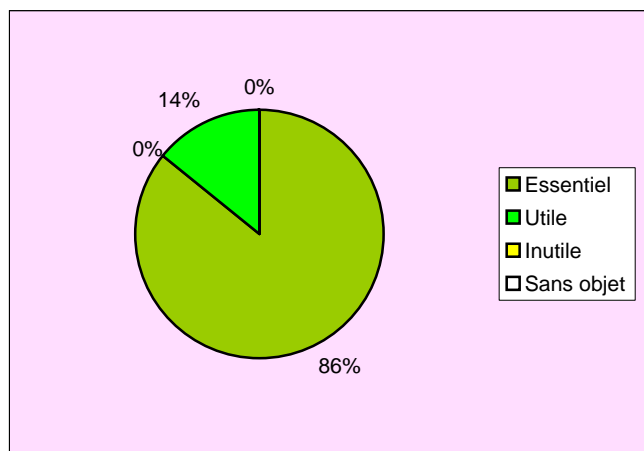
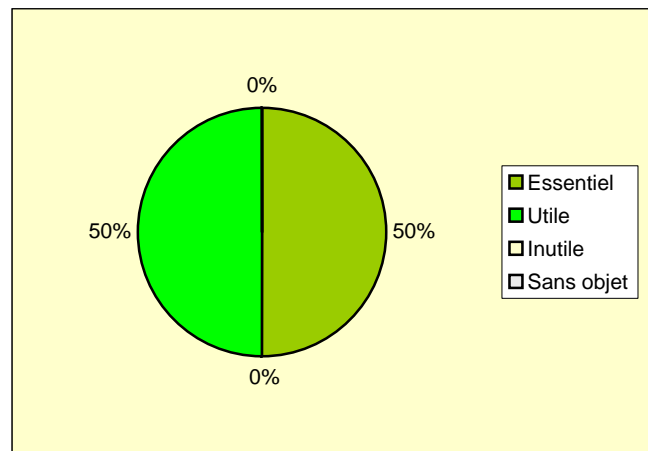
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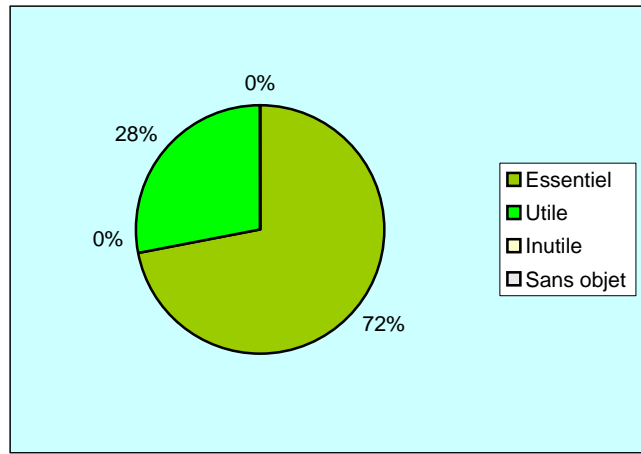
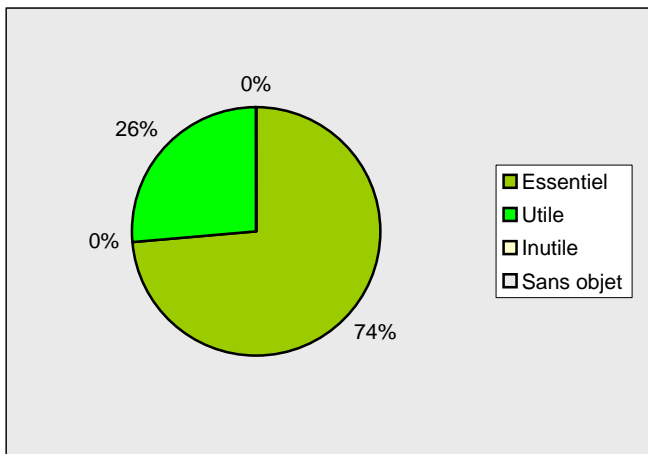
### Maîtrise des processus de relecture/révision



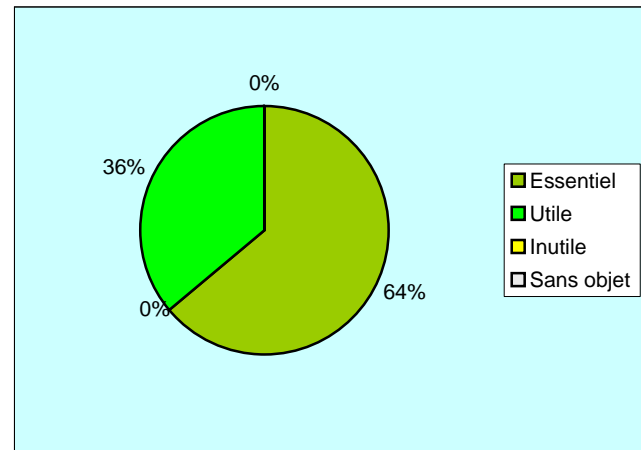
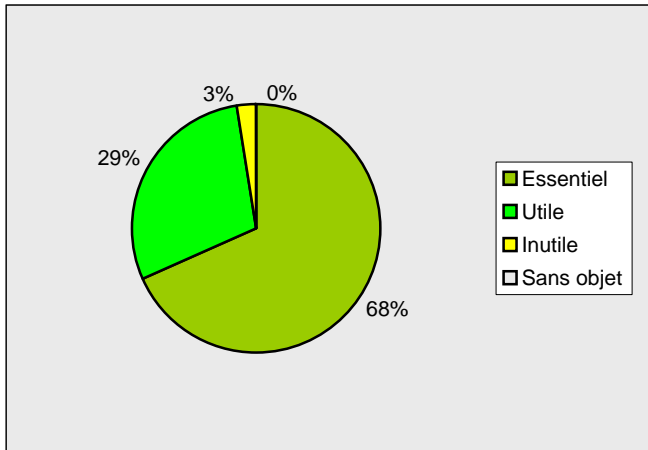
### Parfaite maîtrise du modèle d'exécution des prestations de traduction



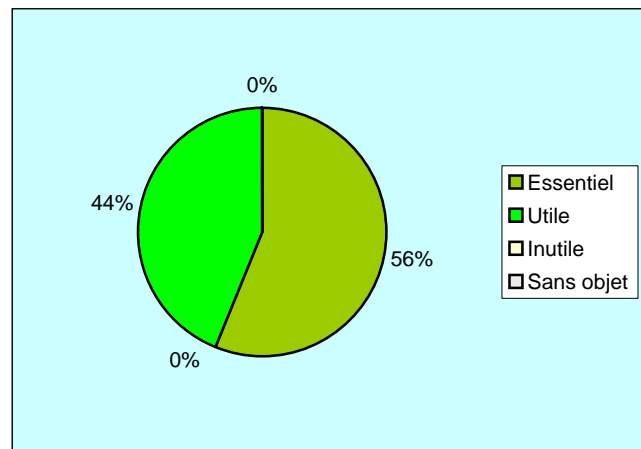
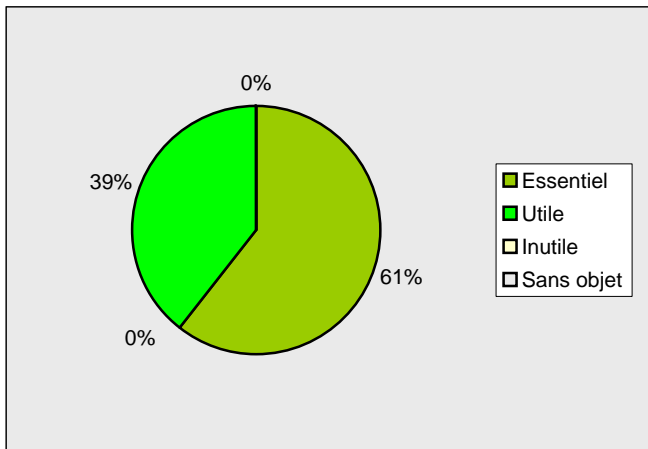
### Maîtrise des principes et méthodes de la traduction



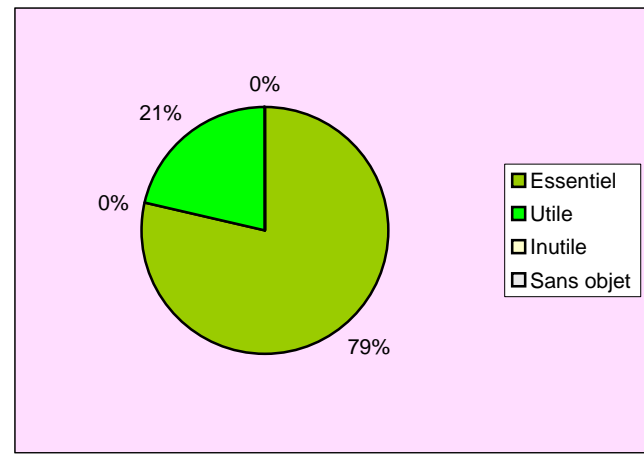
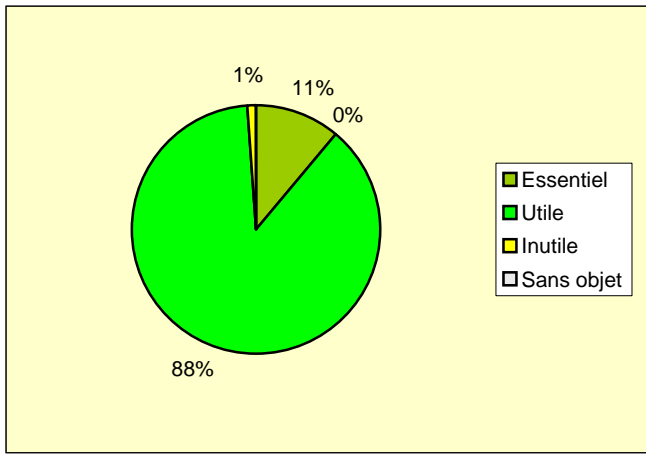
### Maîtrise des outils du traducteur et des environnements de traduction



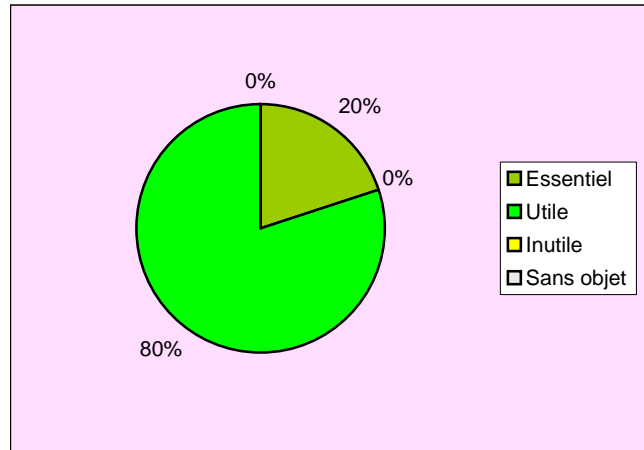
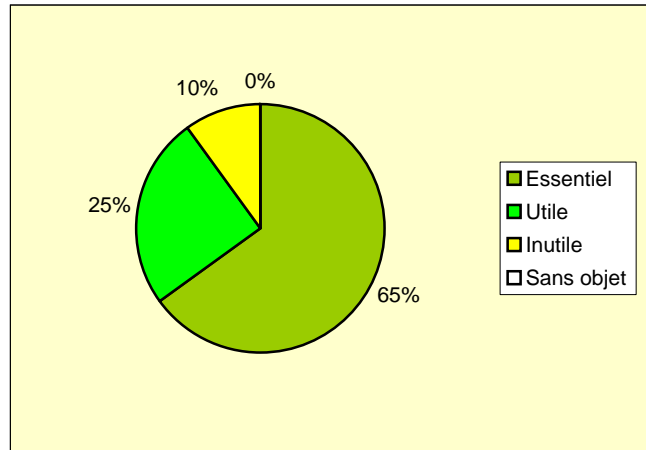
### Maîtrise des processus de traduction



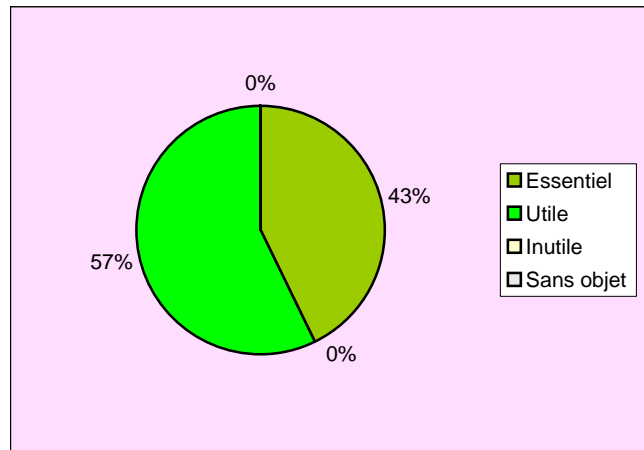
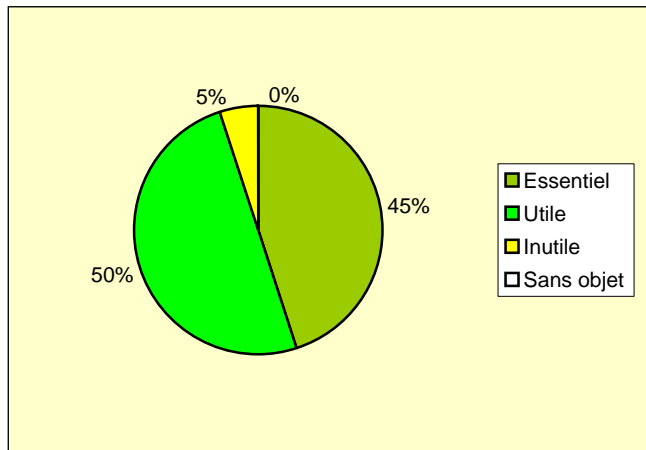
### Maîtrise des principes et méthodes de la traduction



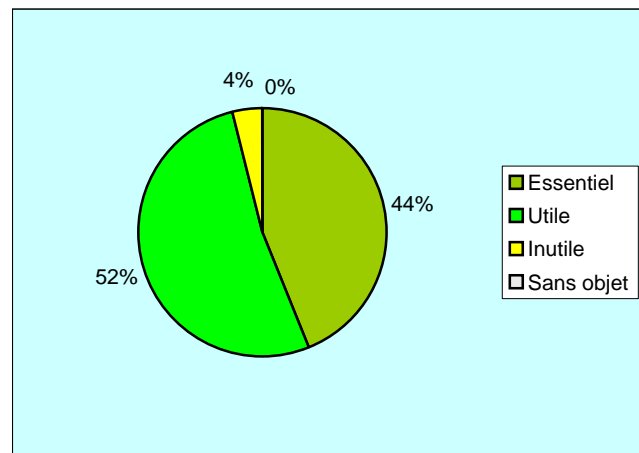
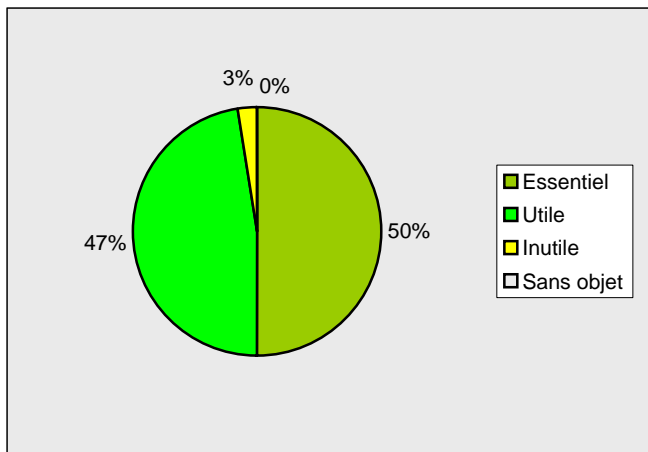
### Maîtrise des outils du traducteur et des environnements de traduction



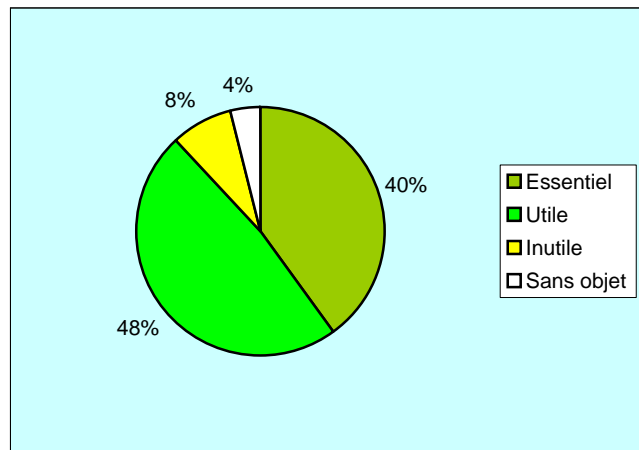
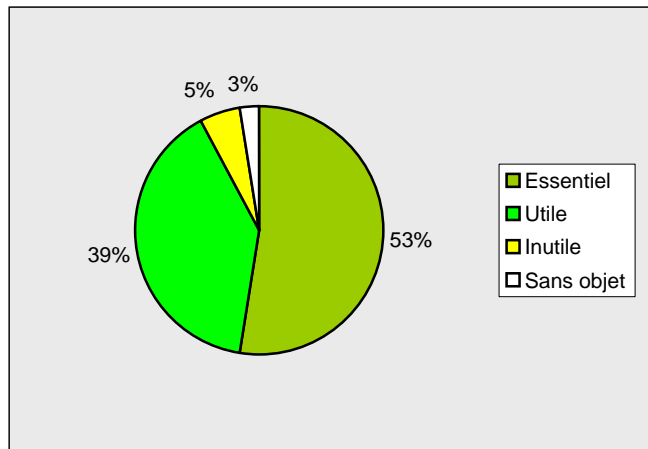
### Maîtrise des processus de traduction



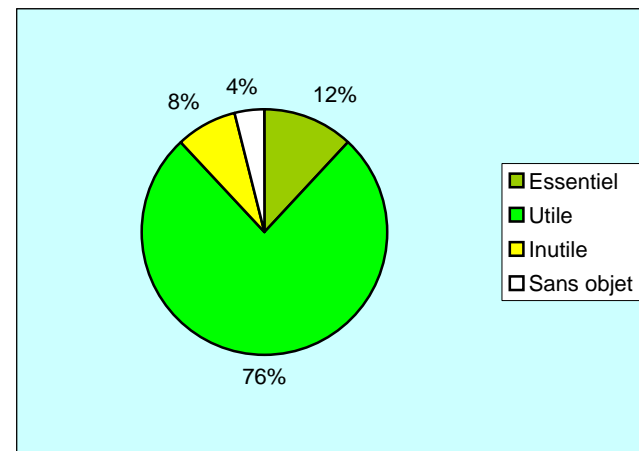
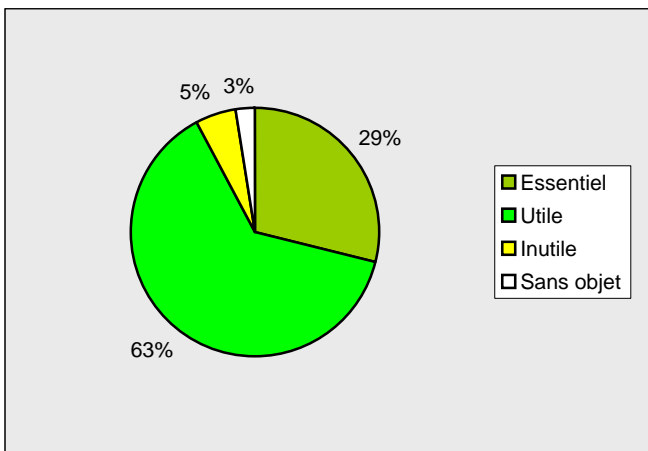
### Maîtrise des principes de gestion des traductions



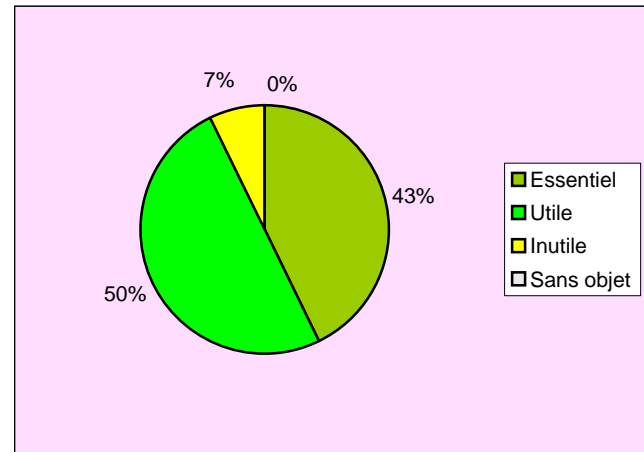
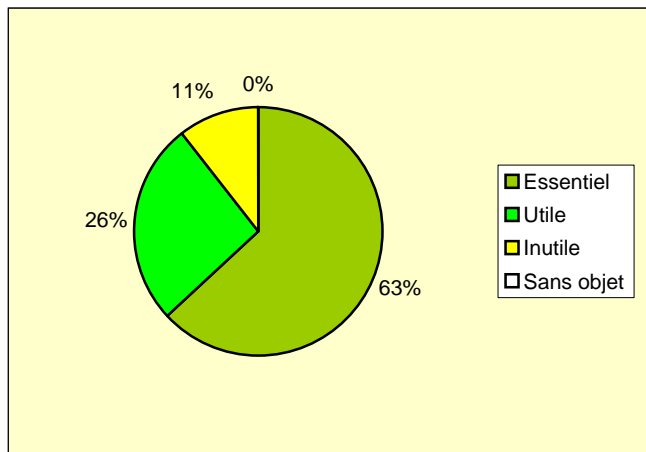
### Maîtrise des principes et méthodes de la planification



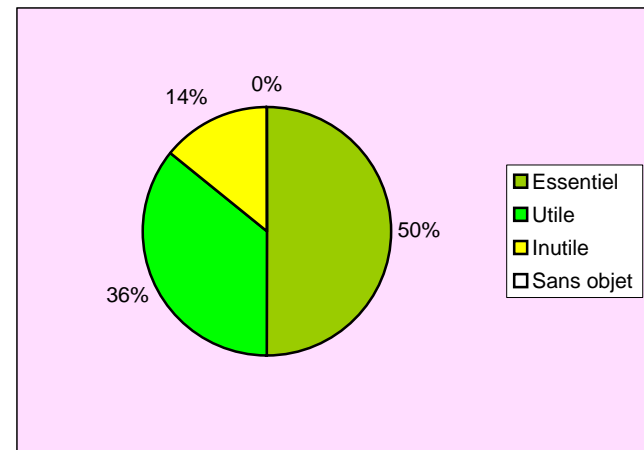
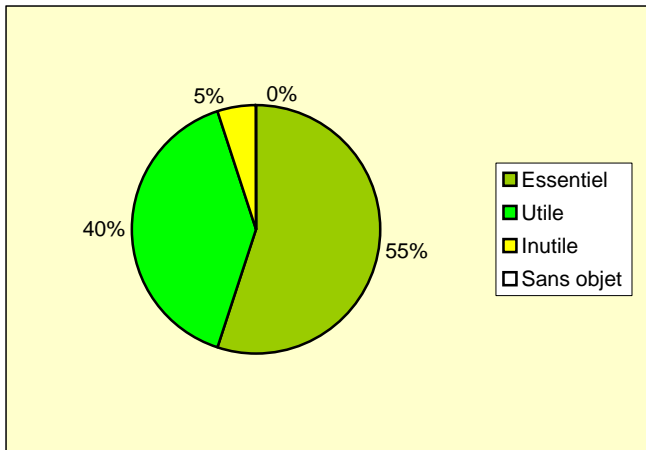
### Maîtrise des outils de planification



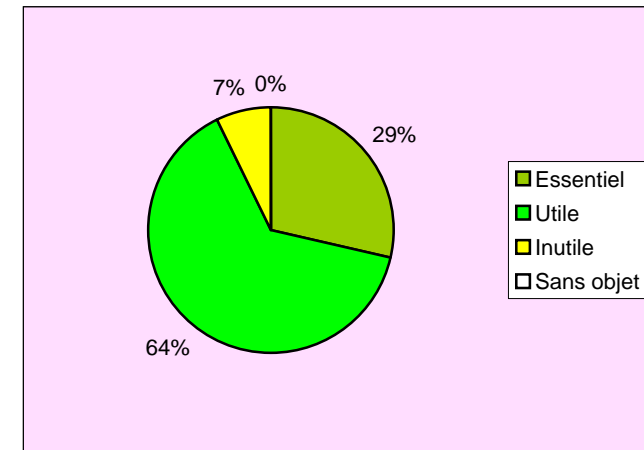
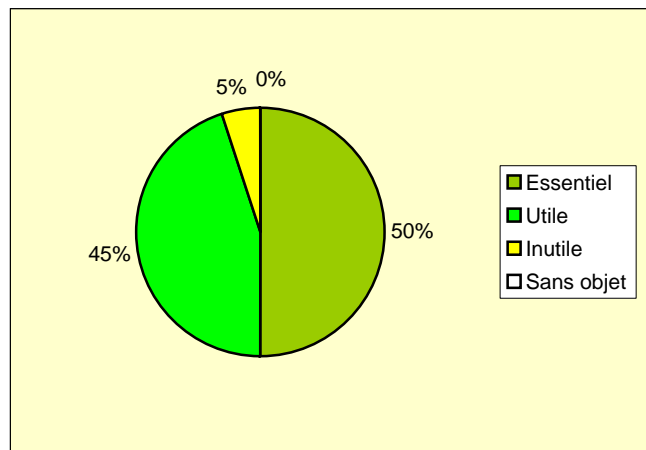
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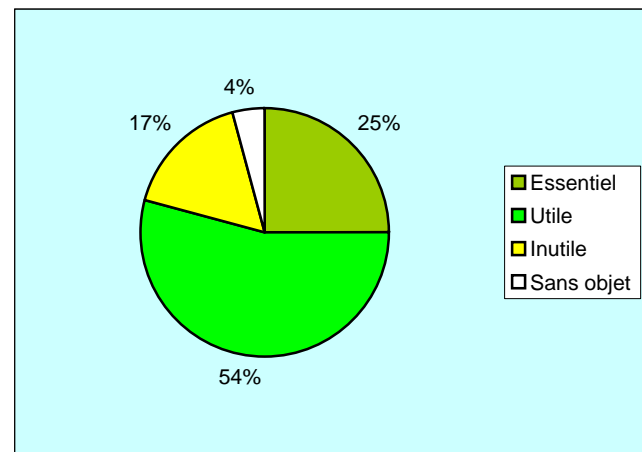
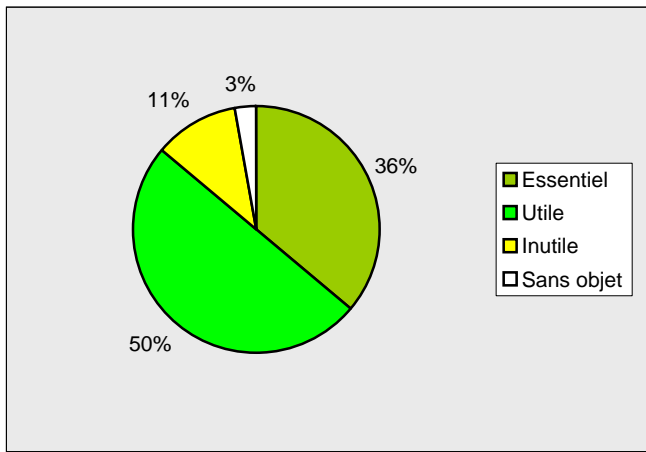
### Maîtrise des principes et méthodes de la planification



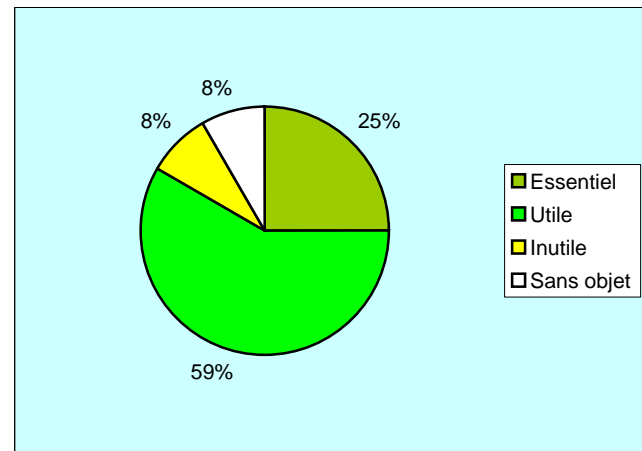
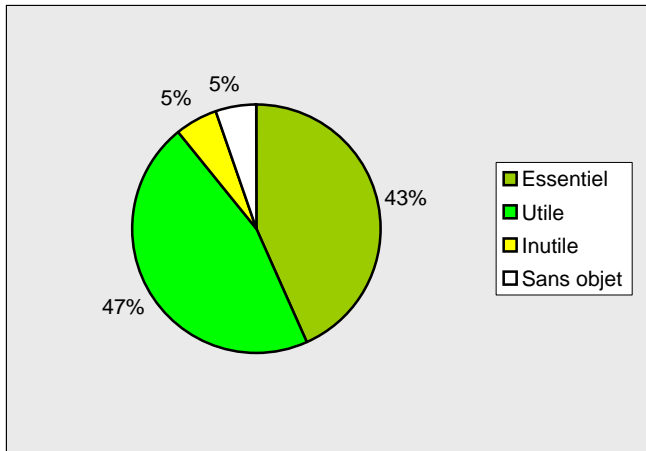
### Maîtrise des outils de planification



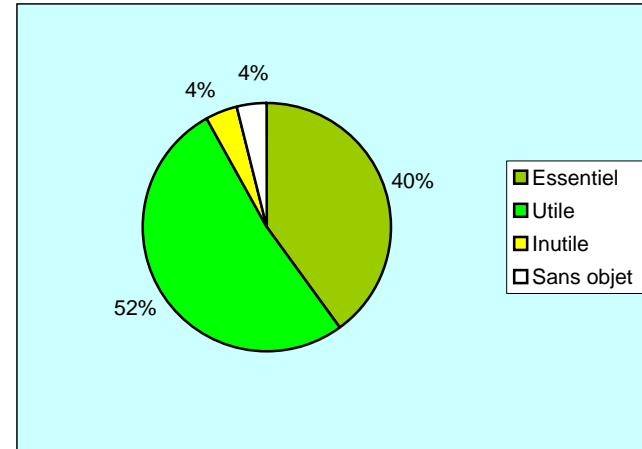
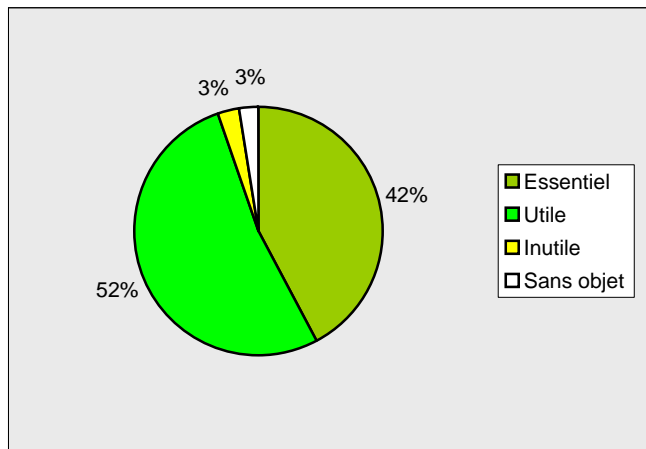
### Maîtrise des processus de planification



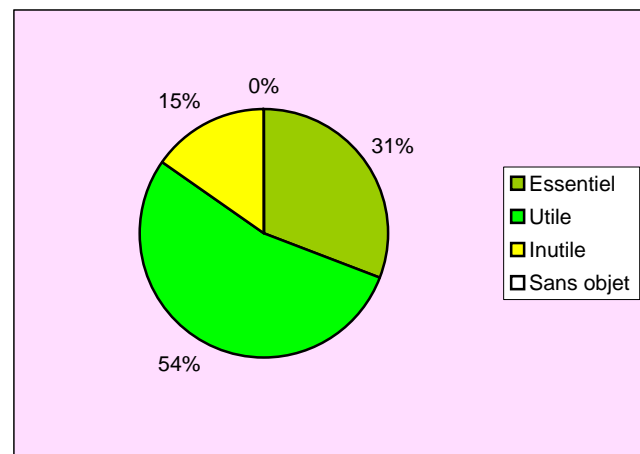
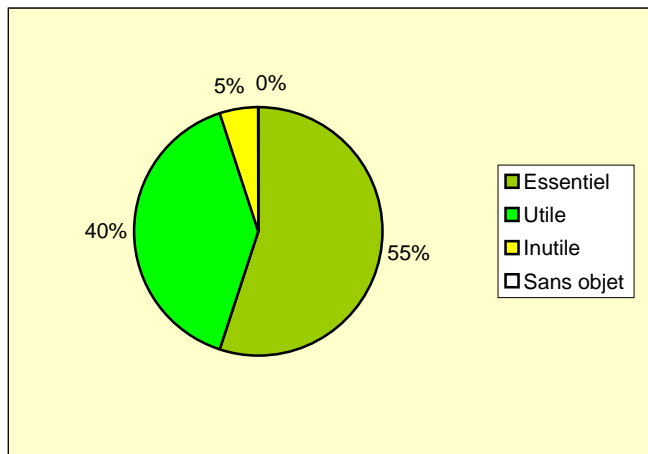
### Maîtrise des principes de gestion des ressources (ressources humaines, matériels, logiciels, temps, budgets)



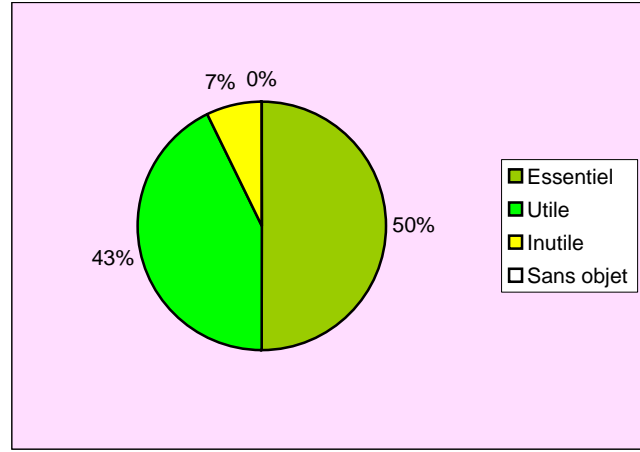
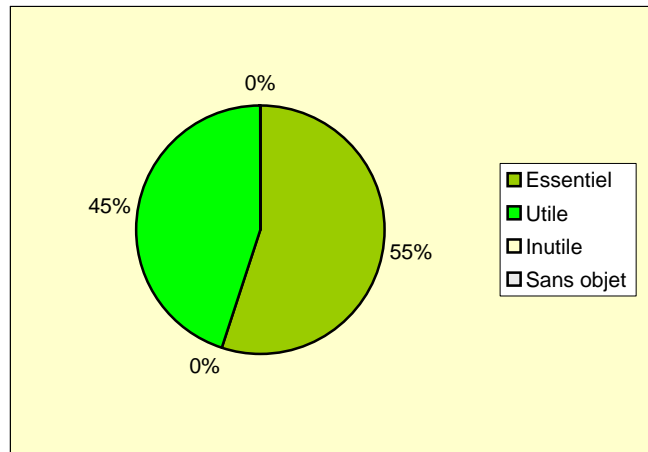
### Maîtrise des techniques de négociation et de concertation, singulièrement : 1- capacité d'obtenir, en toutes circonstances, l'accès à l'informateur idoine



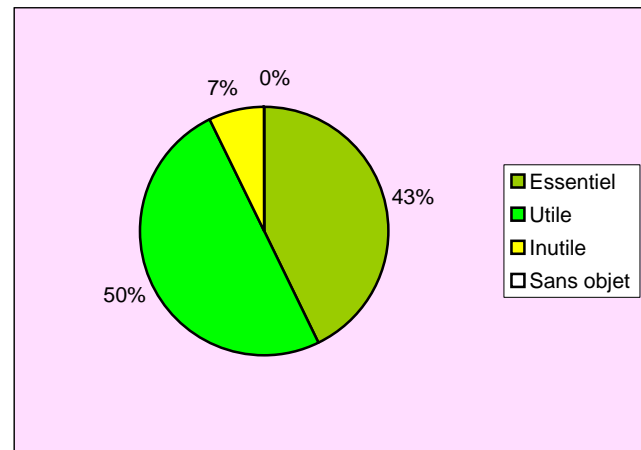
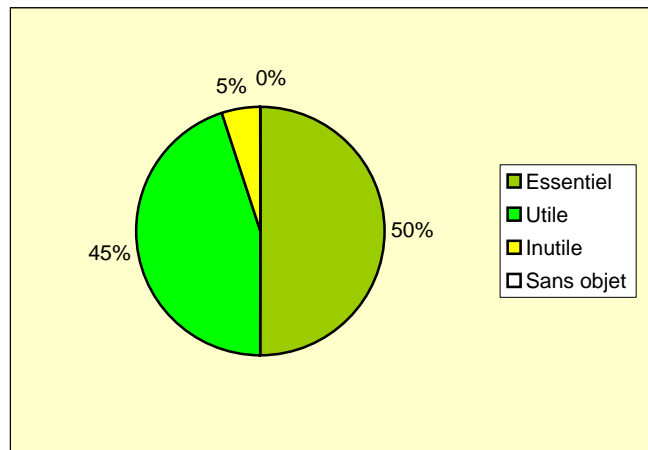
### Maîtrise des processus de planification



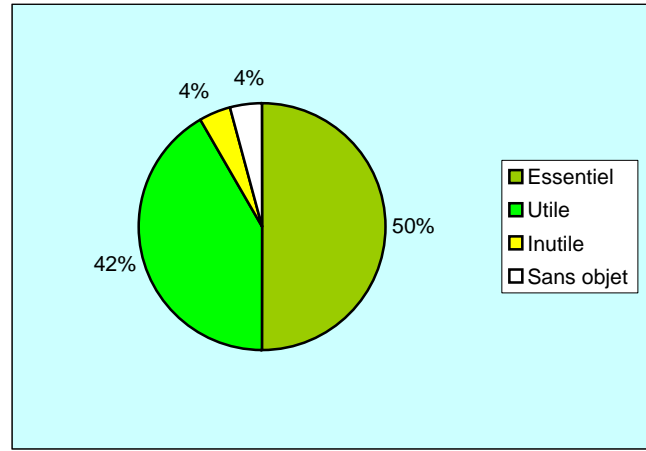
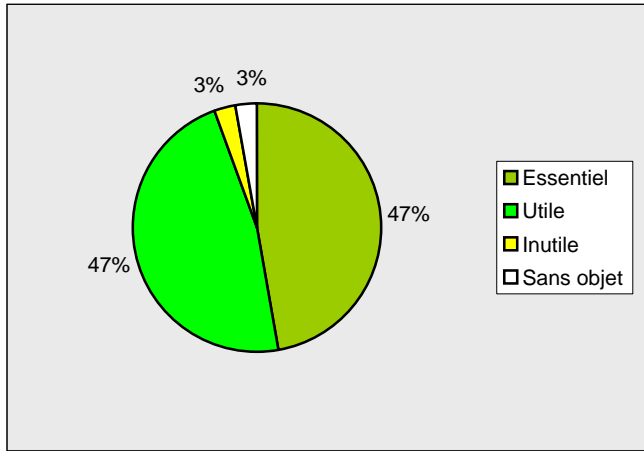
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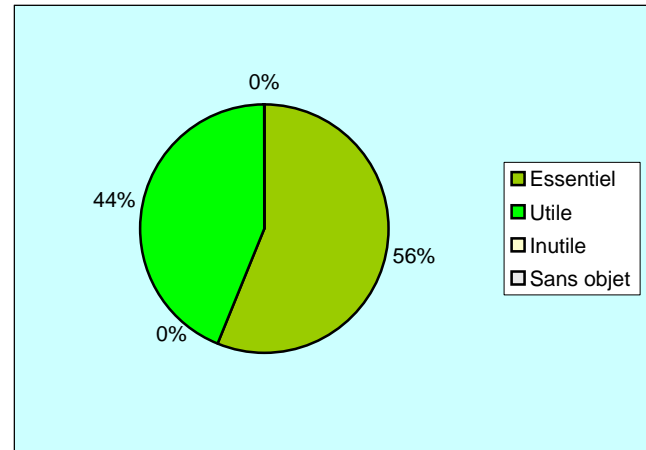
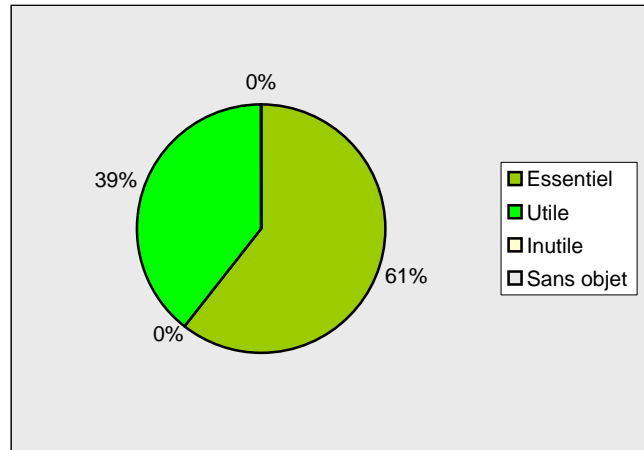
### Maîtrise des techniques de négociation et de concertation, singulièrement : 1- capacité d'obtenir, en toutes circonstances, l'accès à l'informateur idoine



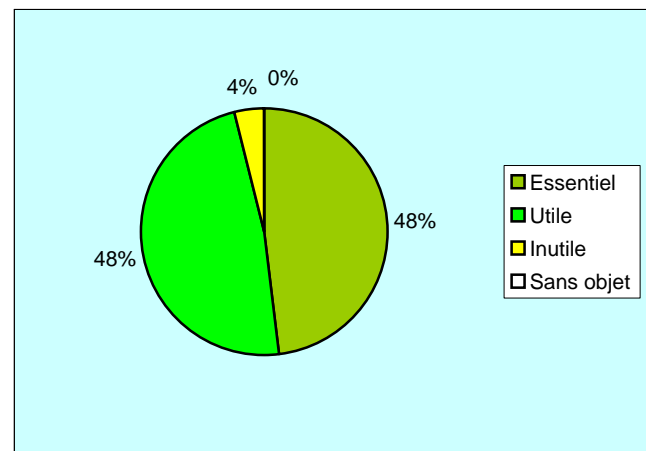
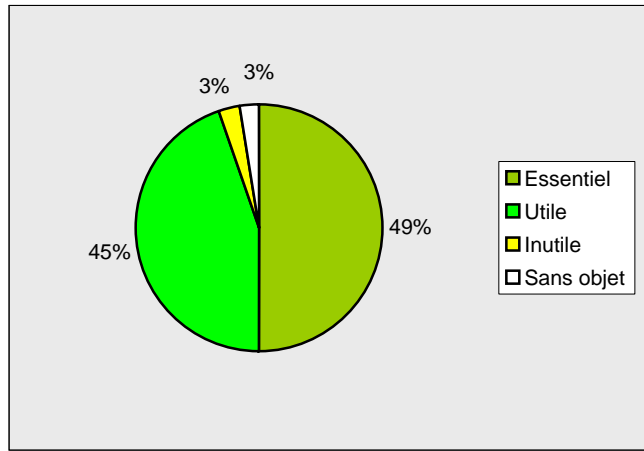
2- capacité d'obtenir que tout interlocuteur accepte de fournir toute l'information nécessaire à la bonne exécution des tâches à exécuter, puis prenne l'habitude d'anticiper sur la fourniture de l'information



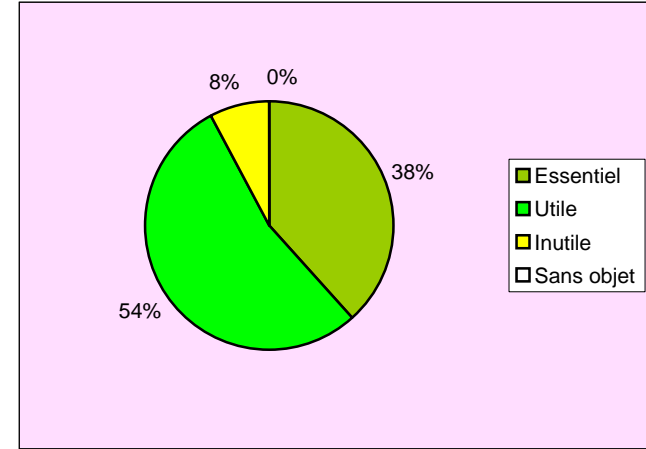
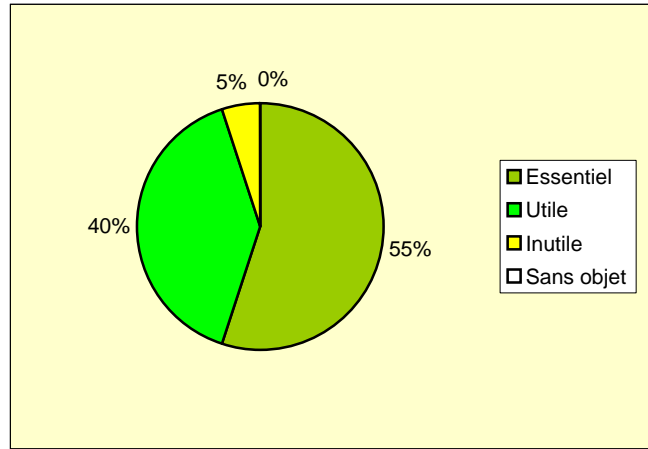
**Maîtrise des techniques rédactionnelles standard (courrier, et autres)**



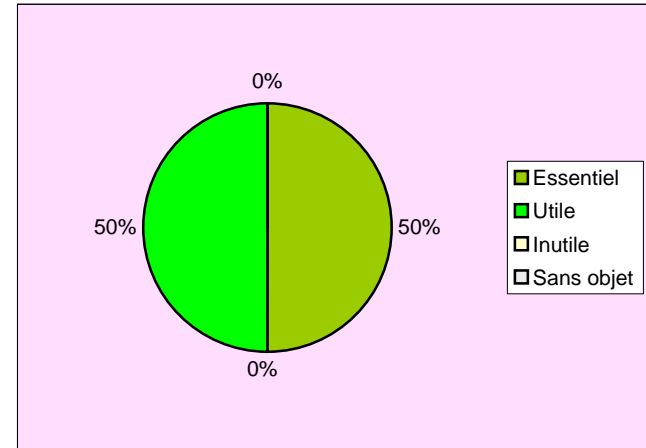
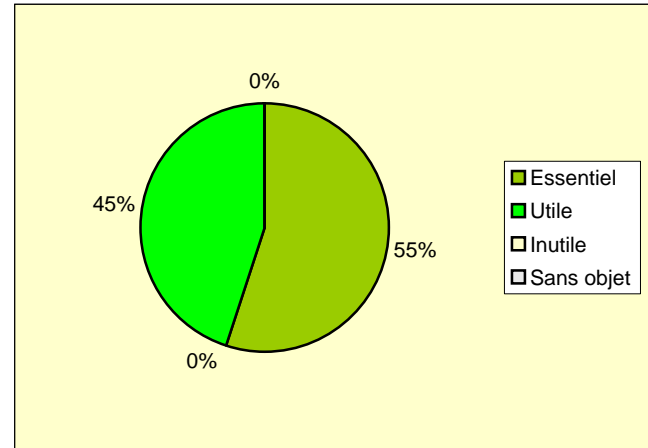
**Maîtrise des techniques de communication orale standard (téléphone, et autres)**



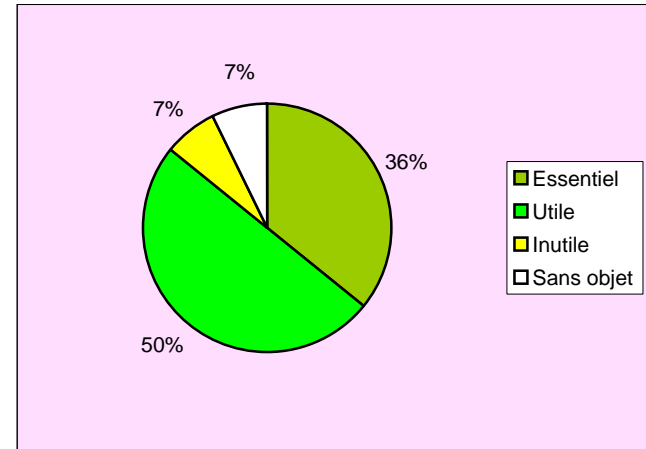
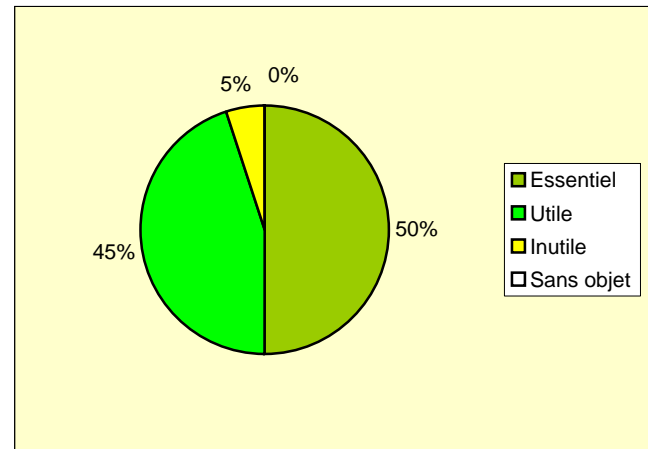
2- capacité d'obtenir que tout interlocuteur accepte de fournir toute l'information nécessaire à la bonne exécution des tâches à exécuter, puis prenne l'habitude d'anticiper sur la fourniture de l'information.



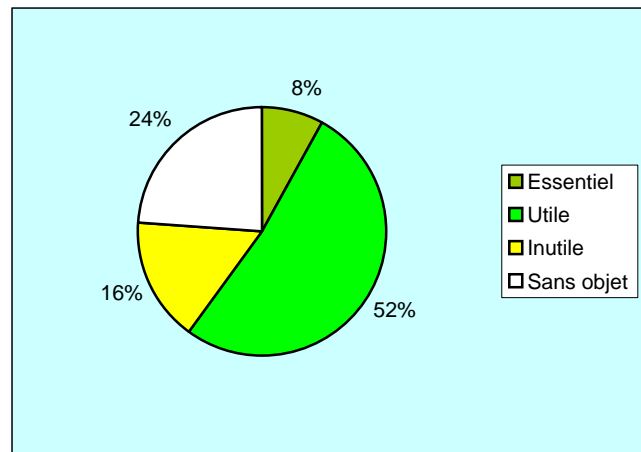
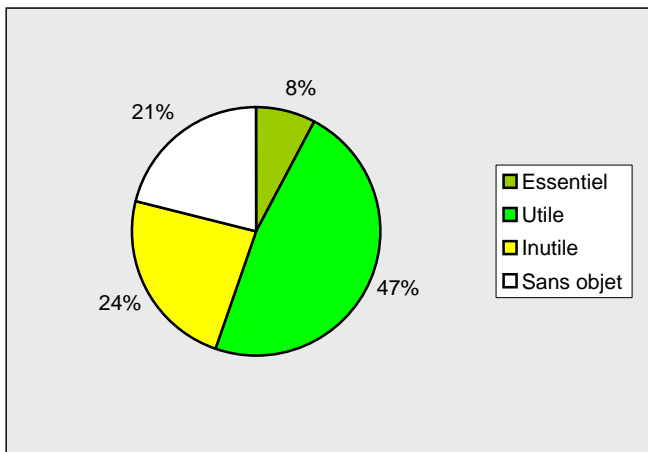
**Maîtrise des techniques rédactionnelles standard (courrier, et autres)**



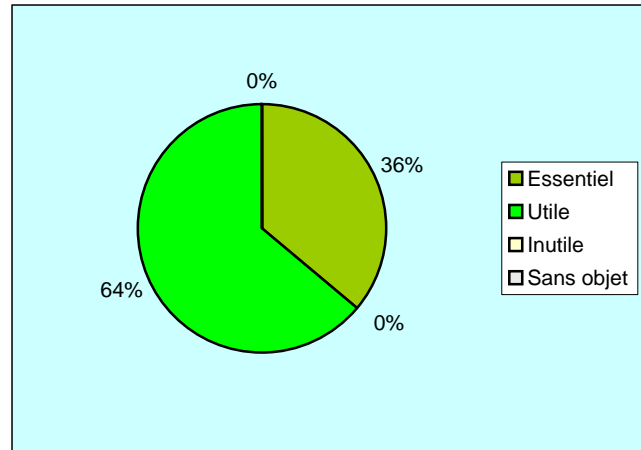
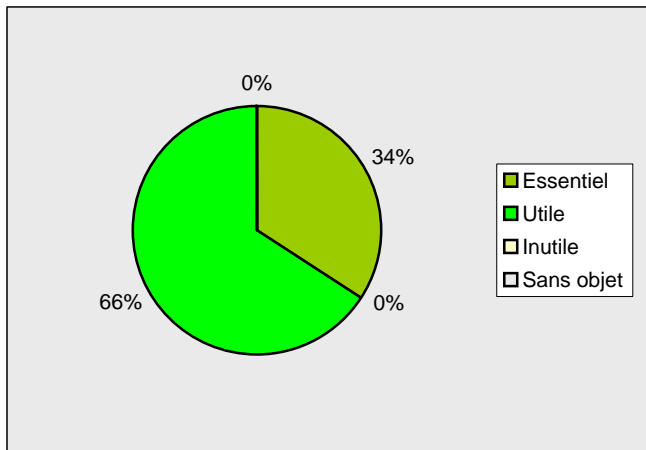
**Maîtrise des techniques de communication orale standard (téléphone, et autres)**



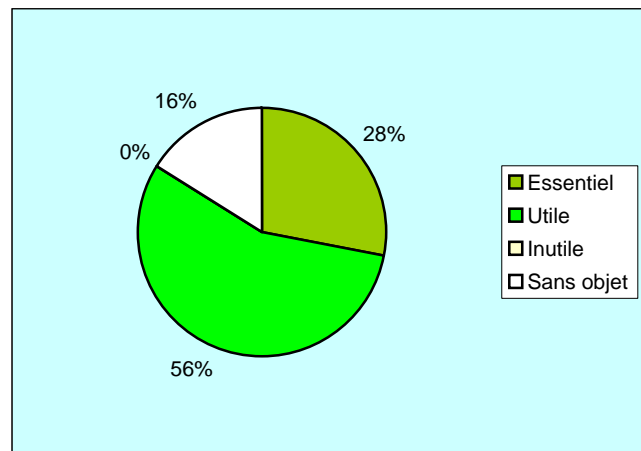
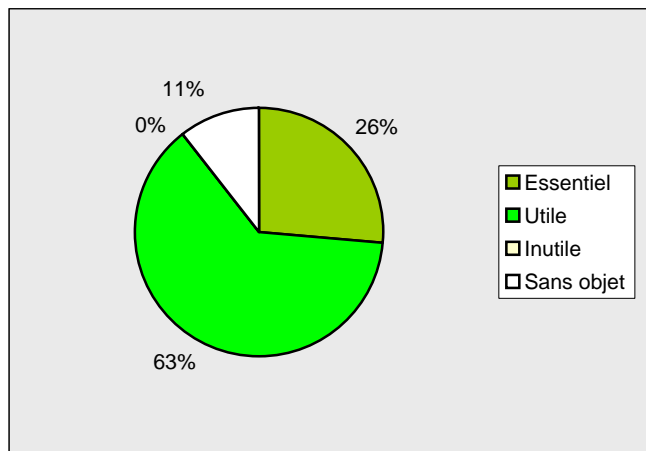
# Maîtrise des techniques de l'interview



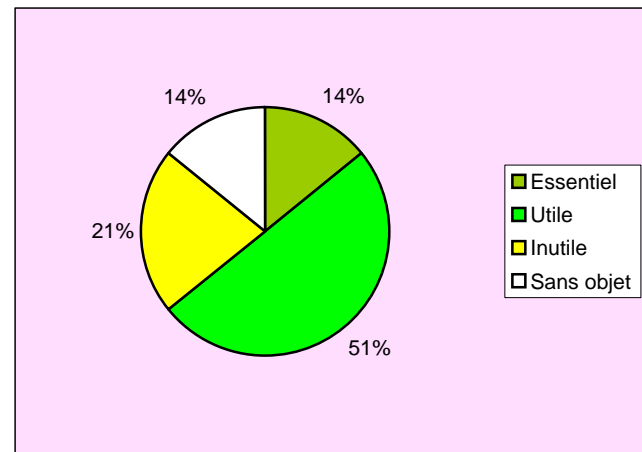
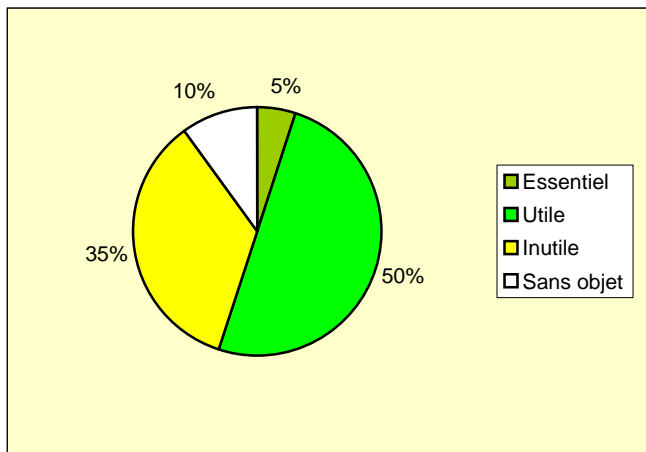
## Connaissance de l'entreprise ou de l'organisme donneur d'ouvrage



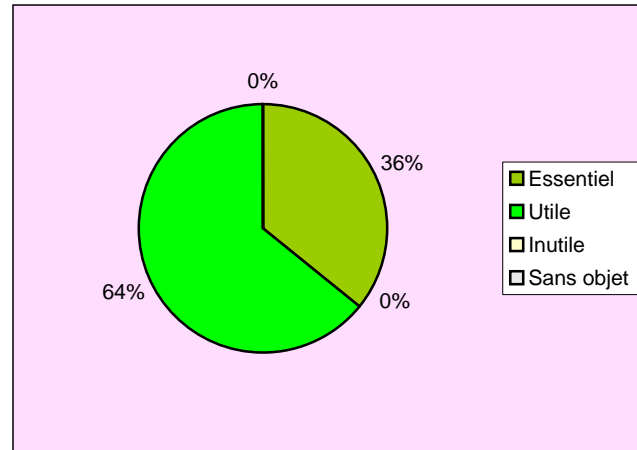
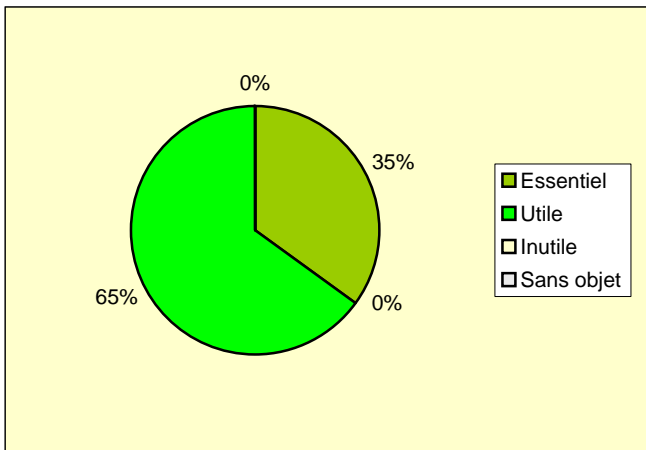
## Connaissance des produits/processus, et cycles de vie des produits (salarié ou soustraitant)



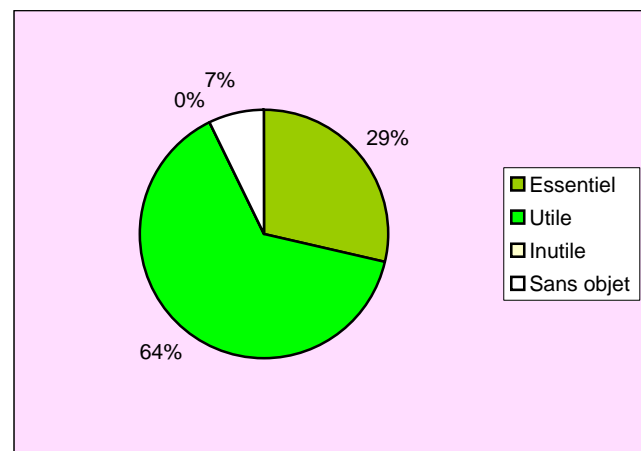
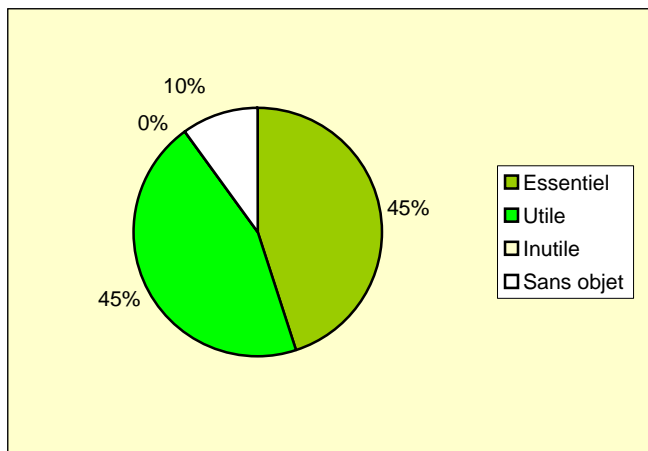
# Maîtrise des techniques de l'interview



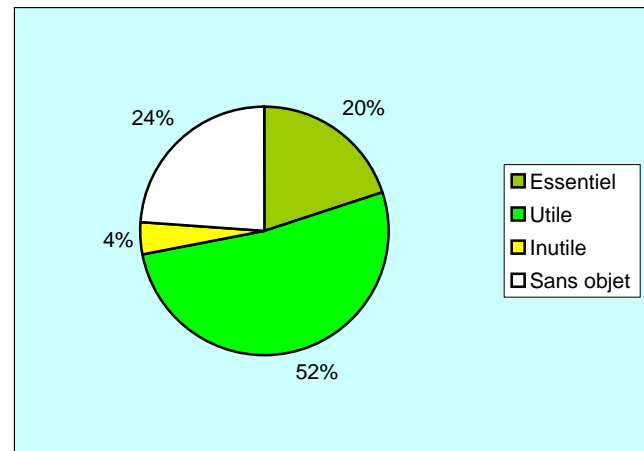
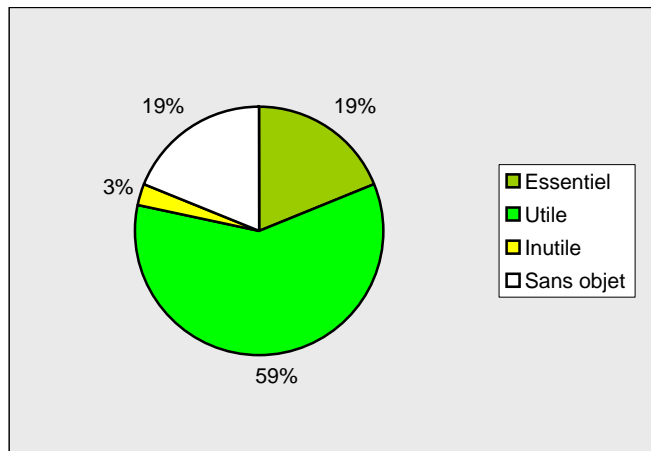
## Connaissance de l'entreprise ou de l'organisme donneur d'ouvrage



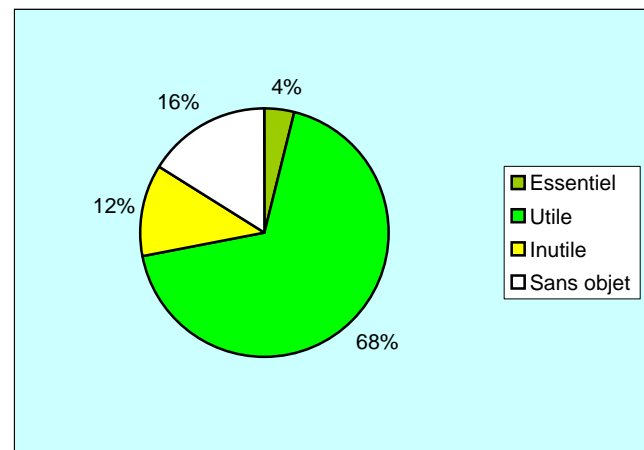
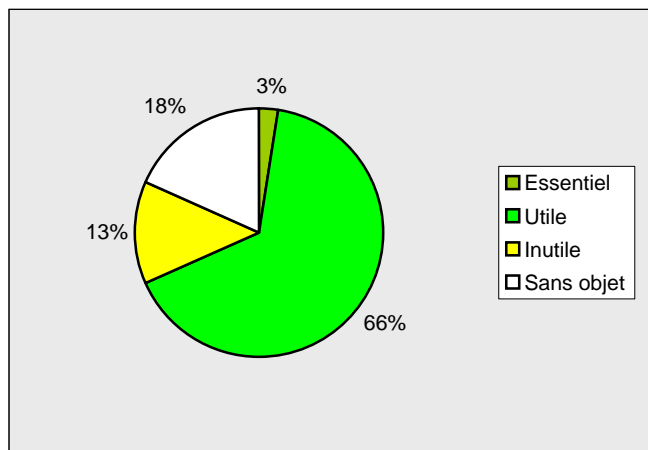
## Connaissance des produits/processus, et cycles de vie des produits (salarié ou soustraitant)



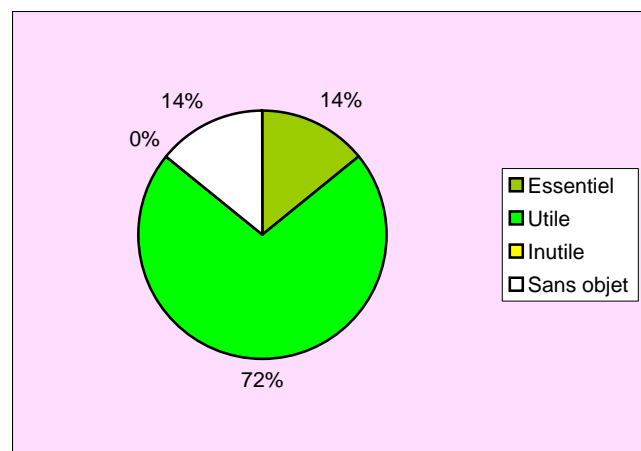
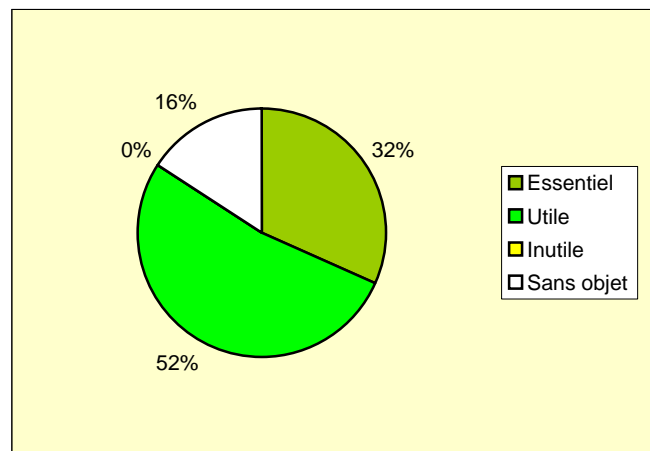
### Connaissance des familles documentaires de l'entreprise ou de l'organisme donneur d'ouvrage



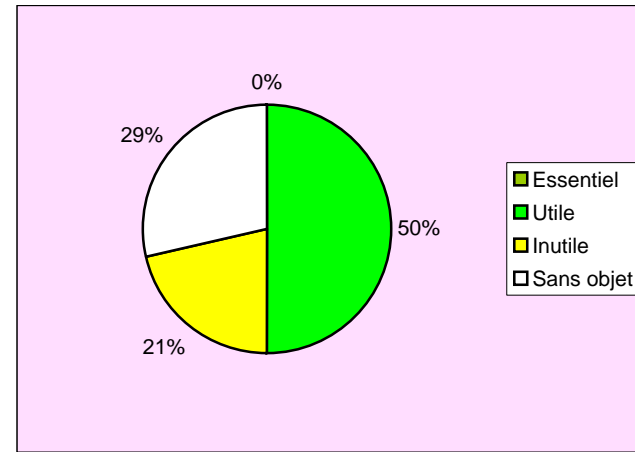
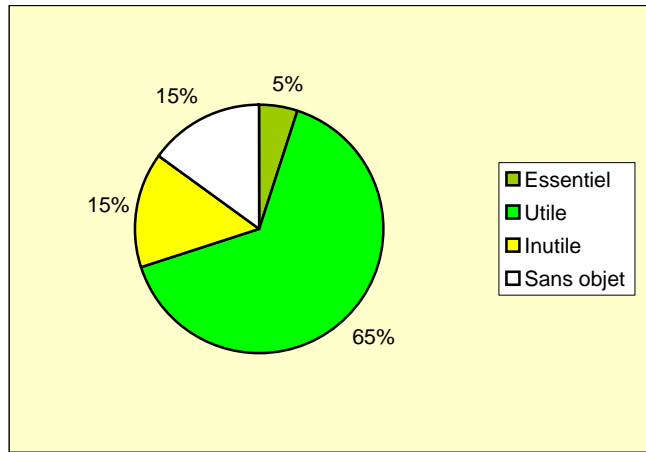
### Connaissance des enjeux et processus de normalisation des processus (ISO 9000 et +)



### Connaissance des familles documentaires de l'entreprise ou de l'organisme donneur d'ouvrage

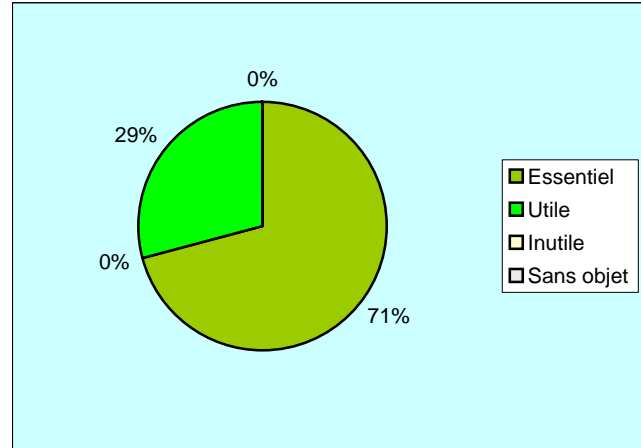
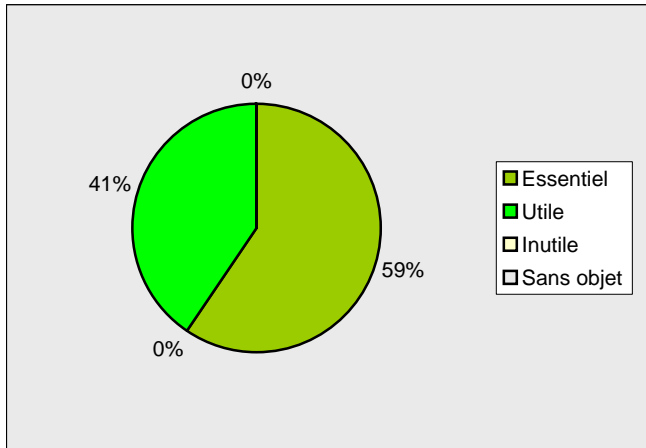


# Connaissance des enjeux et processus de normalisation des processus (ISO 9000 et + )

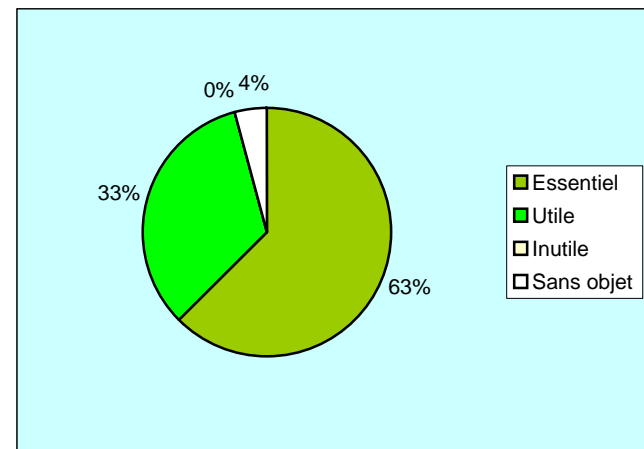
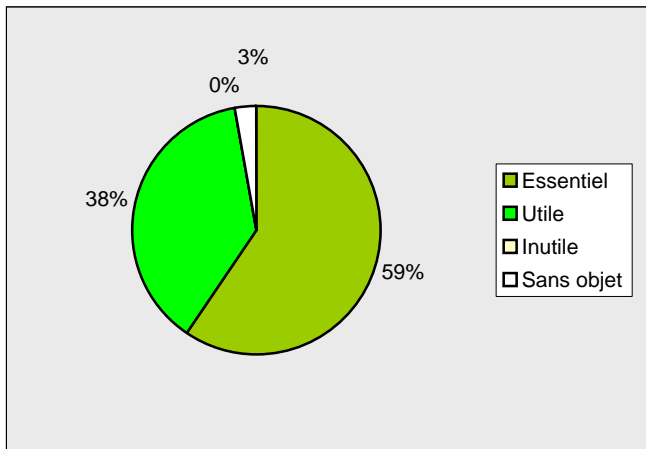


# Savoir être

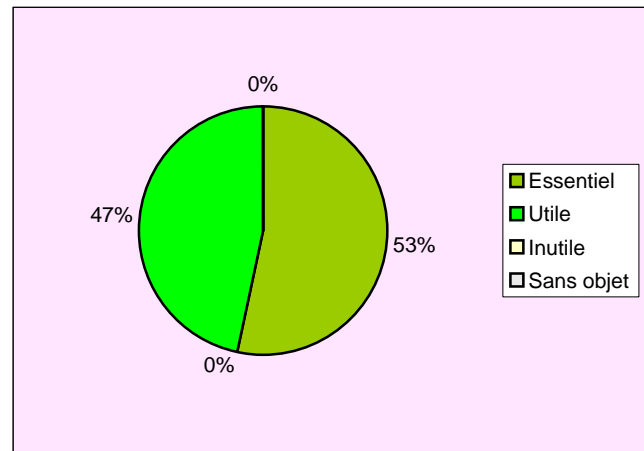
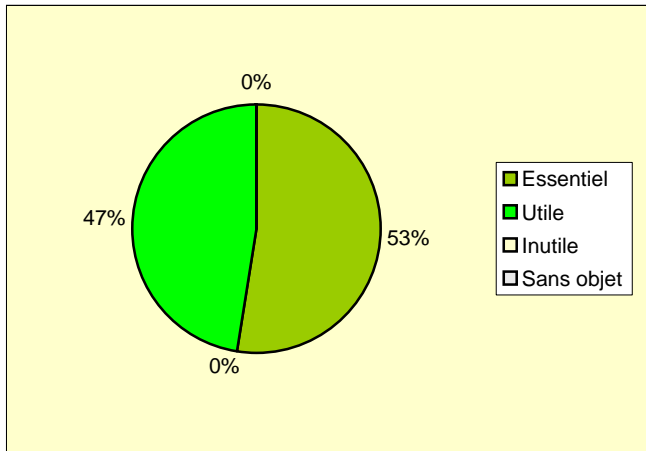
## Savoir se faire accepter



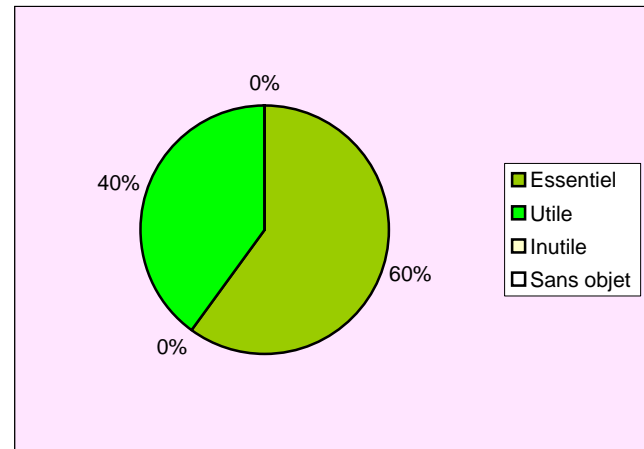
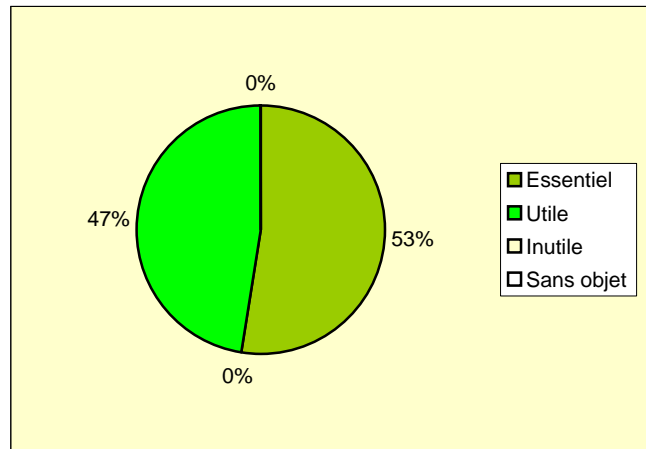
## Être capable de négocier



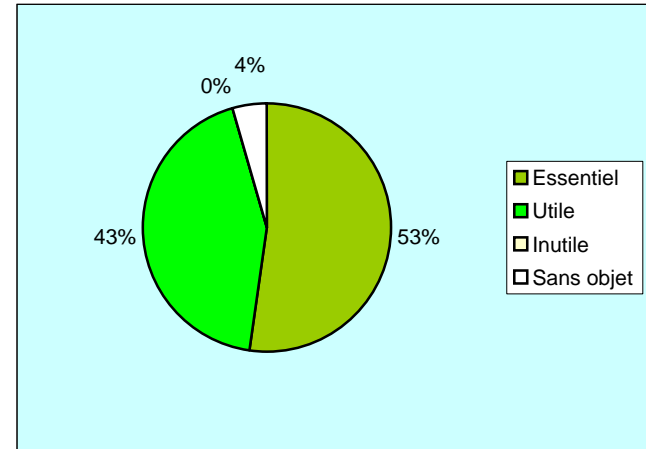
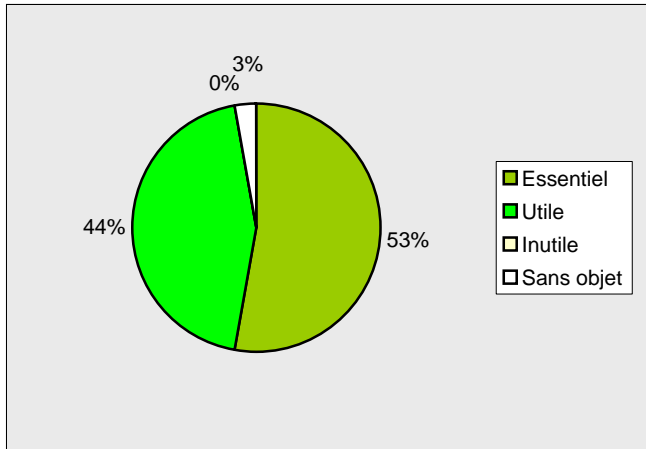
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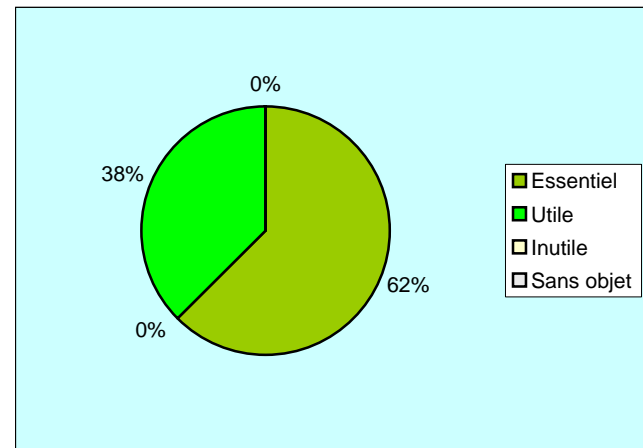
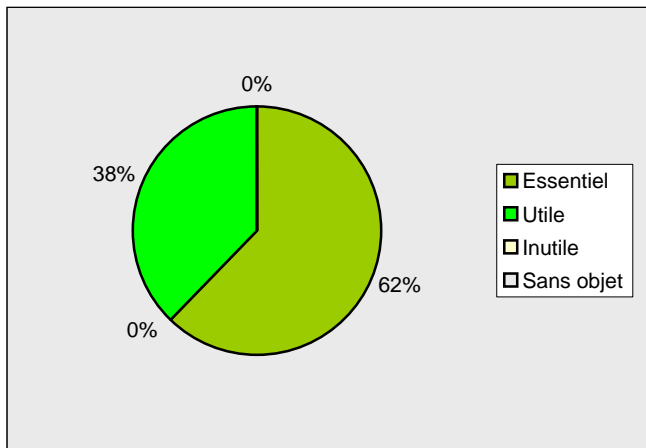
### Être capable de négocier



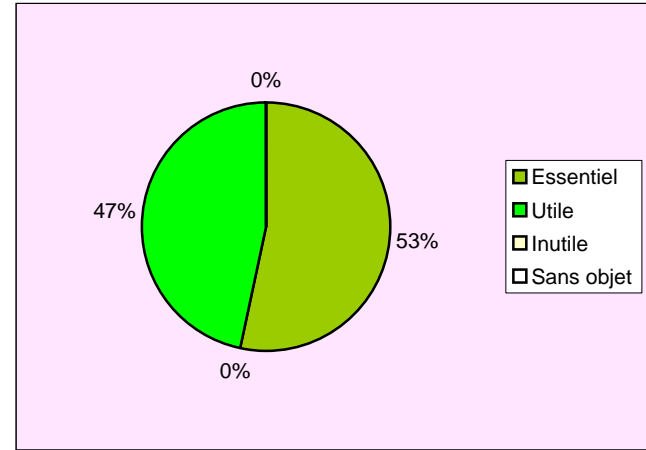
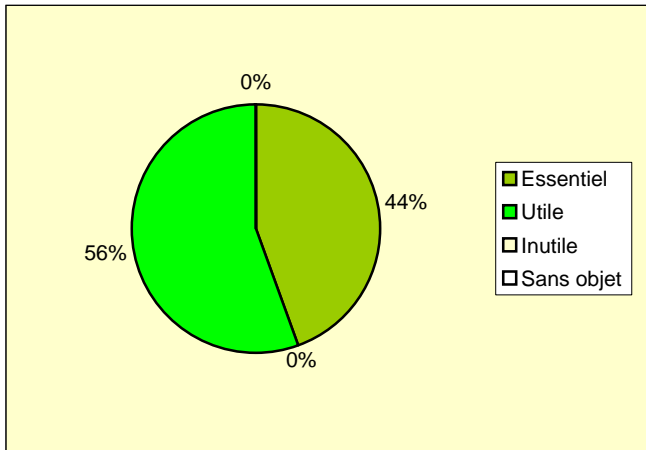
### Savoir convaincre



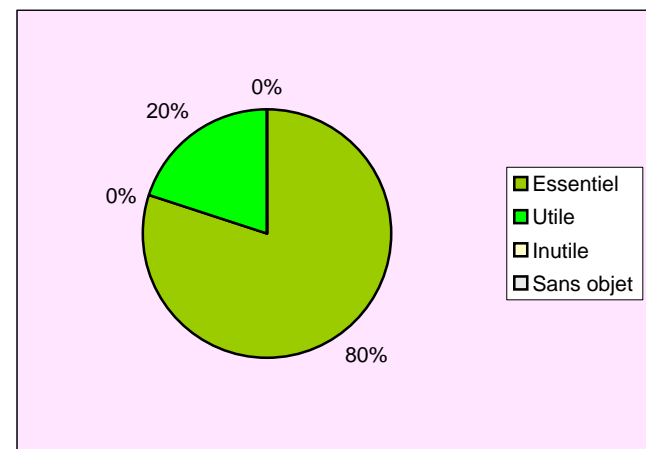
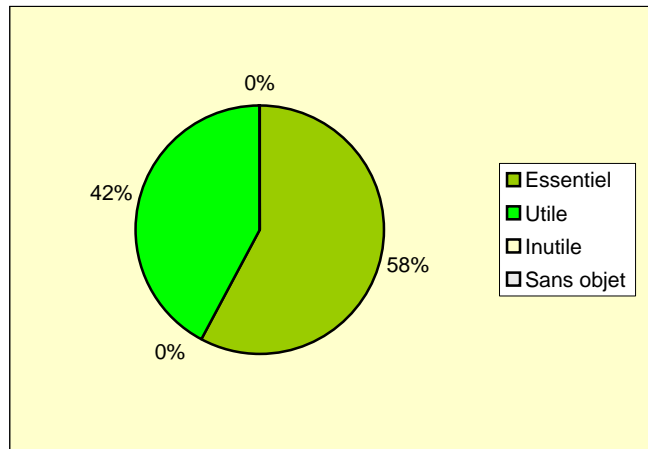
### Savoir accepter le point de vue des autres



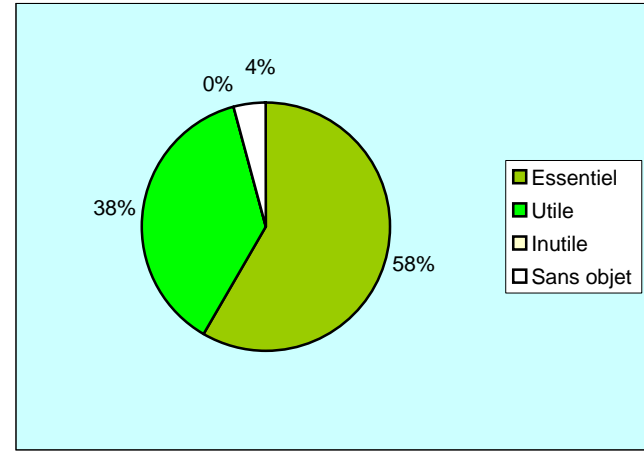
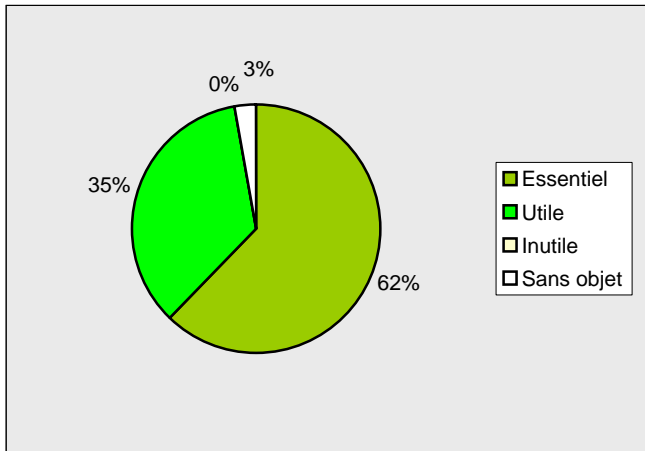
### Savoir convaincre



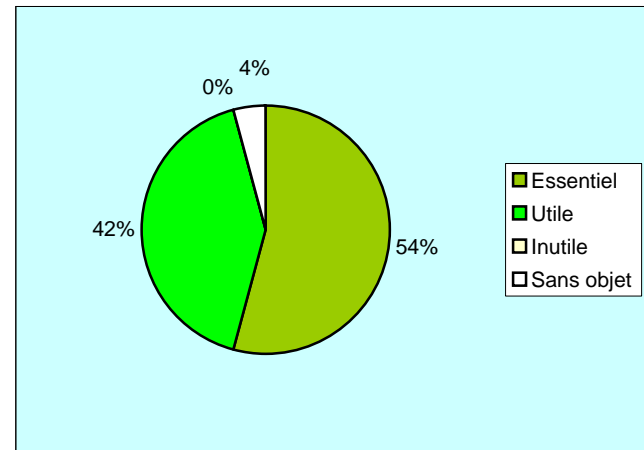
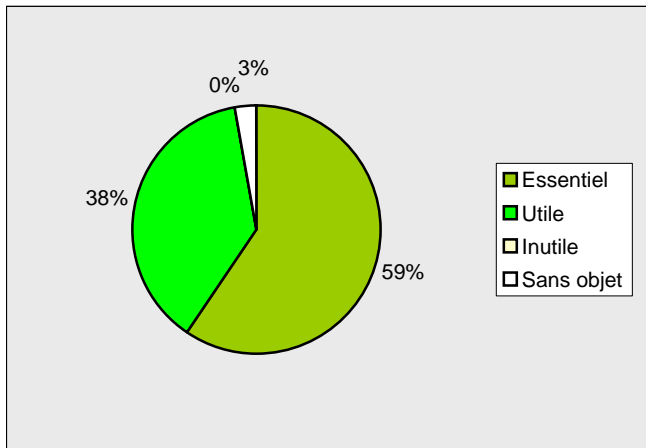
### Savoir accepter le point de vue des autres



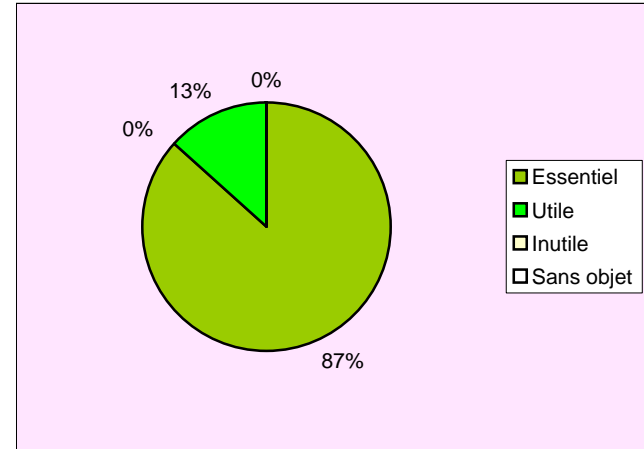
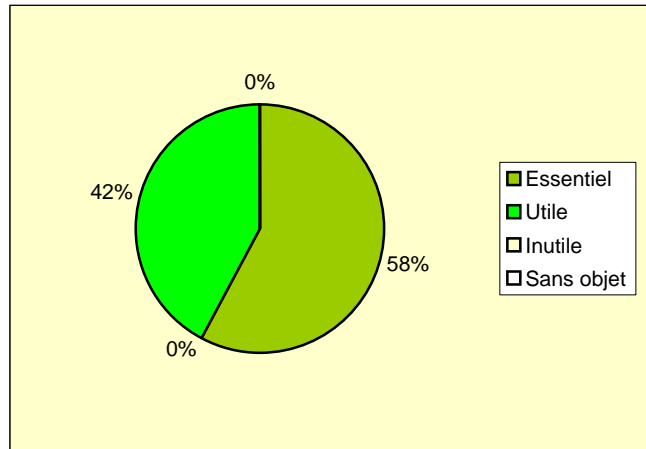
### Savoir se remettre en cause en permanence



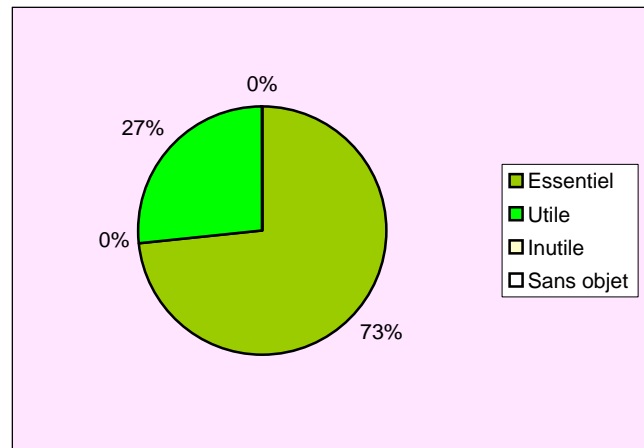
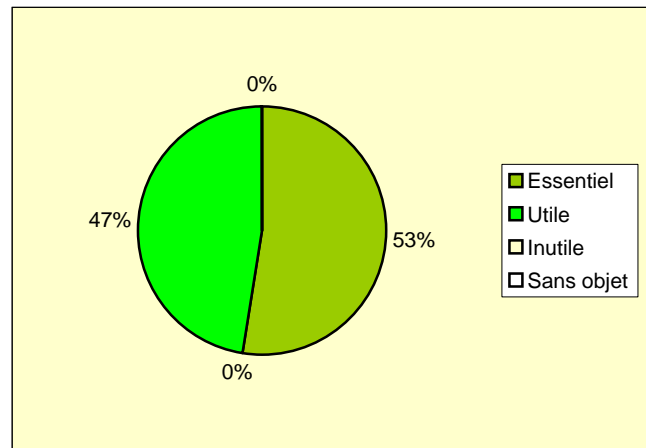
### Savoir ne jamais mettre ses interlocuteurs ou partenaires en situation d'infériorité



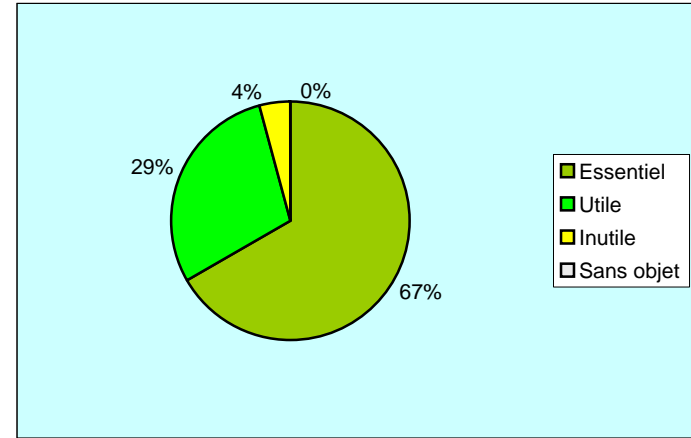
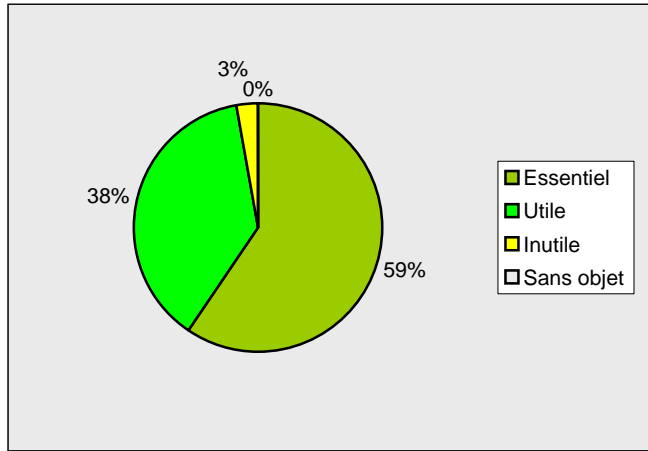
### Savoir se remettre en cause en permanence



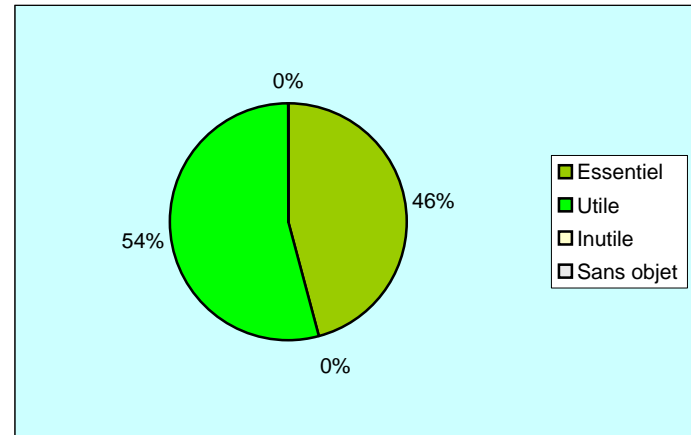
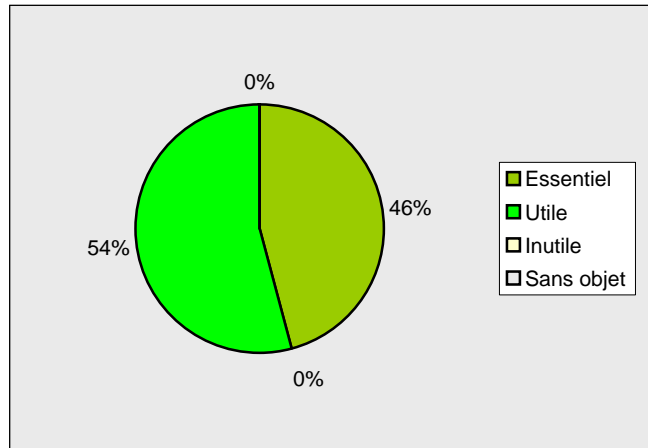
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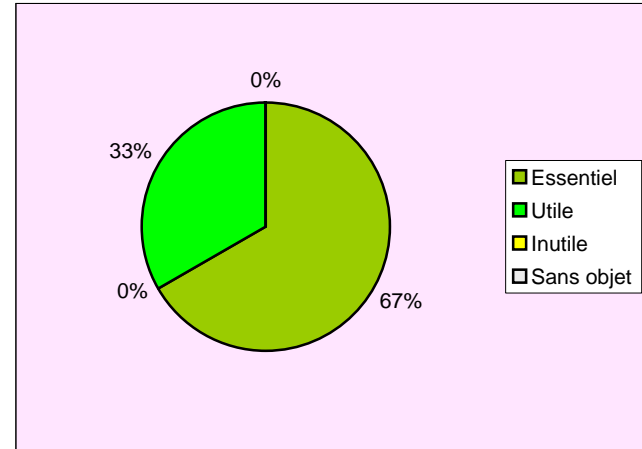
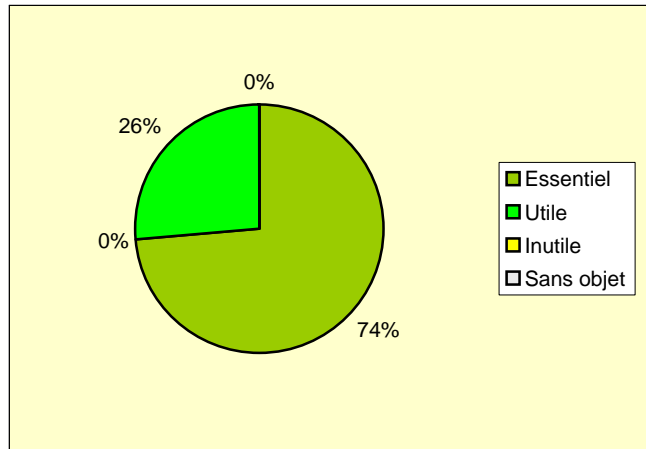
### Participer à la vie des équipes



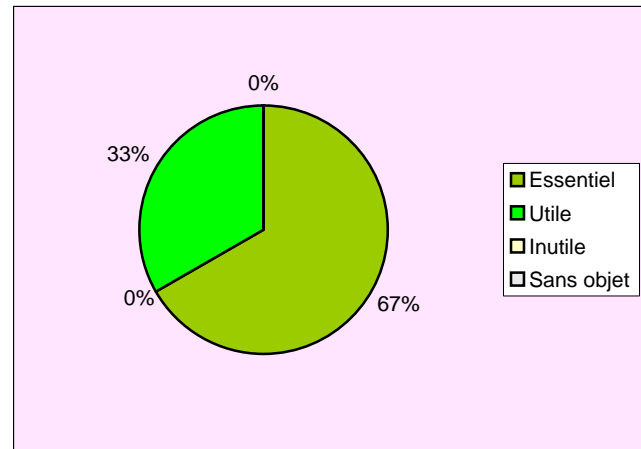
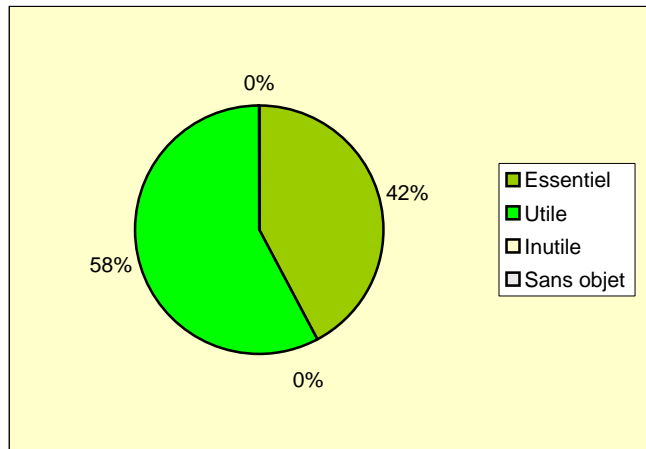
### Savoir valoriser le travail des autres



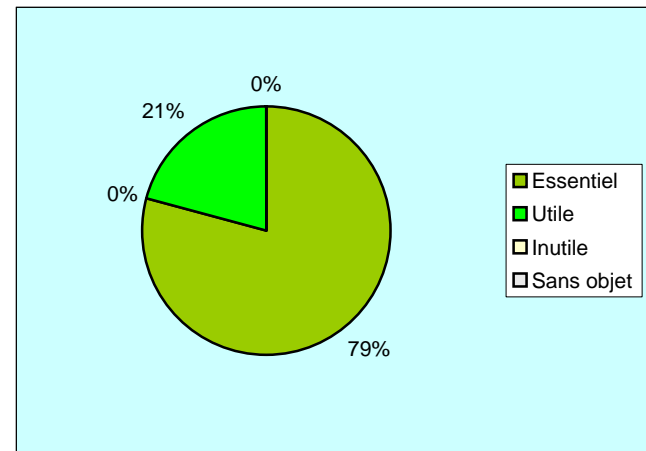
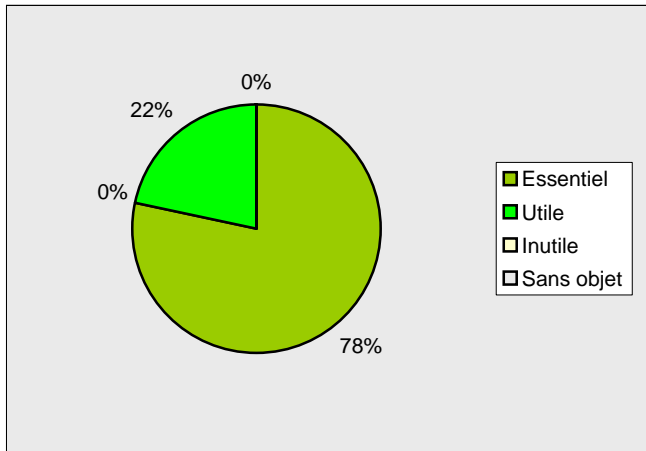
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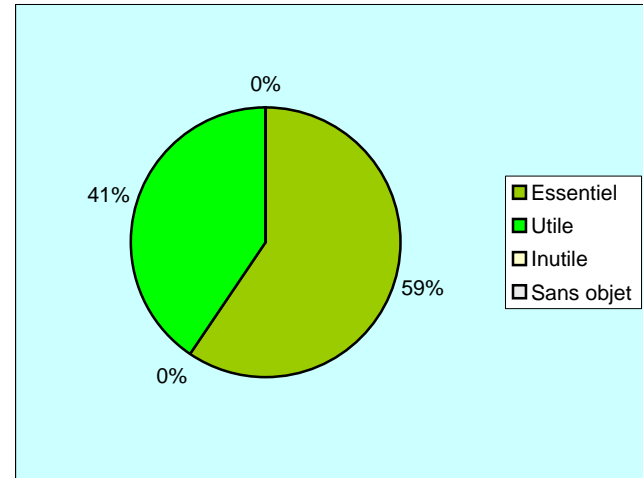
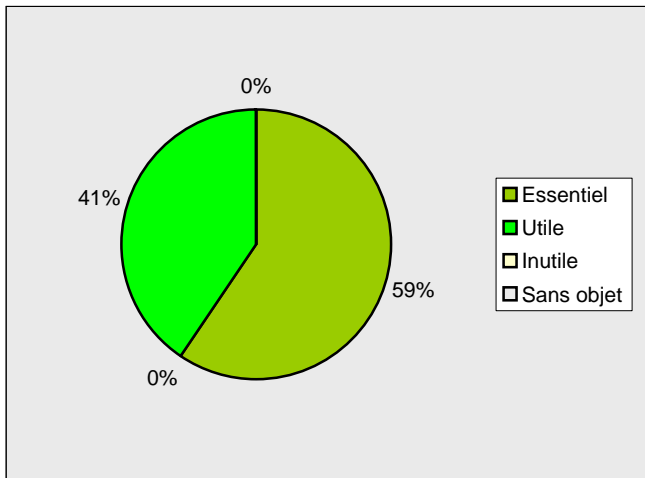
### Savoir valoriser le travail des autres



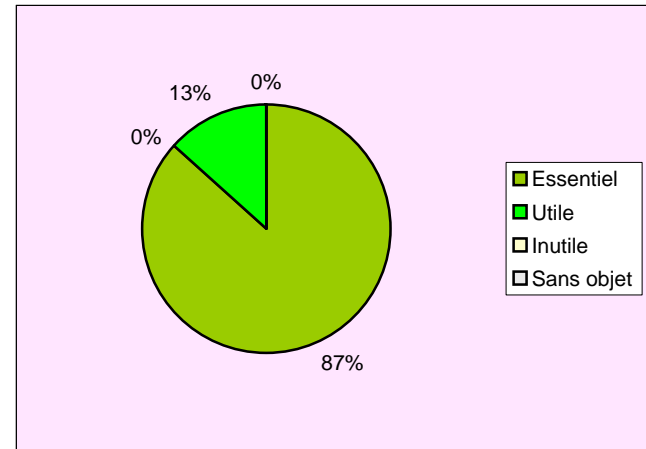
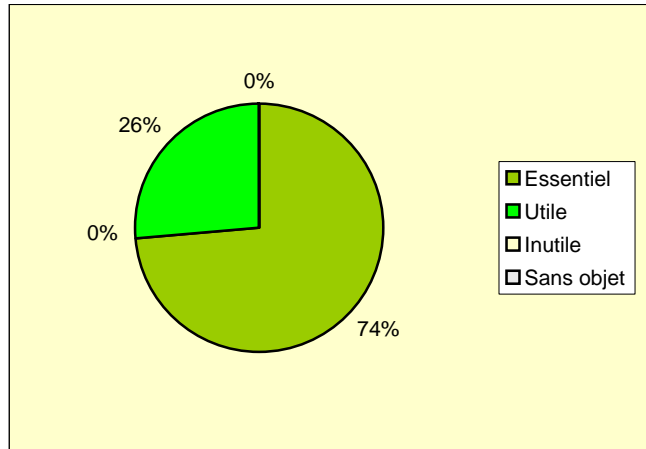
### Savoir se mettre systématiquement à la place de l'utilisateur



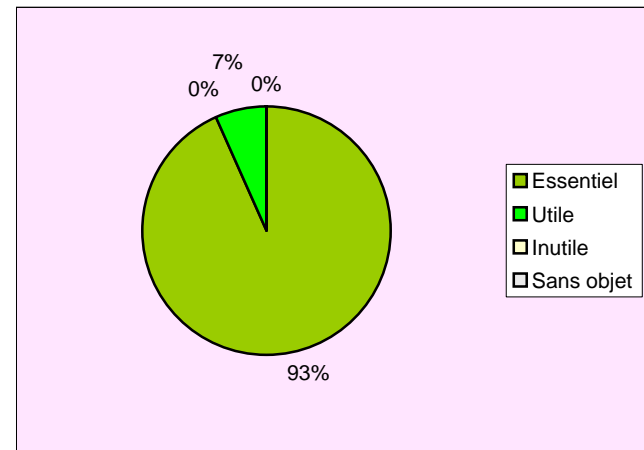
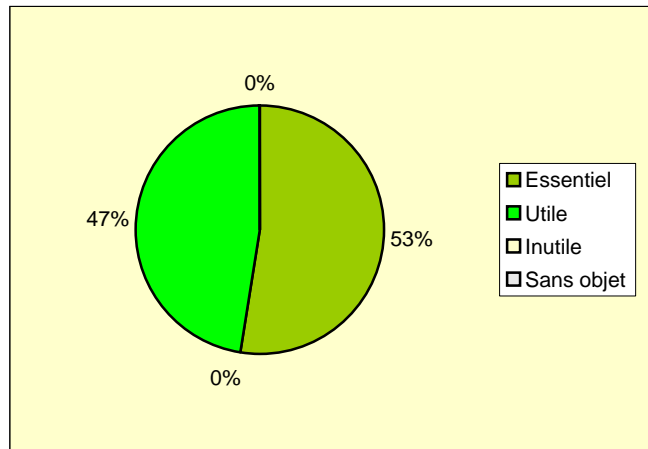
### Être capable de remettre en cause ses habitudes



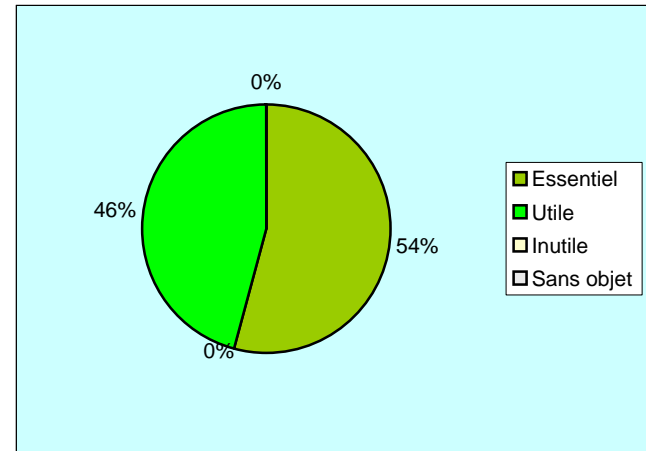
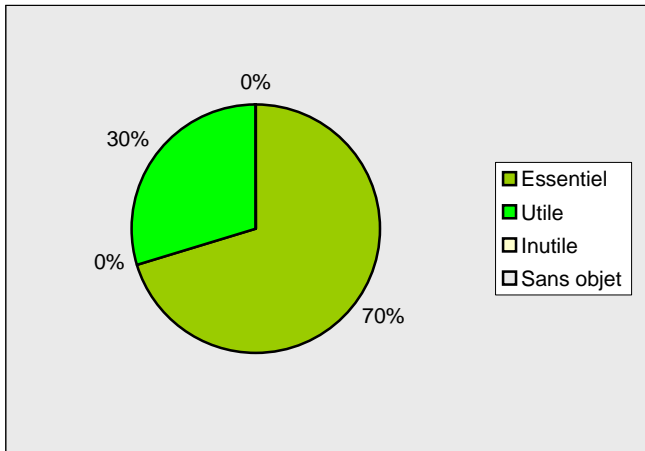
### Savoir se mettre systématiquement à la place de l'utilisateur



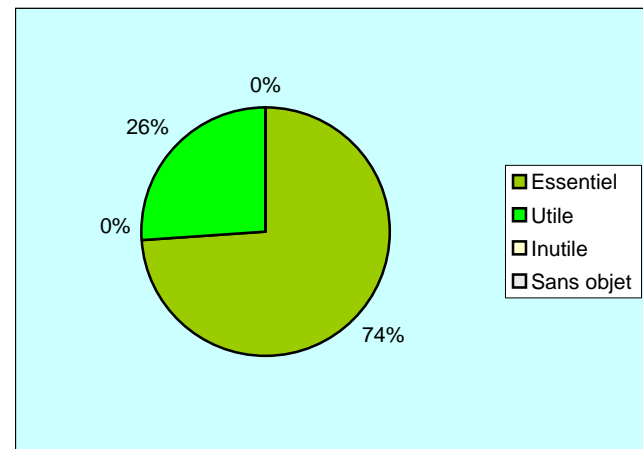
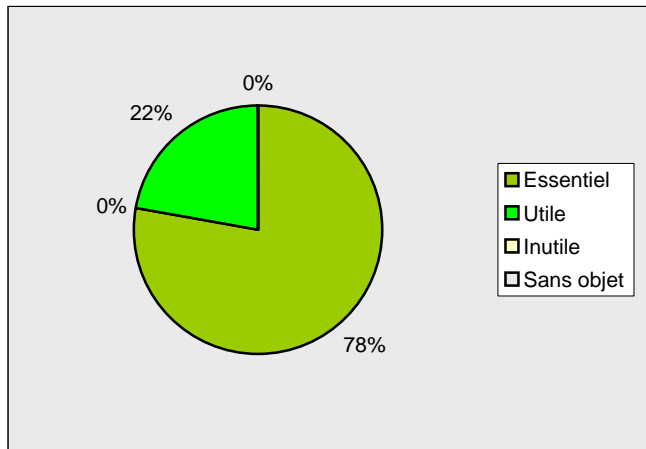
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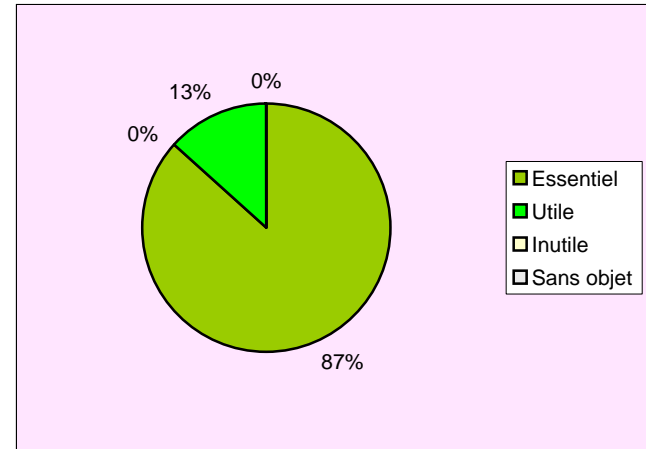
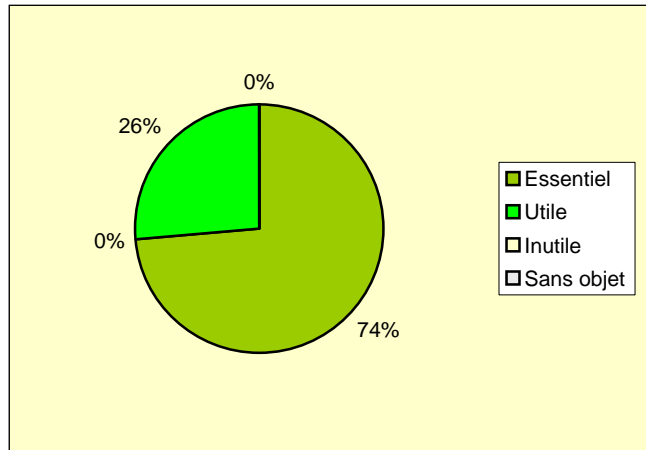
### Accepter l'innovation permanente



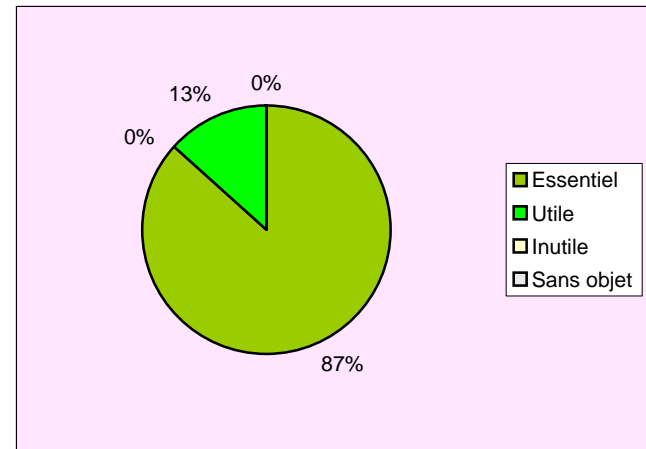
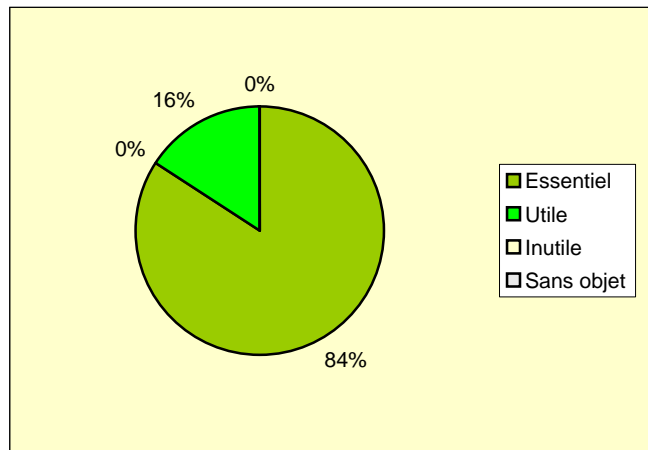
### Être ouvert aux évolutions techniques (y compris de la traduction assistée)



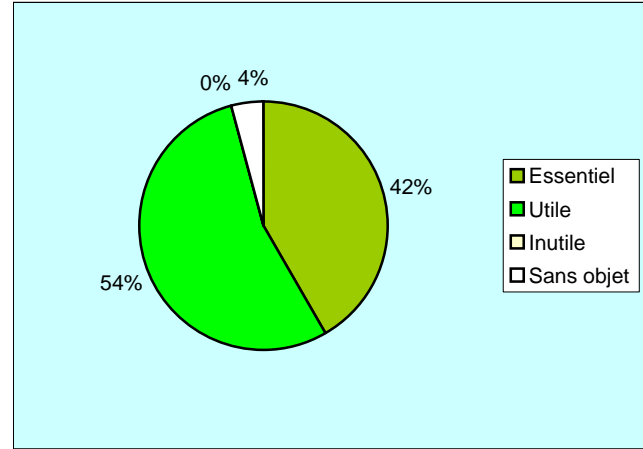
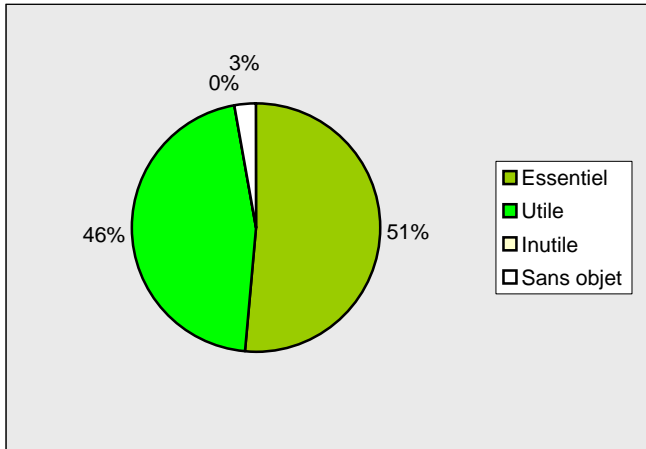
### Accepter l'innovation permanente



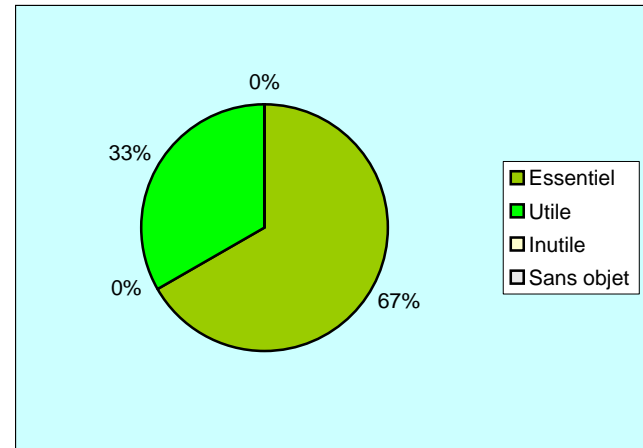
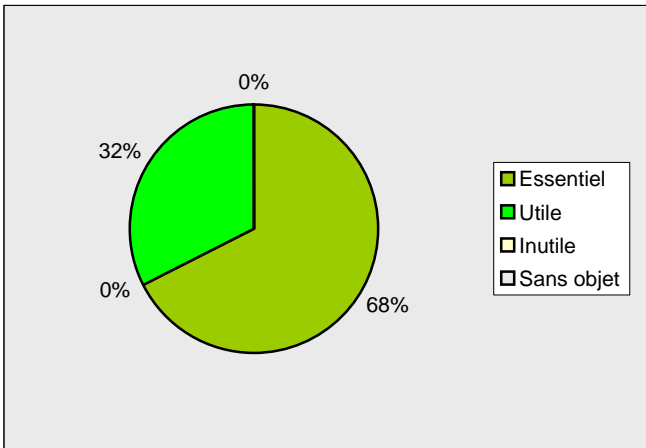
### Être ouvert aux évolutions techniques (y compris de la traduction assistée)



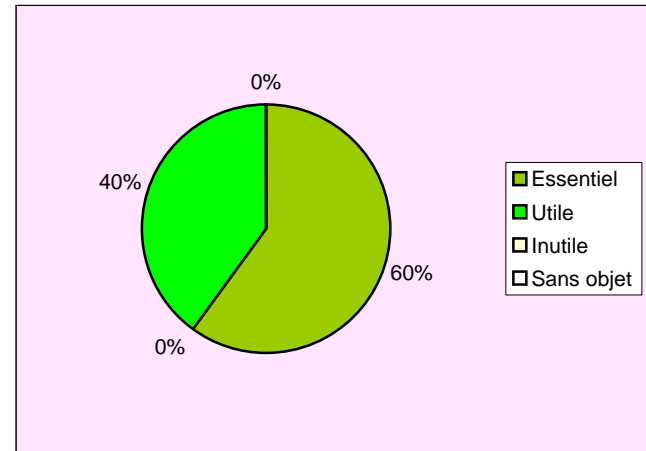
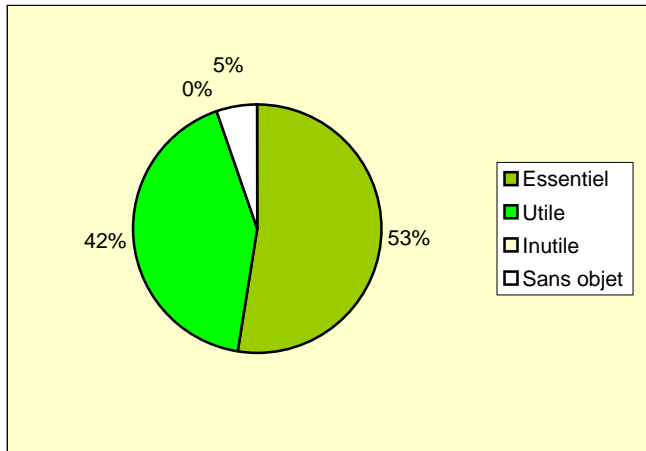
### Pouvoir suggérer des améliorations du poste de travail et des outils du traducteur



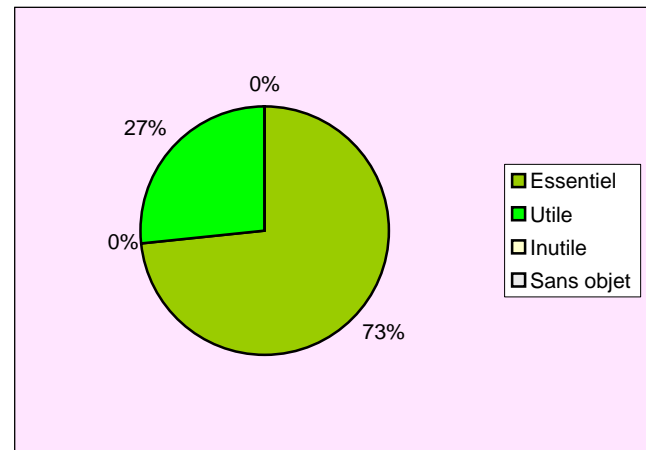
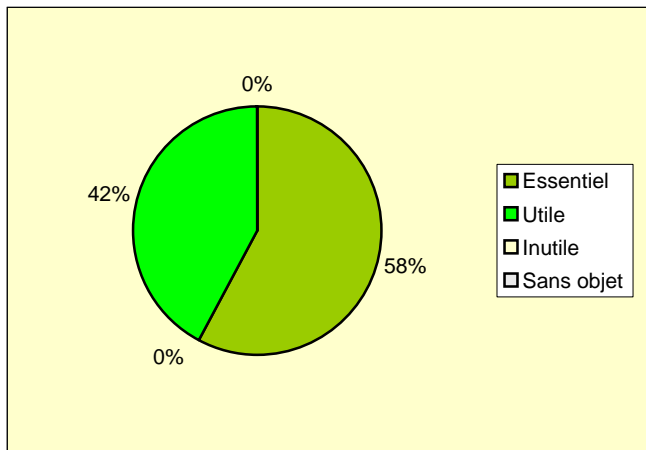
### Avoir le souci de l'auto-formation et de la formation permanente



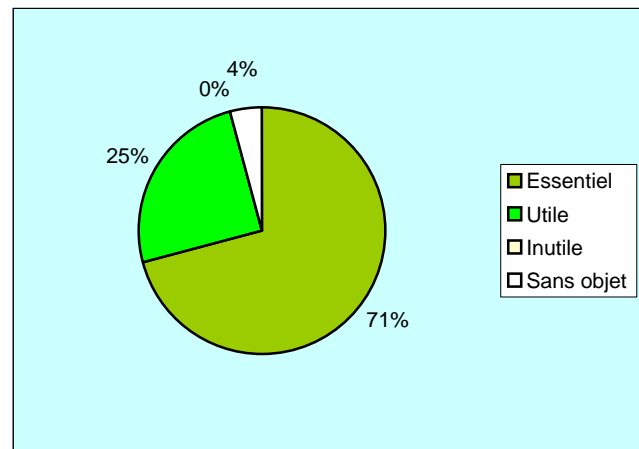
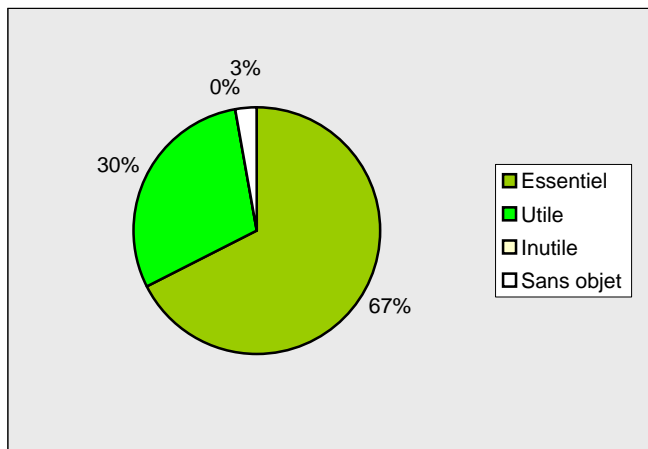
### Pouvoir suggérer des améliorations du poste de travail et des outils du traducteur



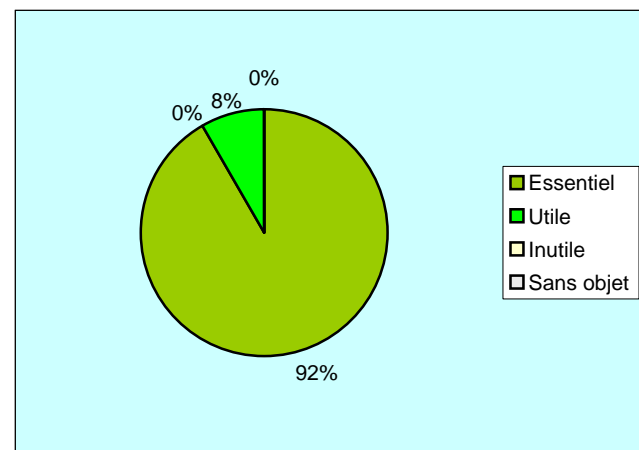
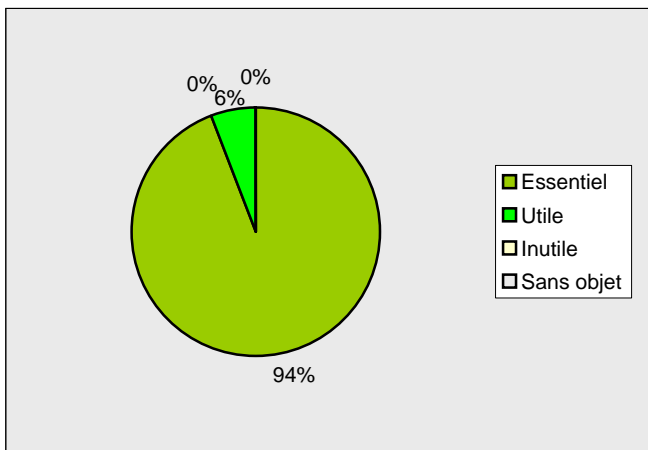
### Avoir le souci de l'auto-formation et de la formation permanente



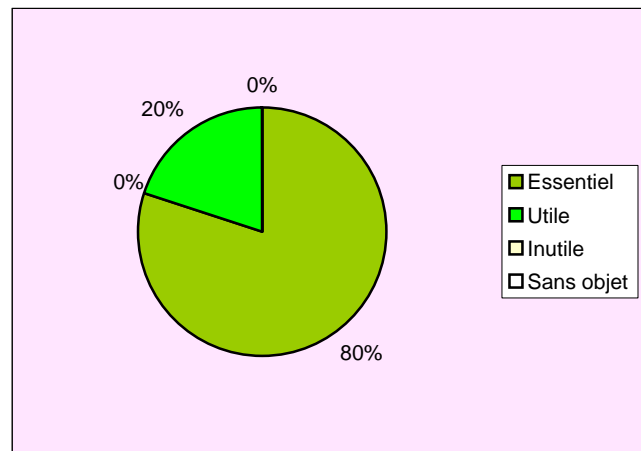
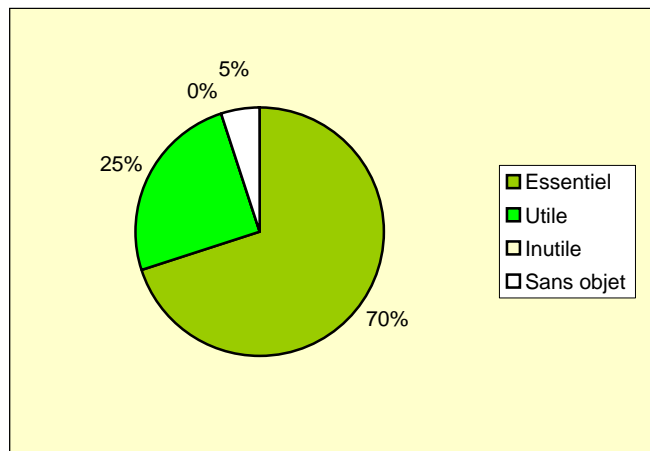
### Être capable d'obtenir une information quoi qu'il arrive



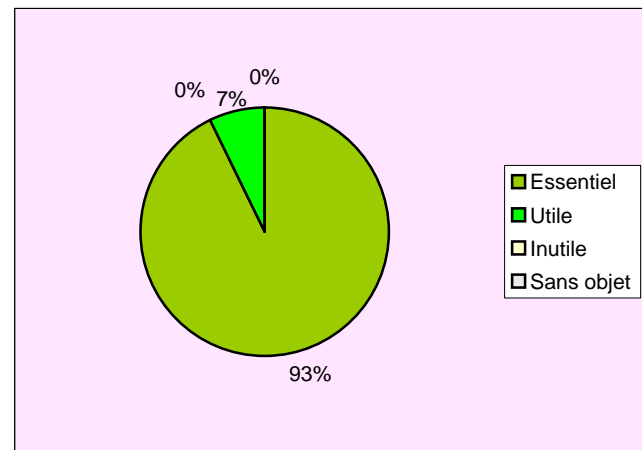
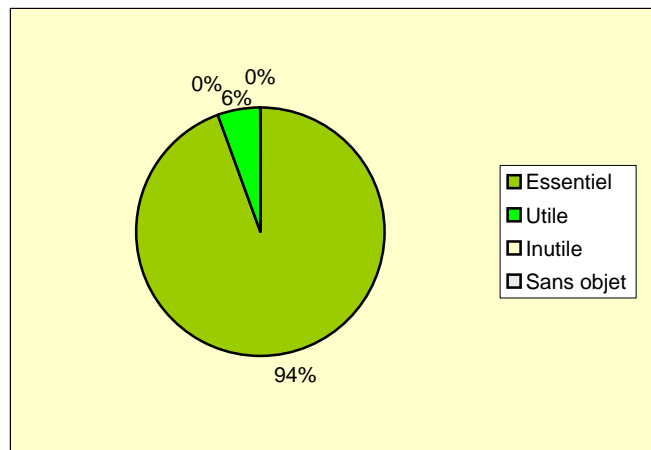
### Savoir s'organiser



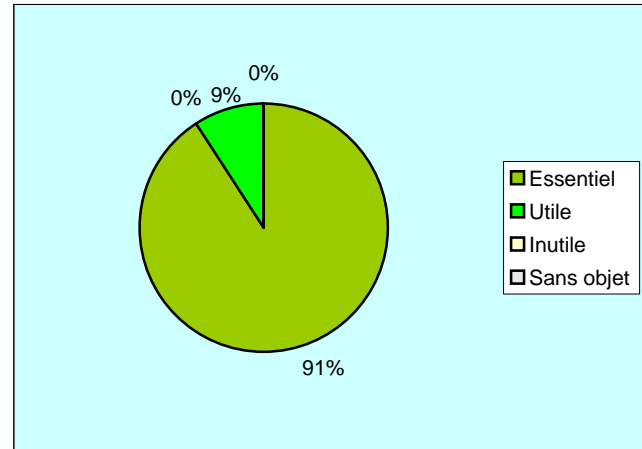
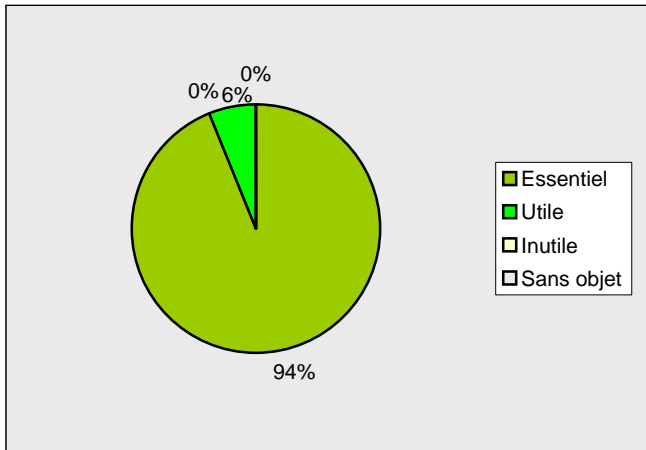
### Être capable d'obtenir une information quoi qu'il arrive



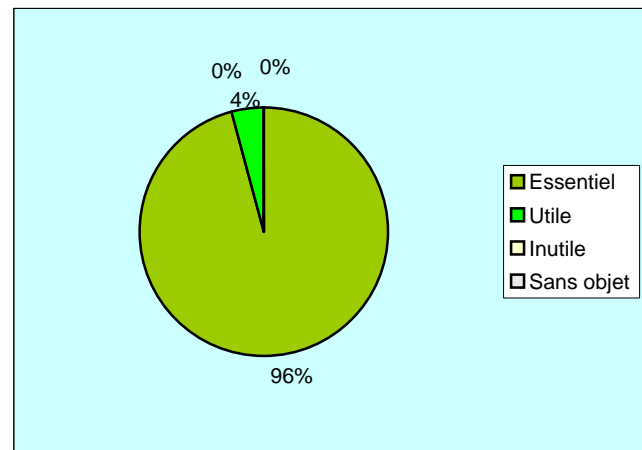
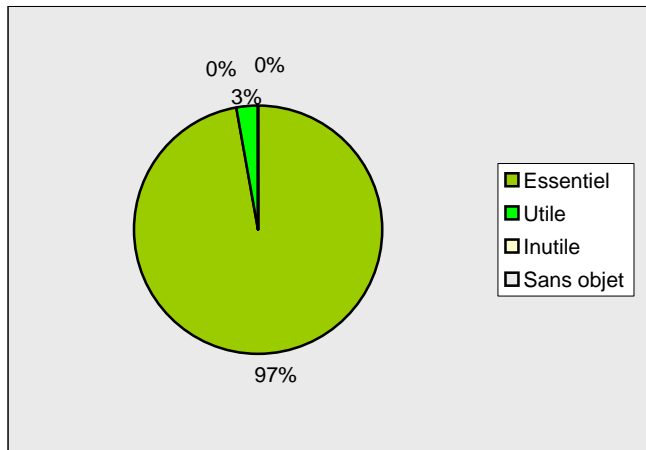
### Savoir s'organiser



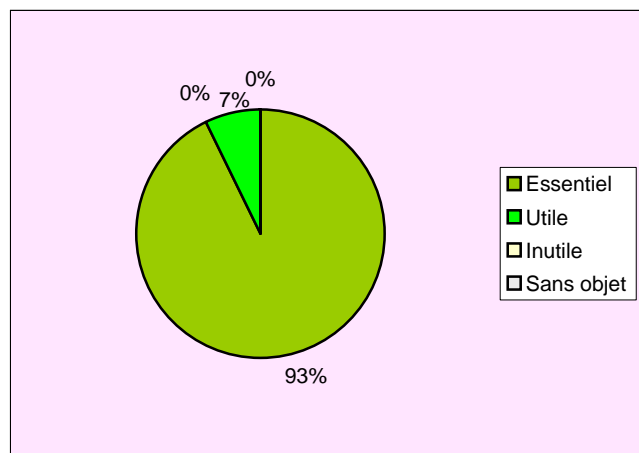
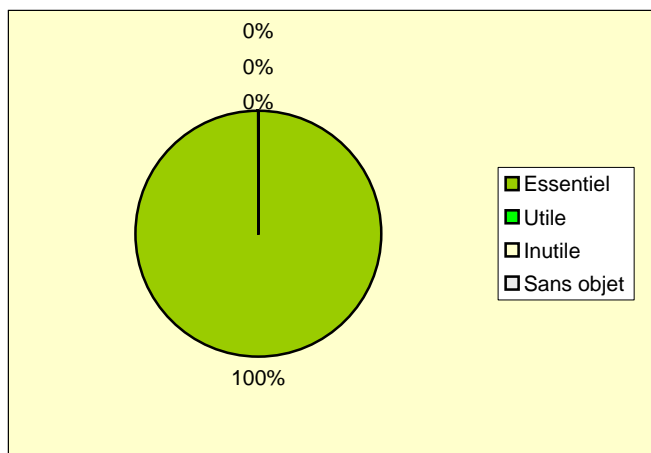
### Savoir se fixer des priorités et les respecter



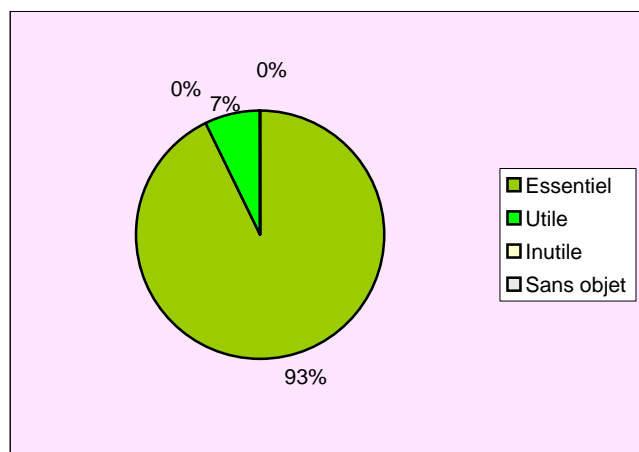
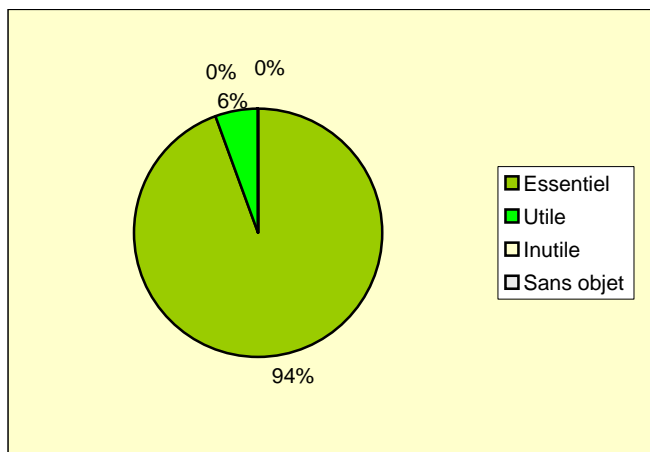
### Respecter engagements et délais et informer le donneur d'ouvrage de tout risque de non-respect du cahier des charges ou des



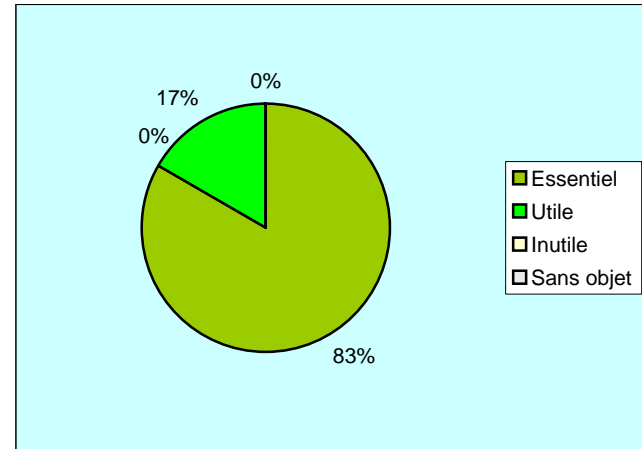
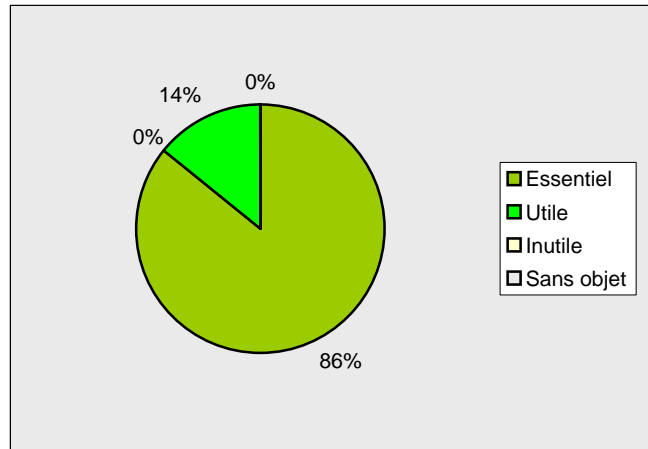
### Savoir se fixer des priorités et les respecter



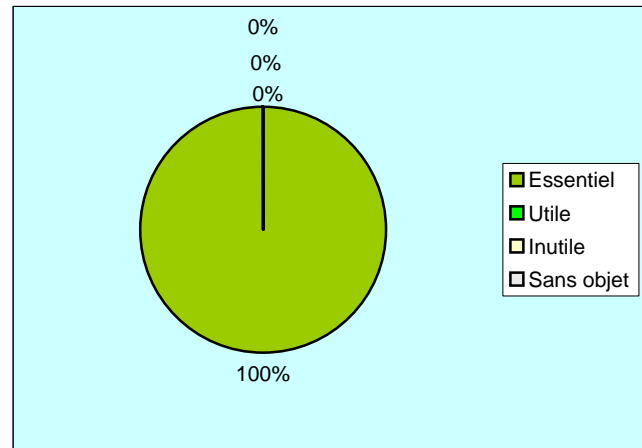
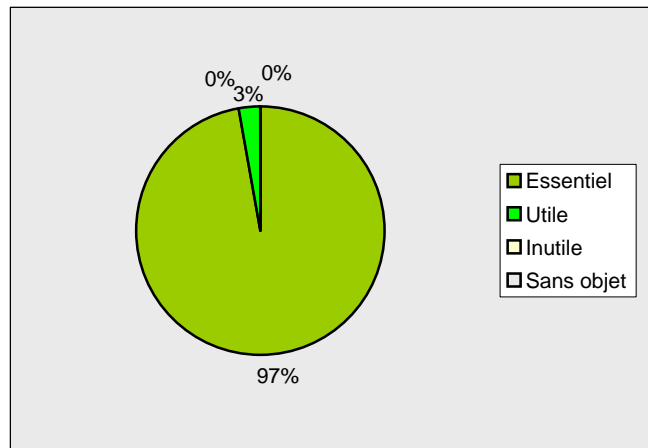
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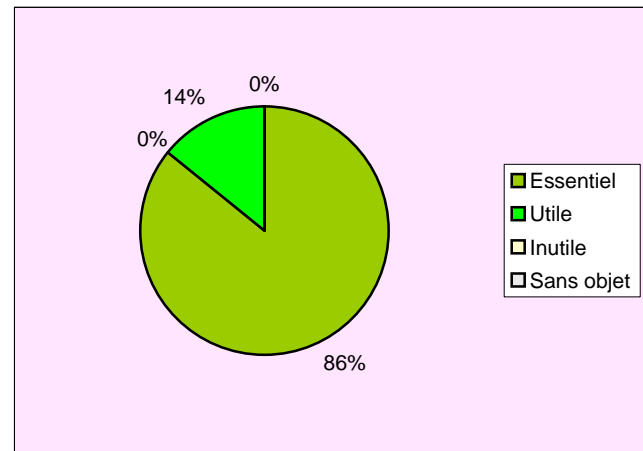
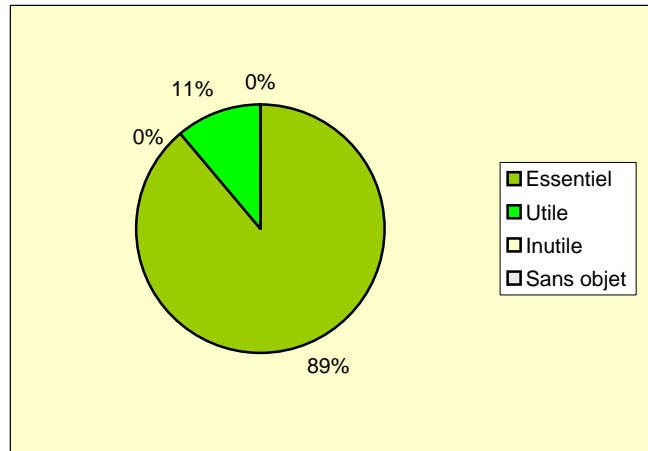
### Appliquer les méthodes et procédures recommandées



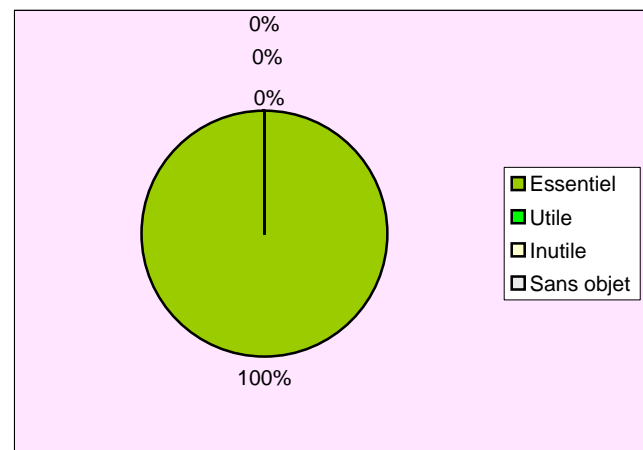
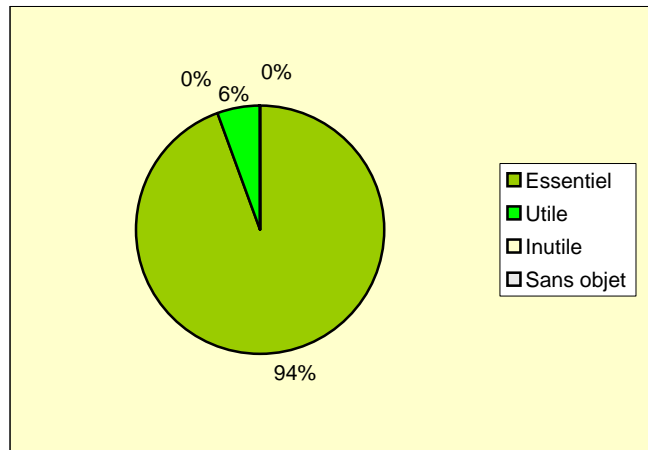
### Avoir le souci constant de la qualité



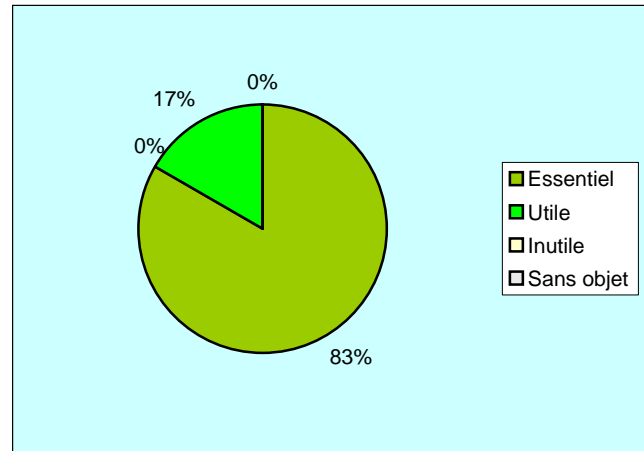
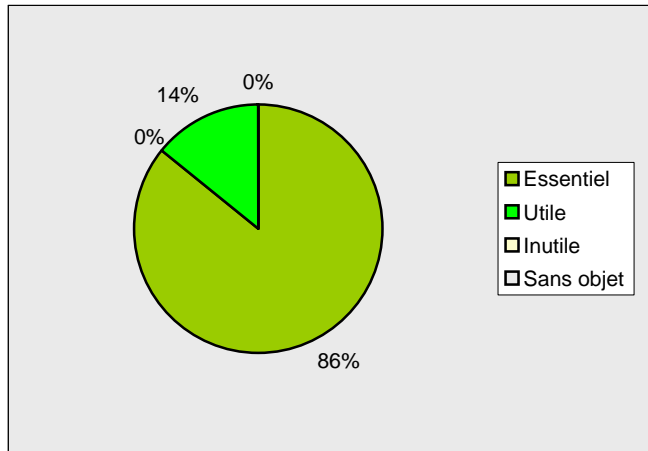
### Appliquer les méthodes et procédures recommandées



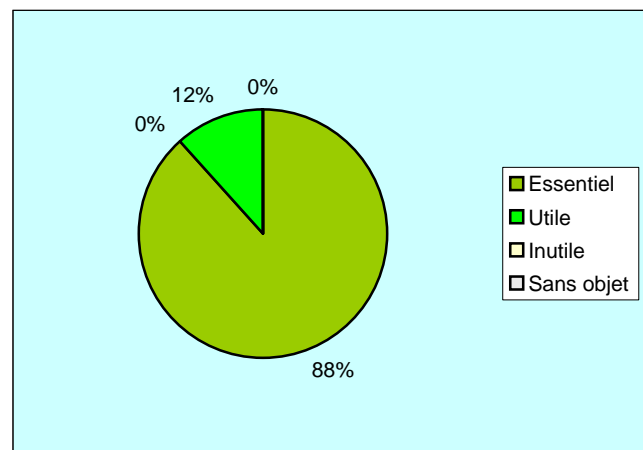
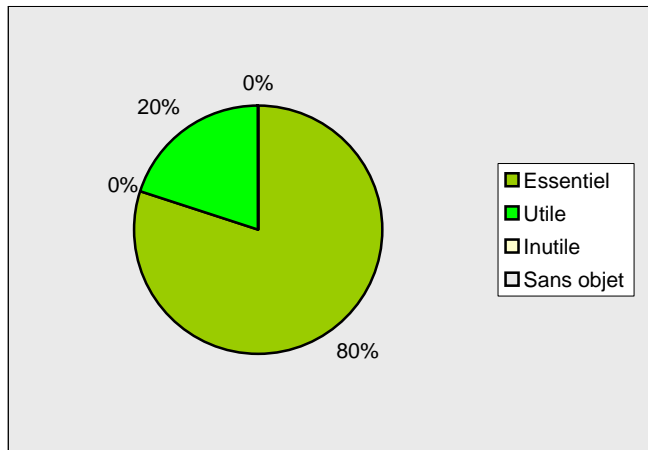
### Avoir le souci constant de la qualité



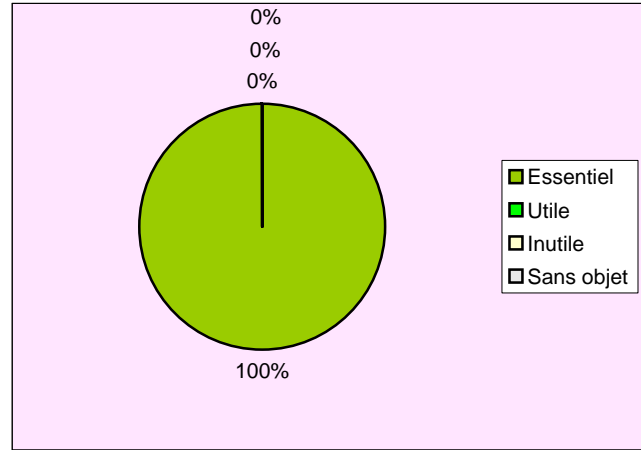
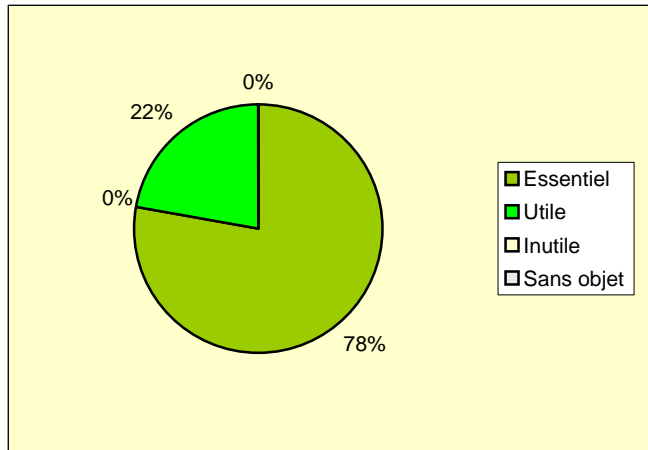
### Faire preuve de la plus absolue rigueur intellectuelle



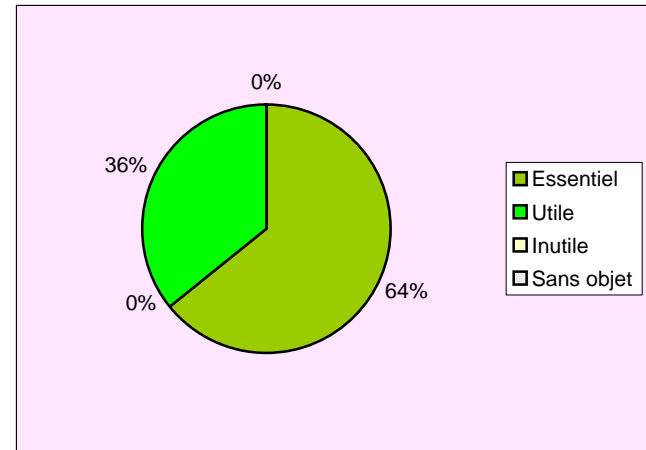
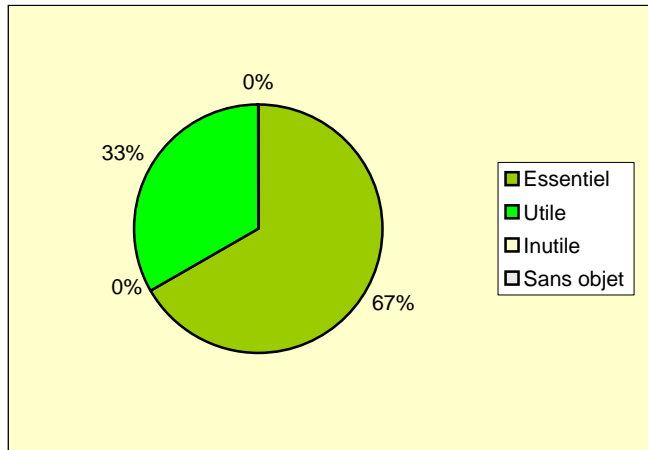
### Savoir prendre des décisions à son niveau de responsabilité et les assumer



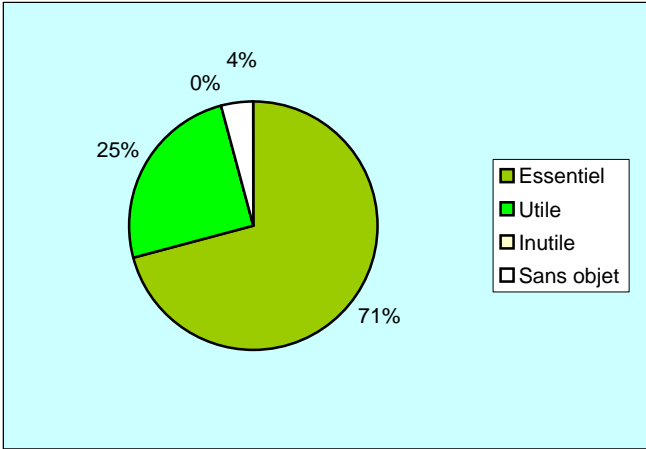
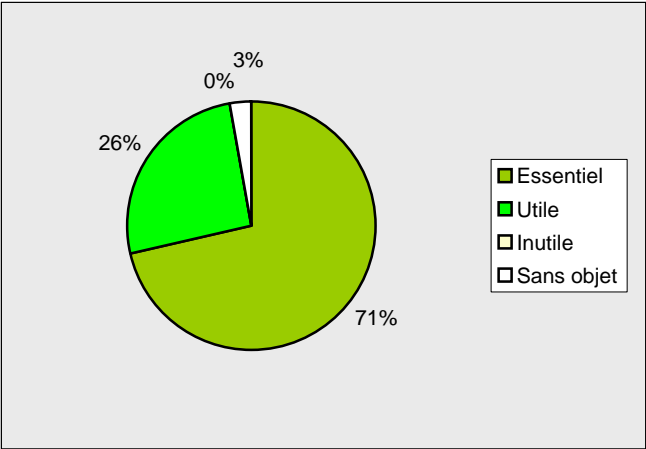
### Faire preuve de la plus absolue rigueur intellectuelle



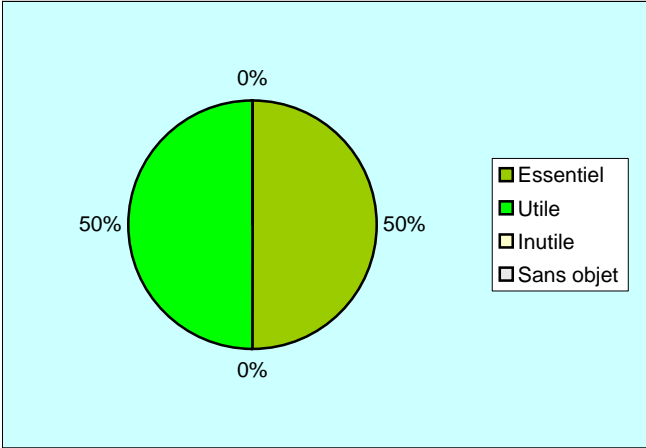
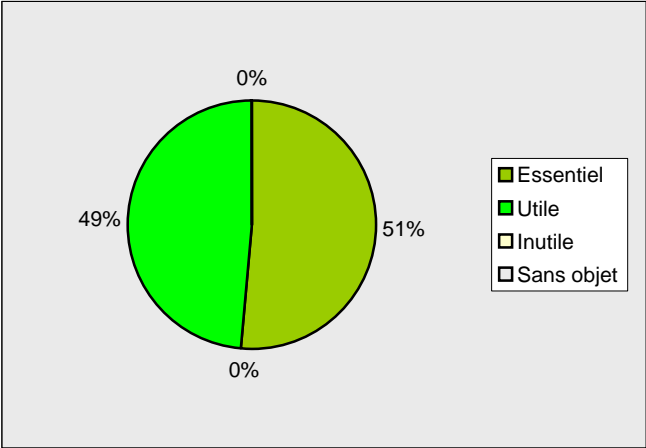
### Savoir prendre des décisions à son niveau de responsabilité et les assumer



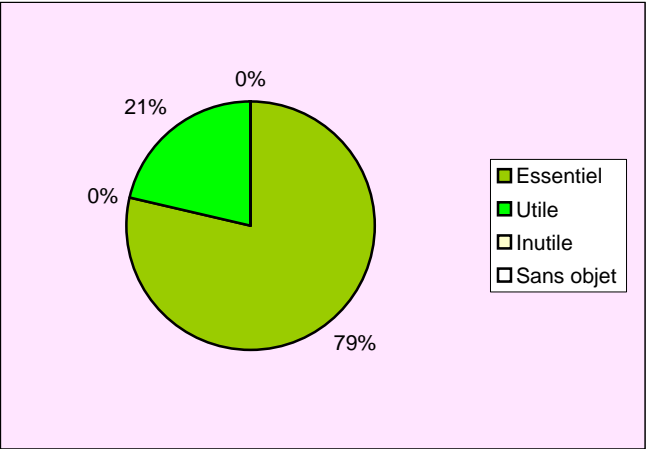
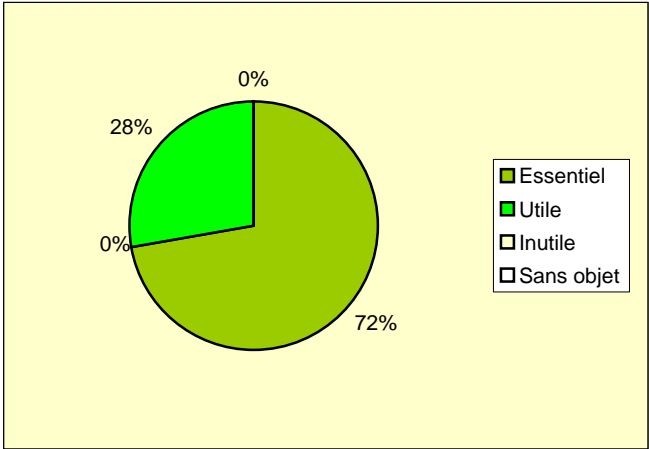
Faire remonter au donneur d'ouvrage ou au chef de projet(s) les décisions ne relevant pas de son domaine de responsabilité



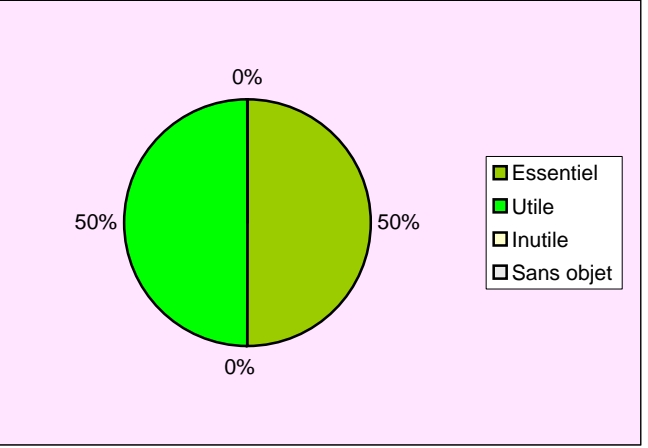
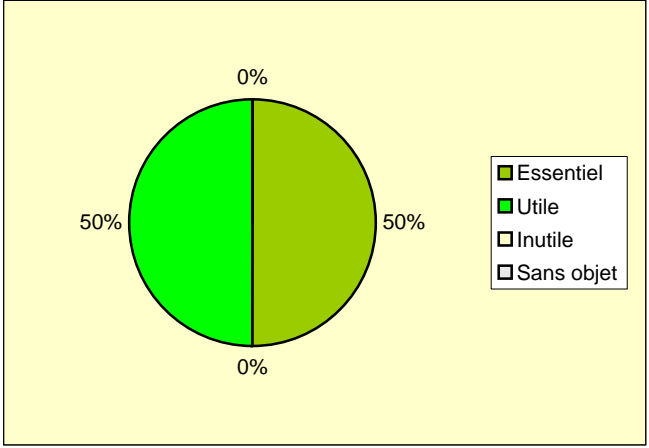
Savoir prendre des contacts



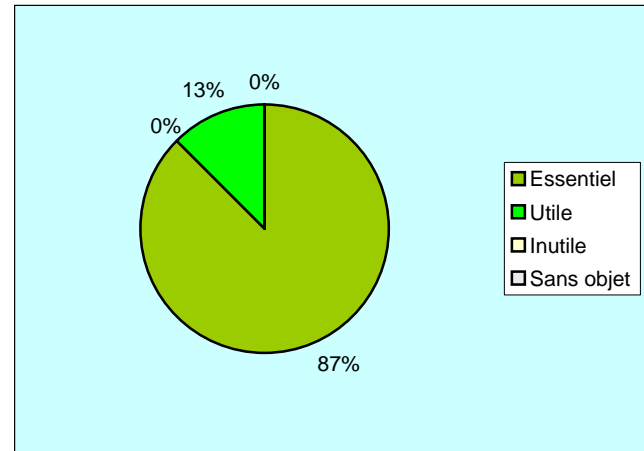
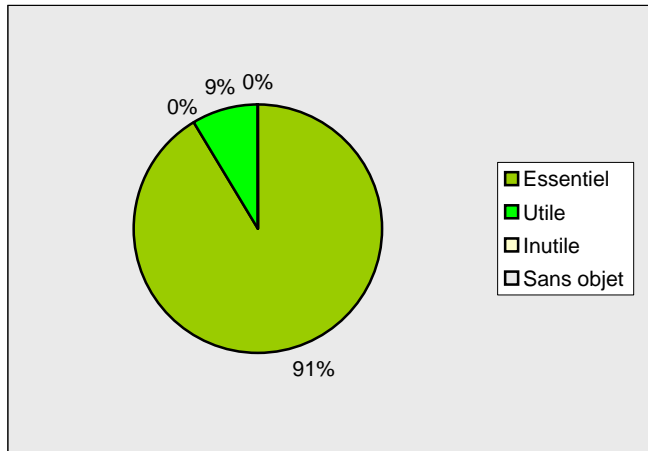
Faire remonter au donneur d'ouvrage ou au chef de projet(s) les décisions ne relevant pas de son domaine de responsabilité



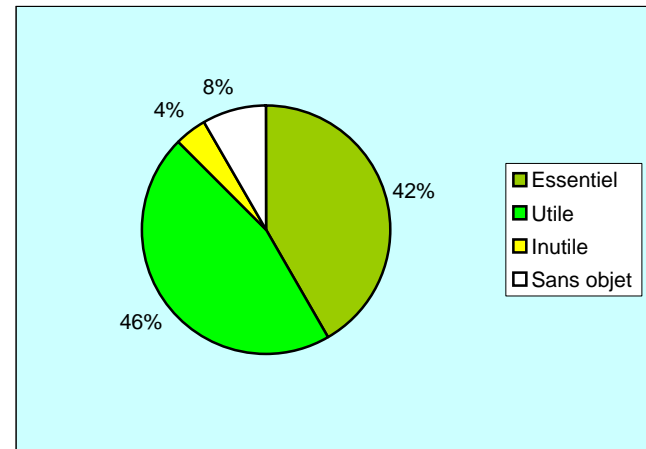
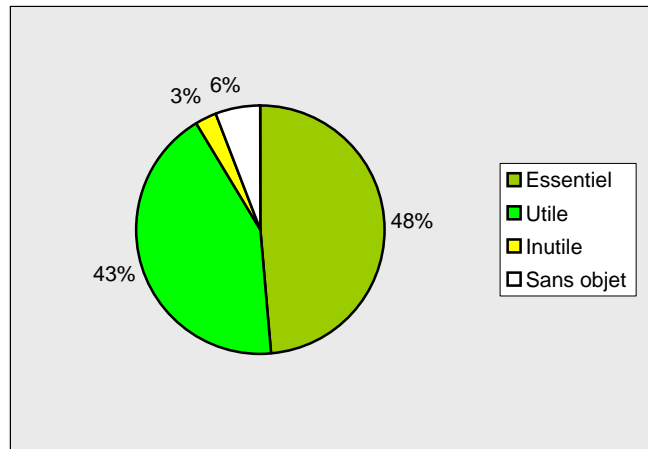
Savoir prendre des contacts



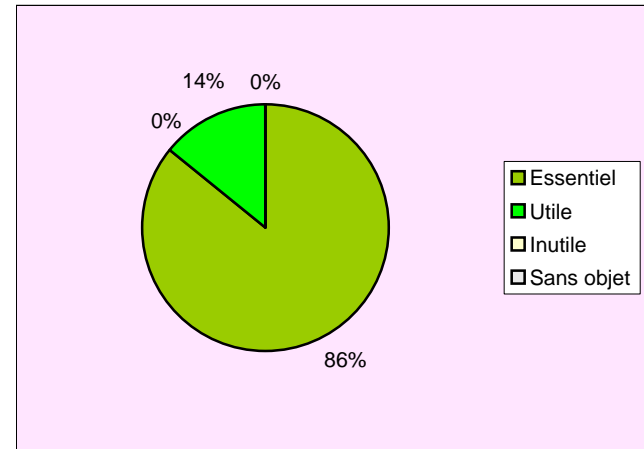
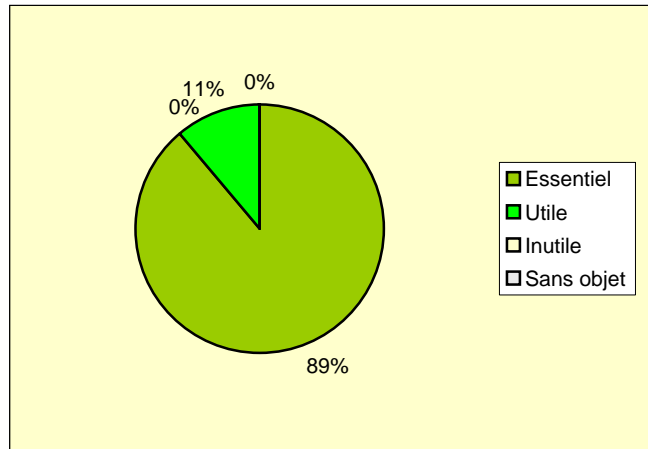
### Savoir gérer son temps



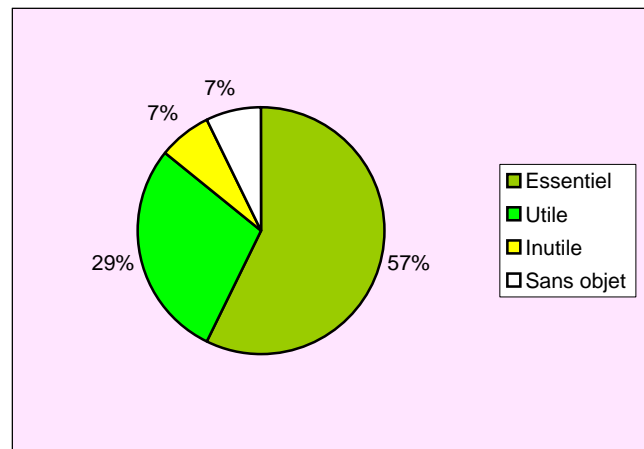
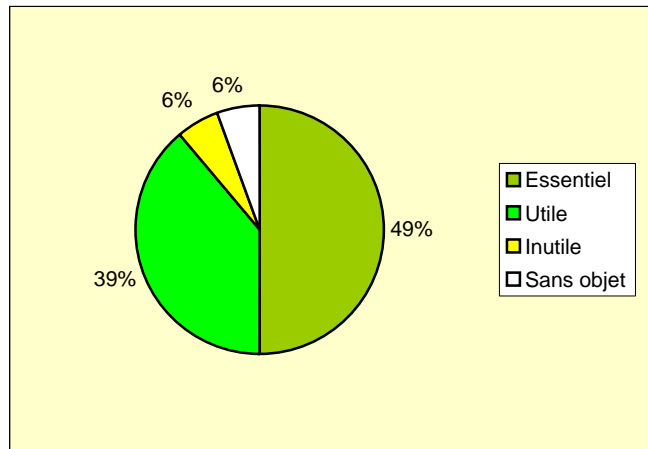
### Savoir contribuer à la cohésion du groupe



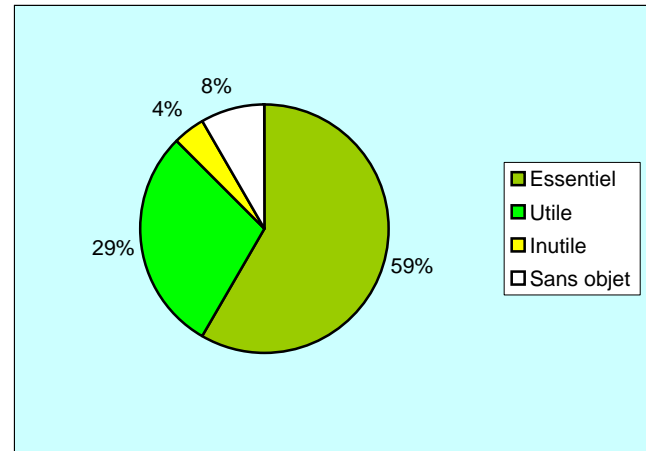
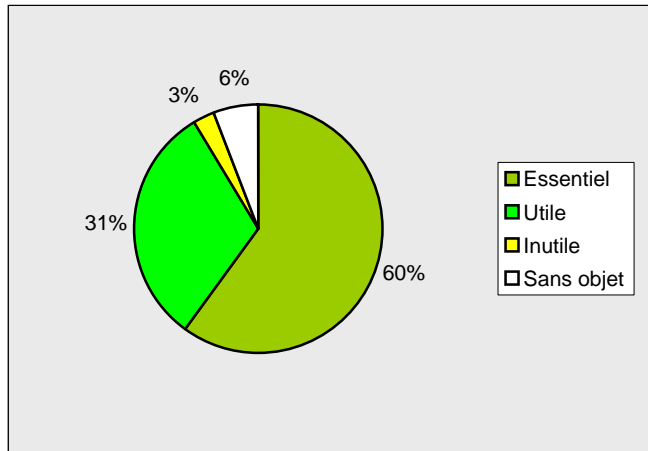
### Savoir gérer son temps



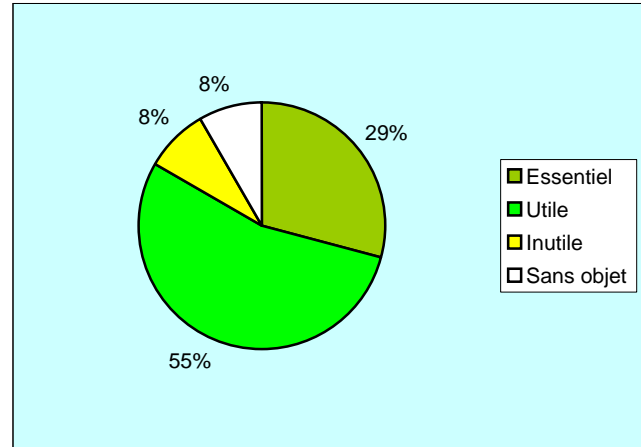
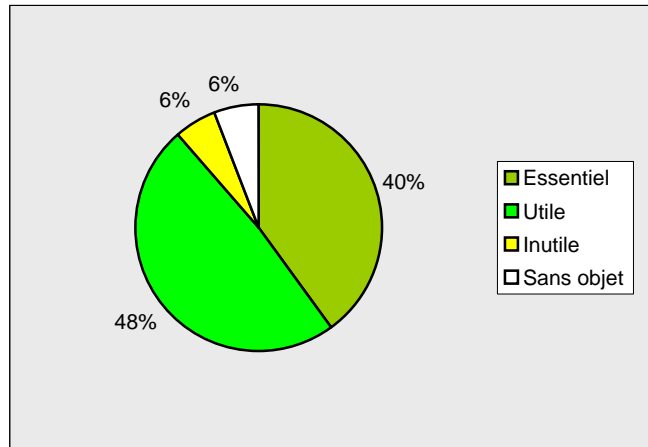
### Savoir contribuer à la cohésion du groupe



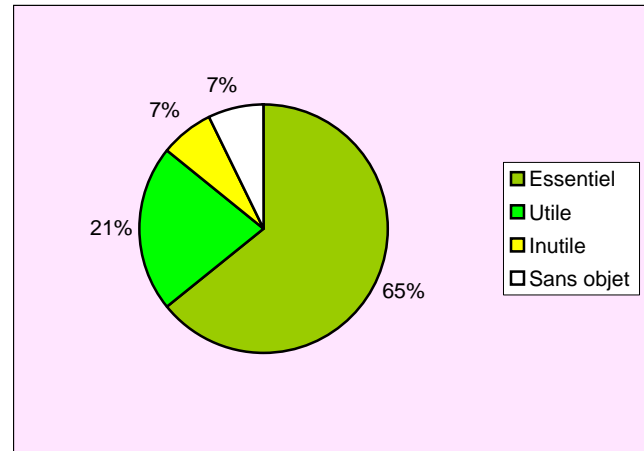
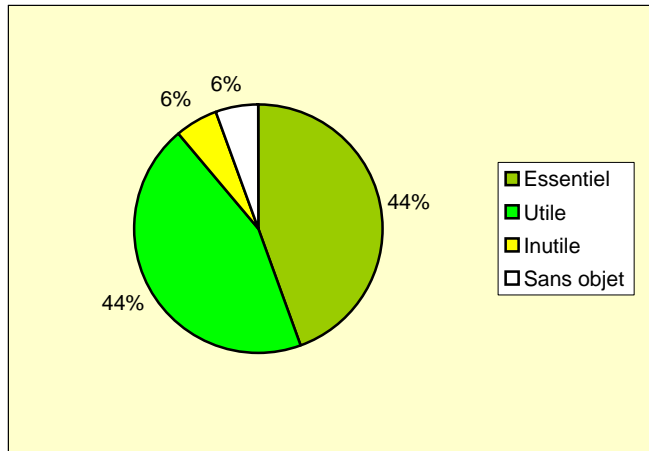
### Savoir partager ses compétences avec les autres



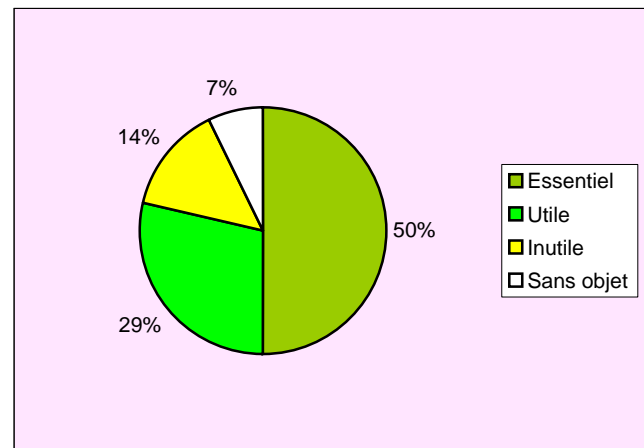
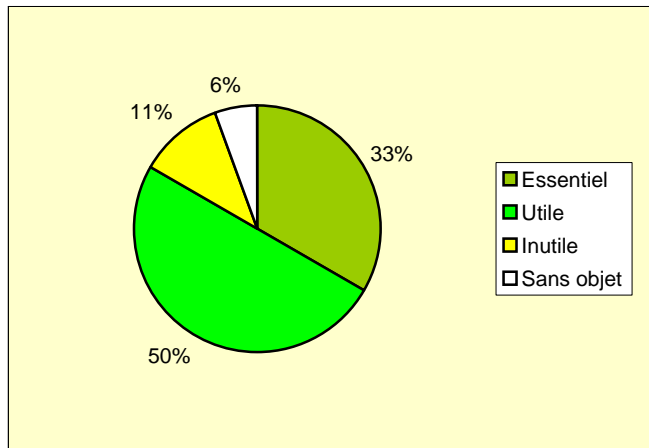
### Savoir anticiper sur les besoins des autres et y répondre



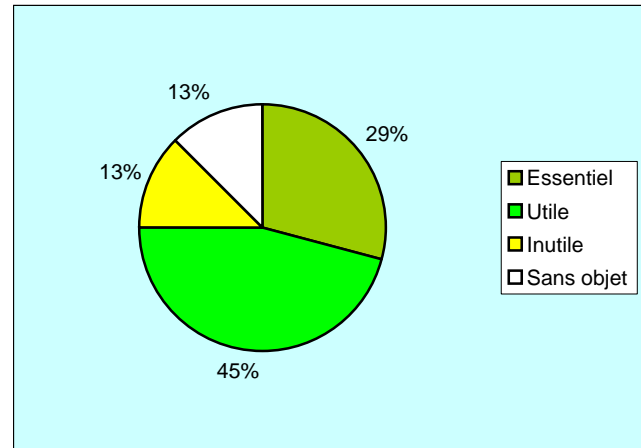
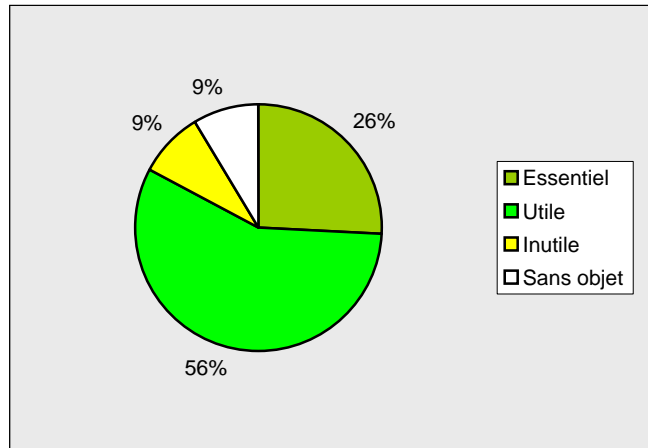
### Savoir partager ses compétences avec les autres



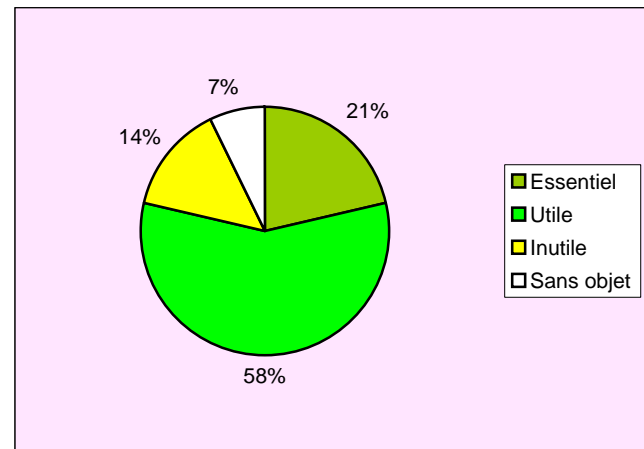
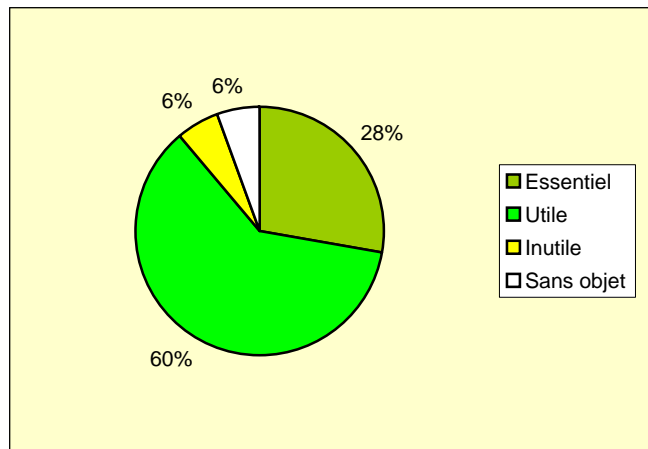
### Savoir anticiper sur les besoins des autres et y répondre



### Savoir mener l'équipe

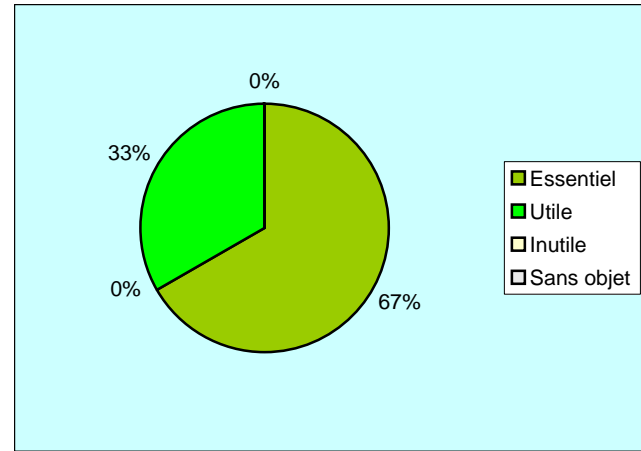
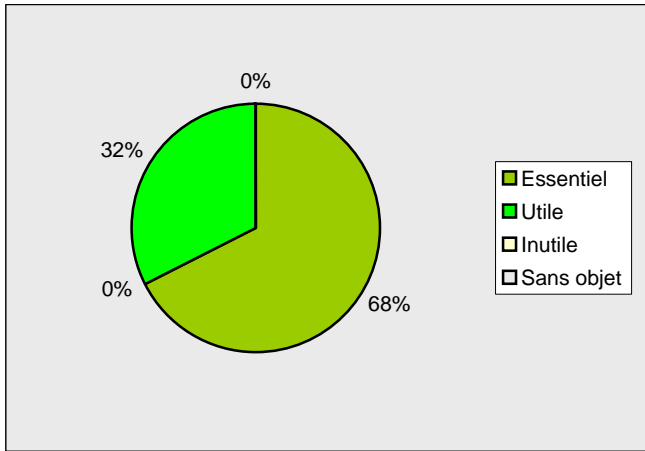


### Savoir mener l'équipe

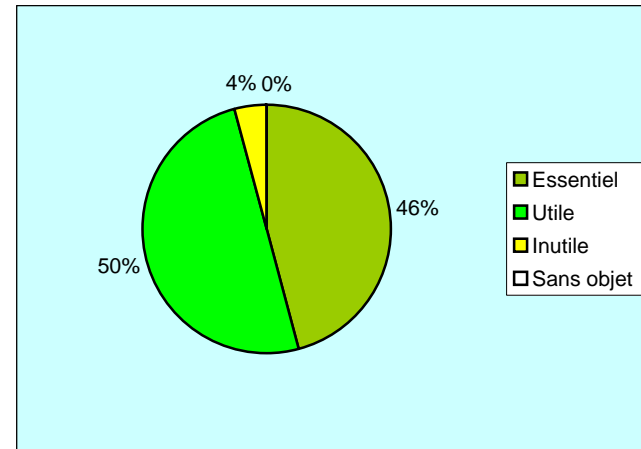
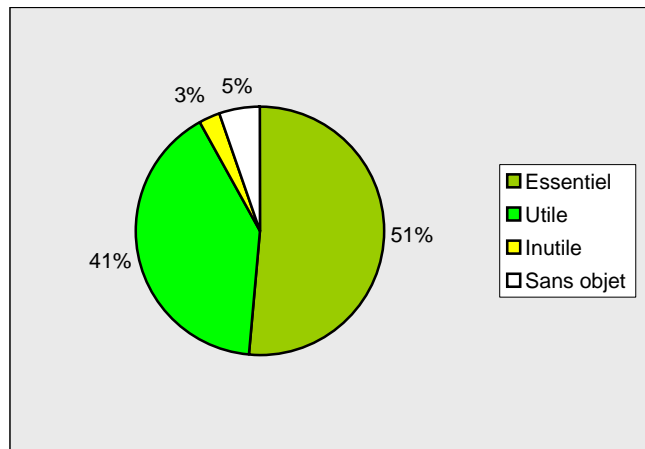


# Physiologie

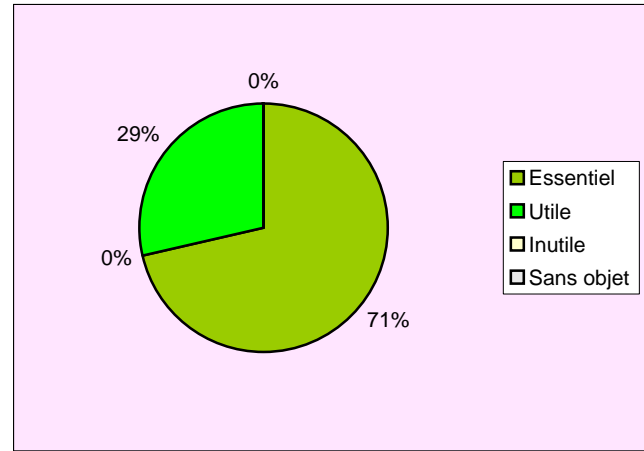
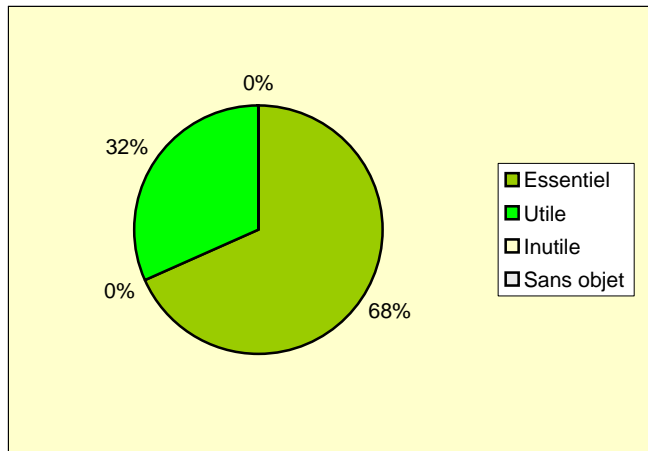
## Avoir une grande résistance au stress



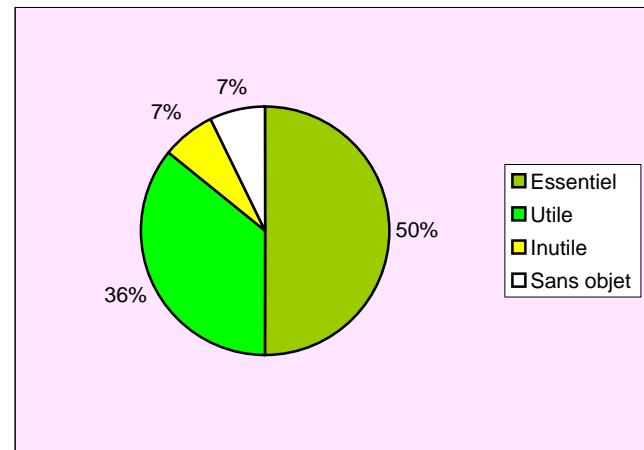
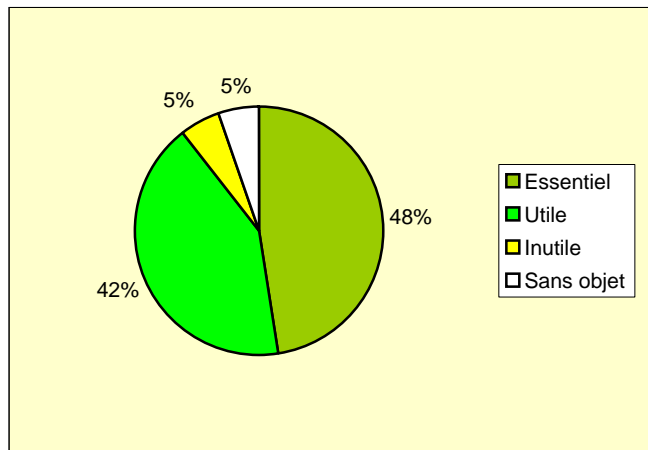
## Pouvoir tenir la position assise pendant de longues heures d'affilée



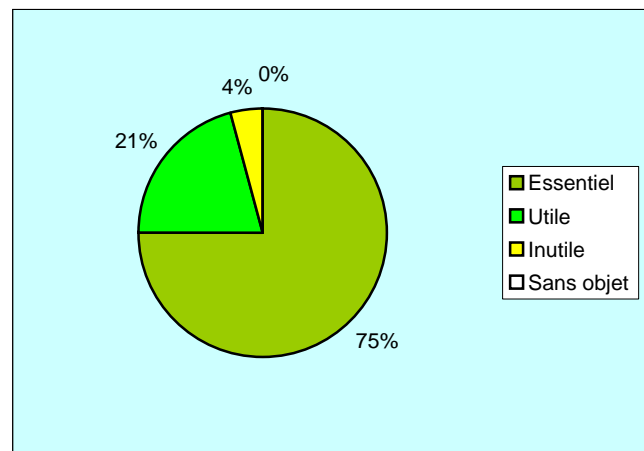
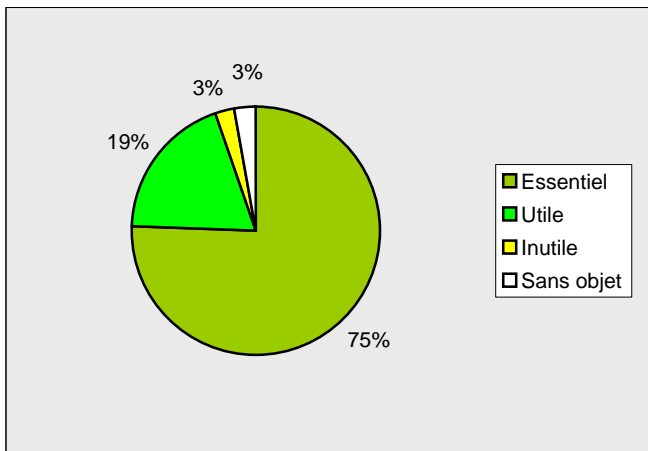
### Avoir une grande résistance au stress



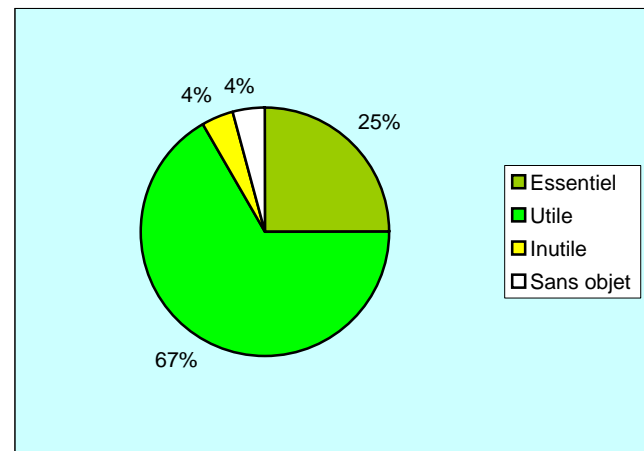
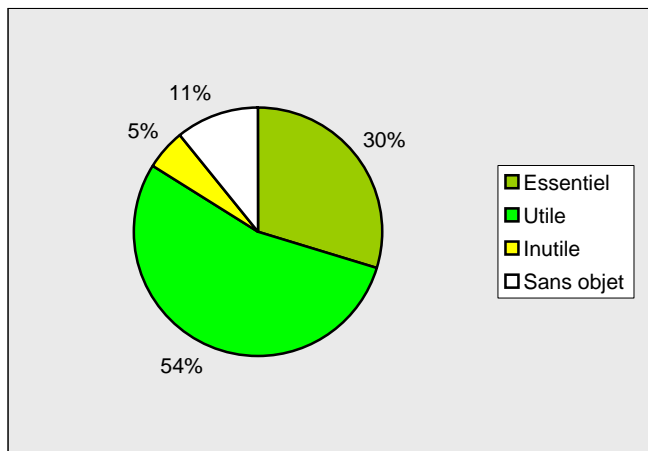
### Pouvoir tenir la position assise pendant de longues heures d'affilée



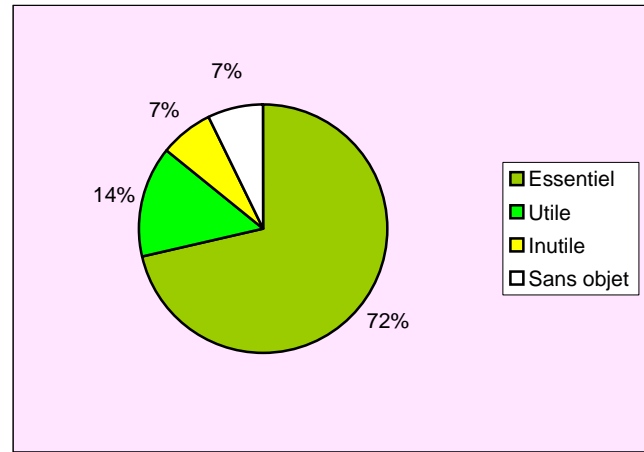
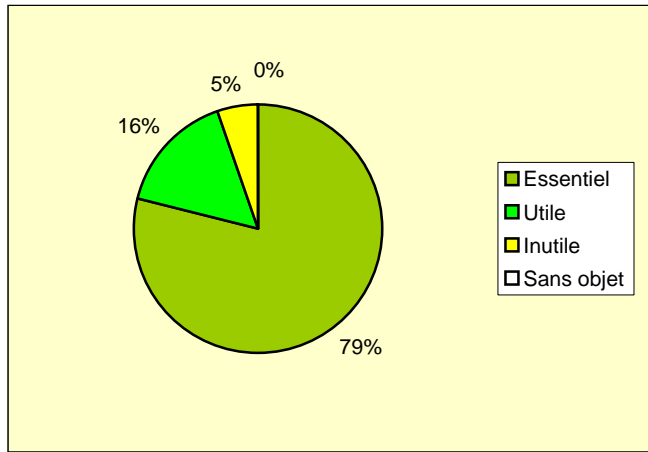
### Pouvoir travailler à l'écran



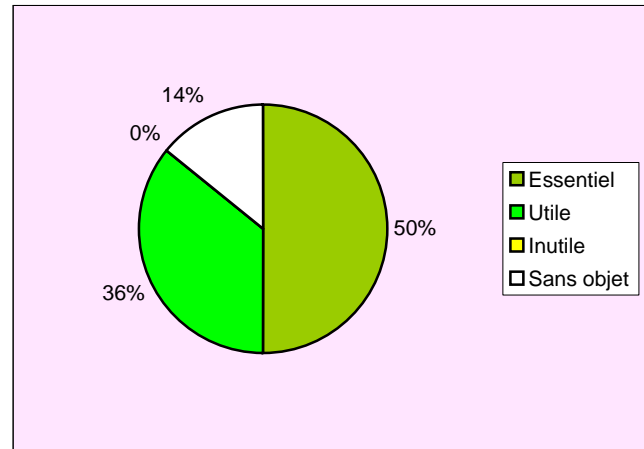
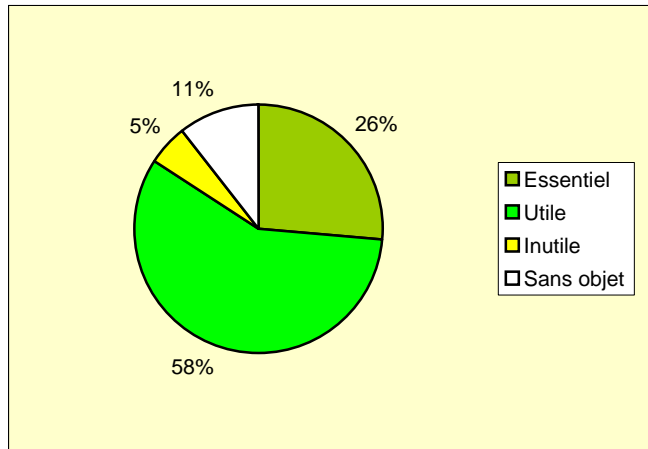
### Pouvoir rester concentré pendant dix heures d'affilée, ou plus



### Pouvoir travailler à l'écran

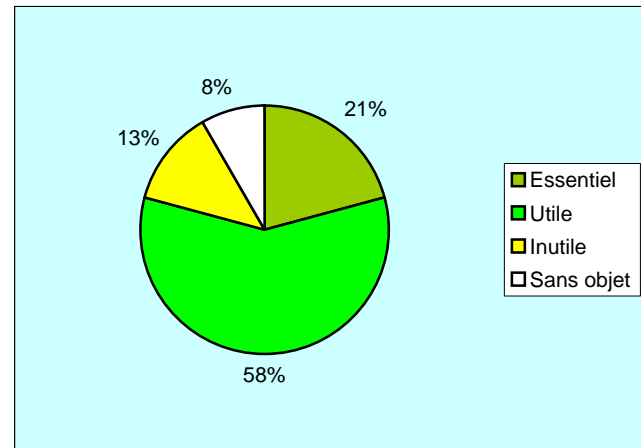
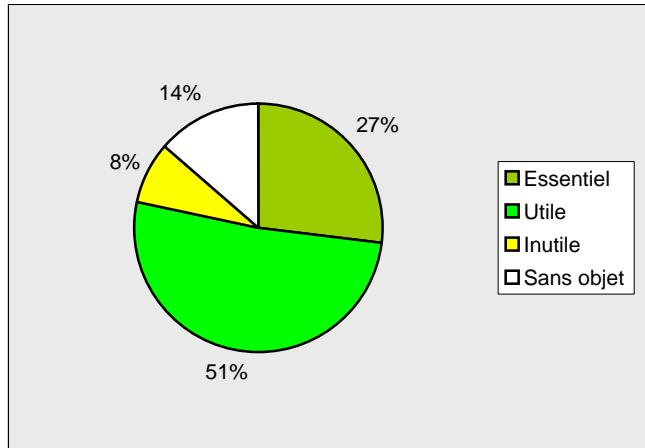


### Pouvoir rester concentré pendant dix heures d'affilée, ou plus

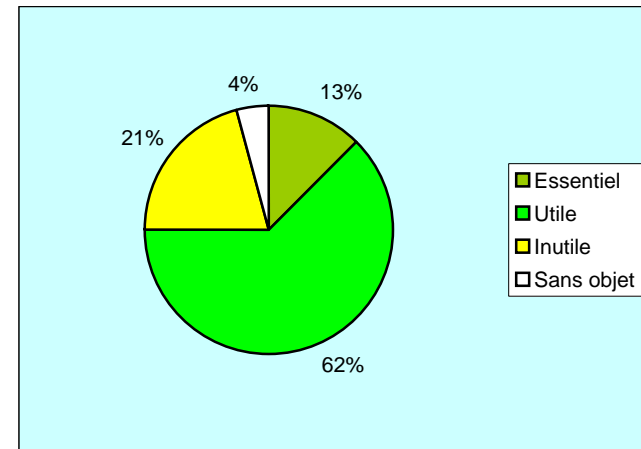
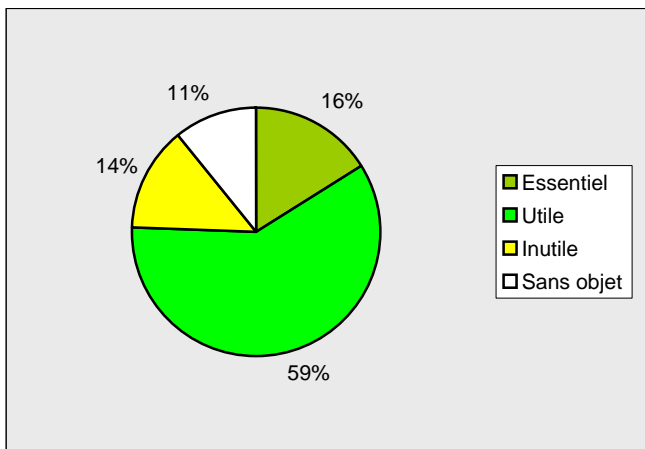


# Psychologie

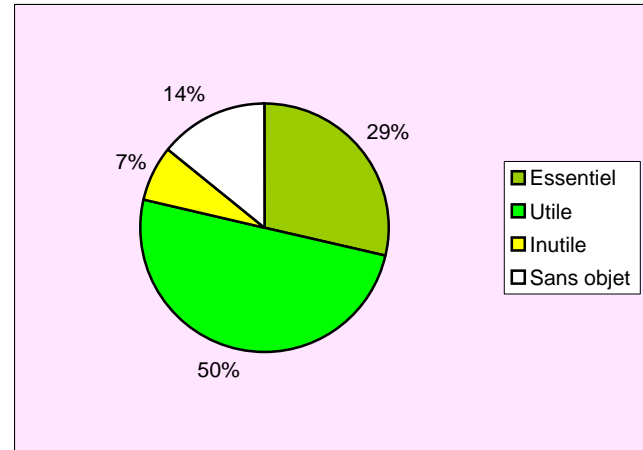
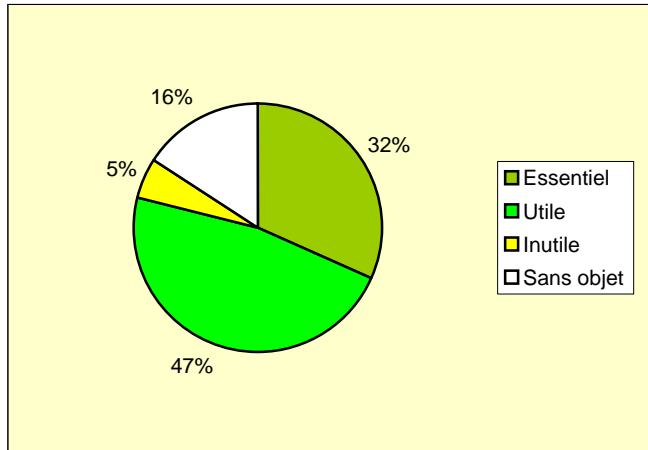
## Être parfaitement équilibré



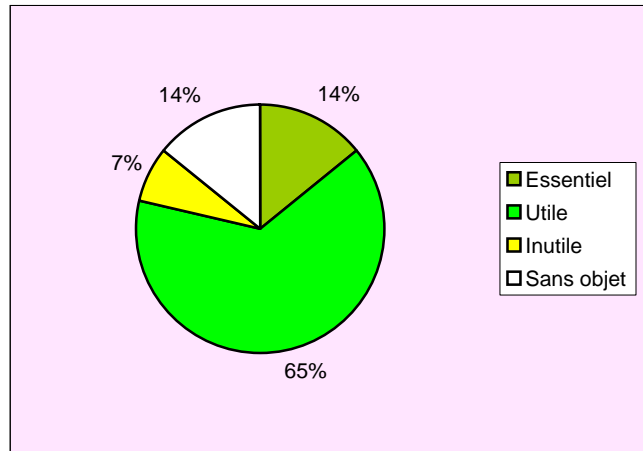
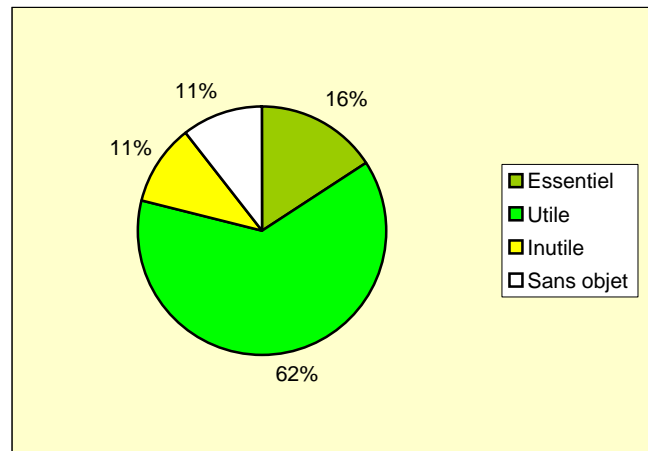
## Être extraverti et ouvert sur le monde



### Être parfaitement équilibré

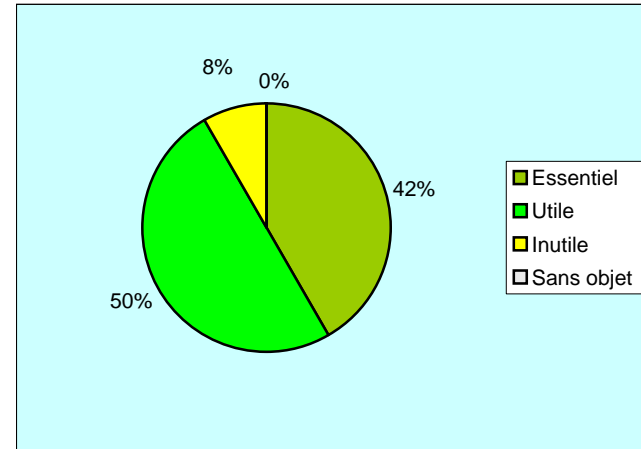
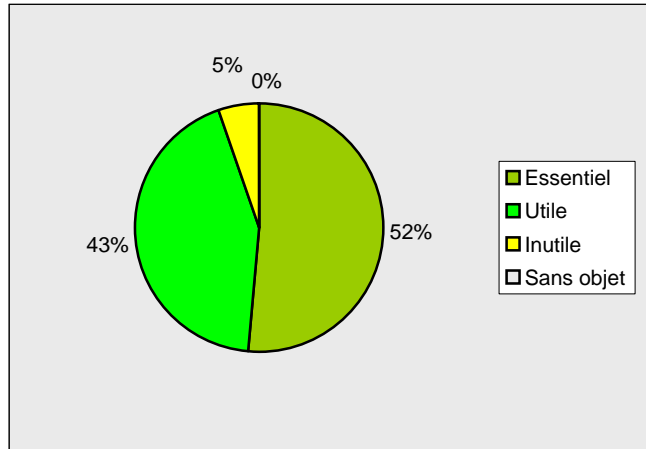


### Être extraverti et ouvert sur le monde

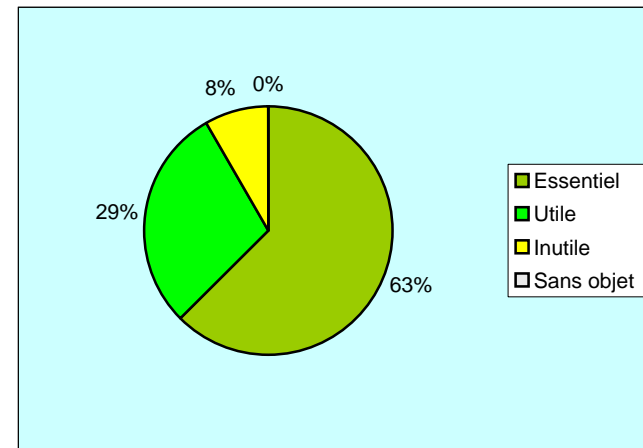
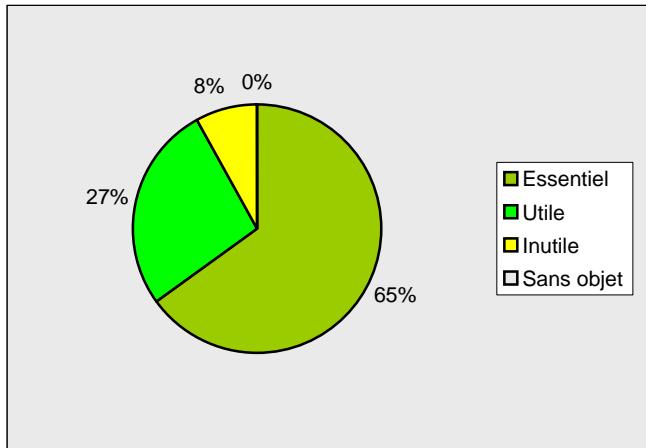


# Maîtrise de la qualité

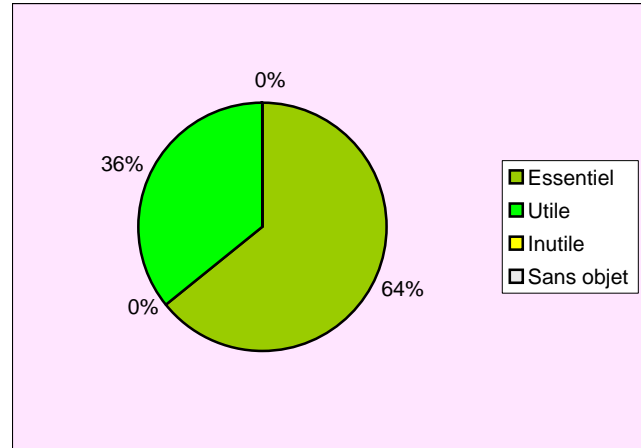
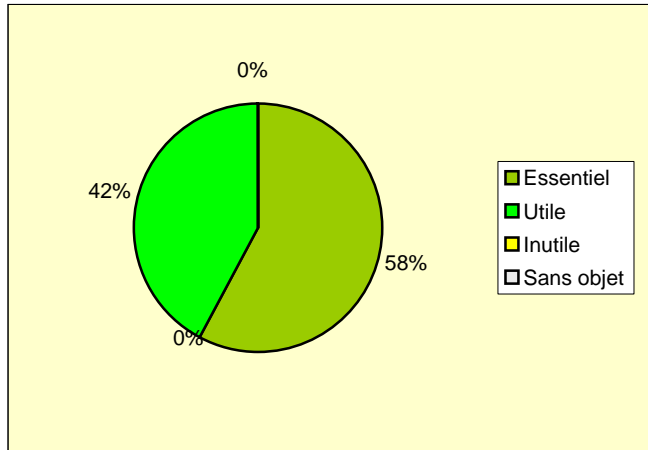
## Maîtriser parfaitement les enjeux et procédures de l'assurance de qualité



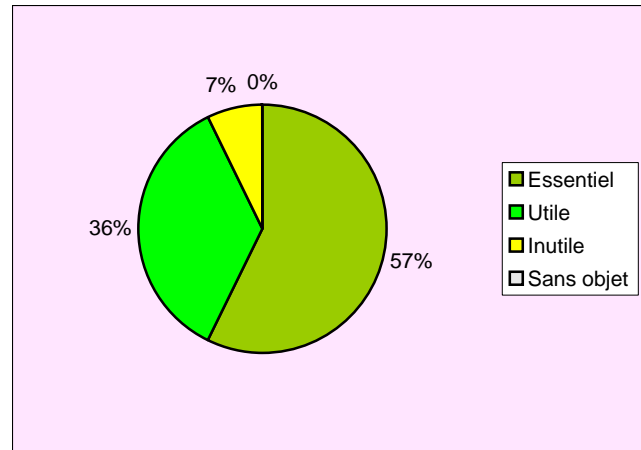
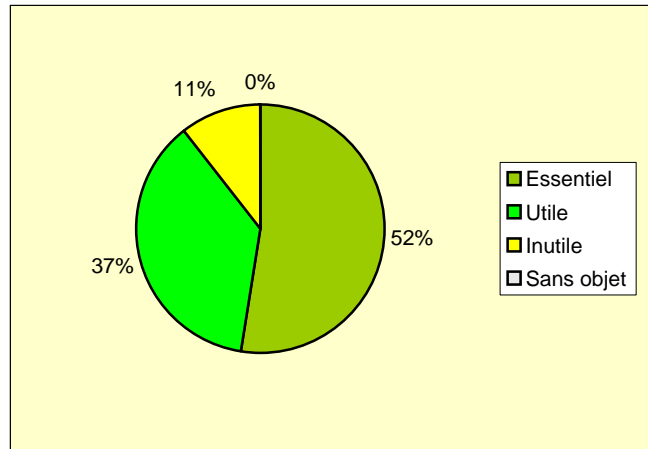
## Avoir l'obsession de la qualité au quotidien



### Maîtriser parfaitement les enjeux et procédures de l'assurance de qualité

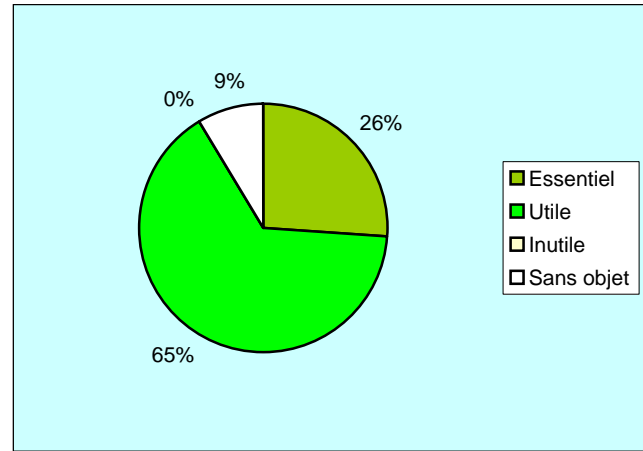
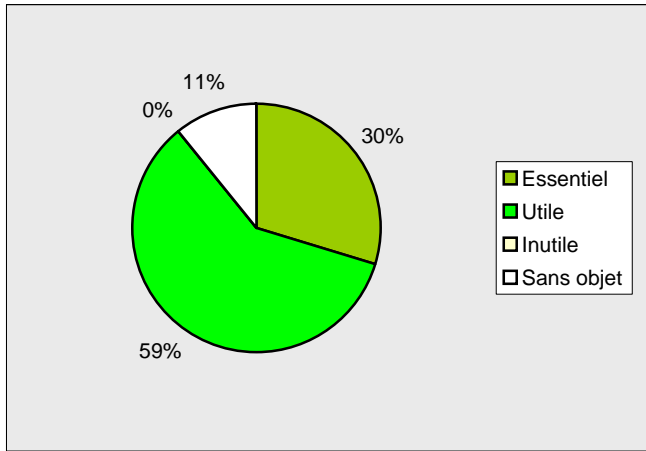


### Avoir l'obsession de la qualité au quotidien

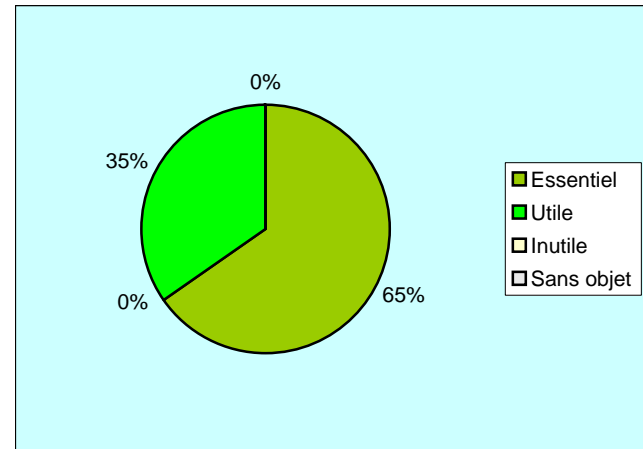
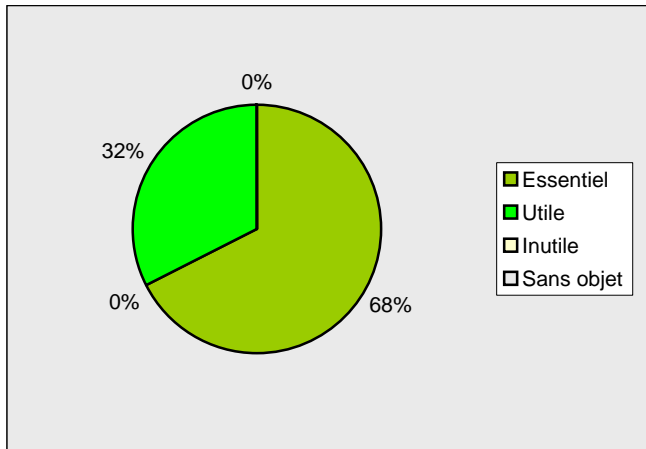


# Généralités

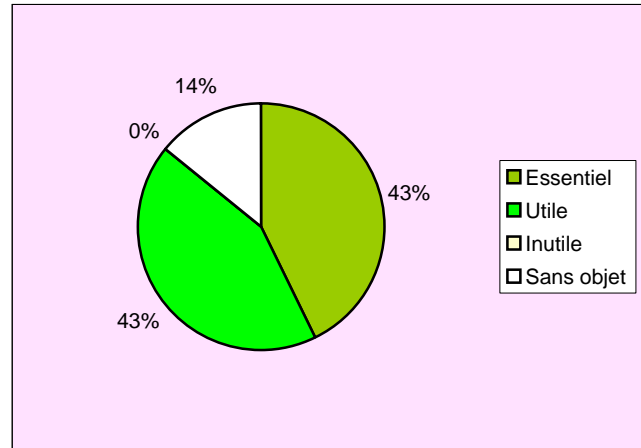
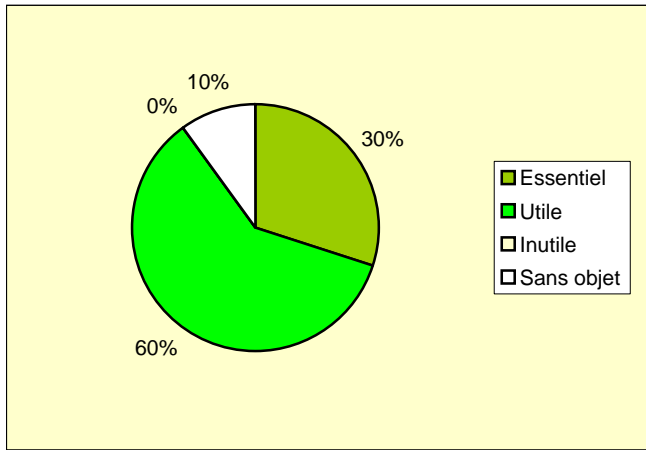
Être capable d'assurer et optimiser les démarches d'avant-vente : prospection, conseil, négociation, conviction, explication,



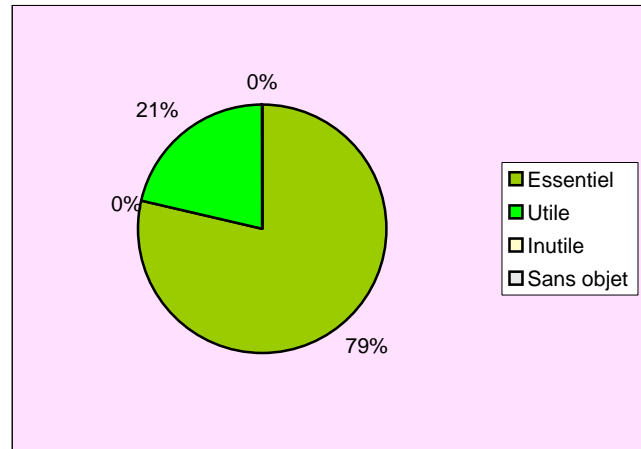
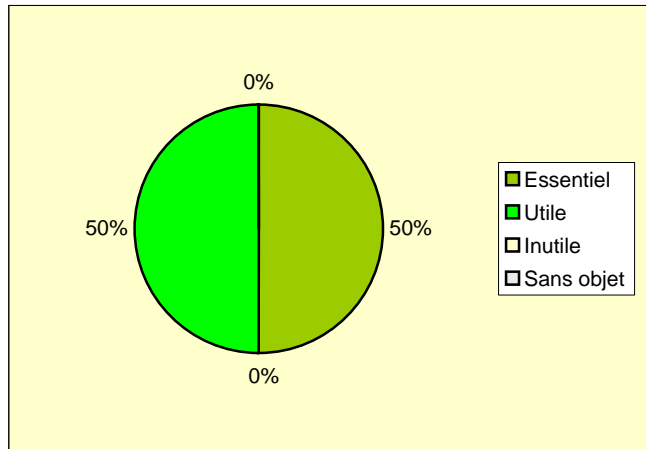
Savoir veiller au caractère irréprochable de toute prestation effectuée par soi-même ou par des tiers dont on est responsable



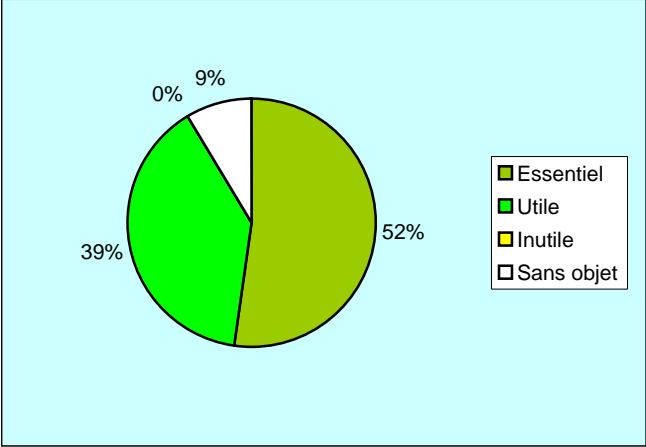
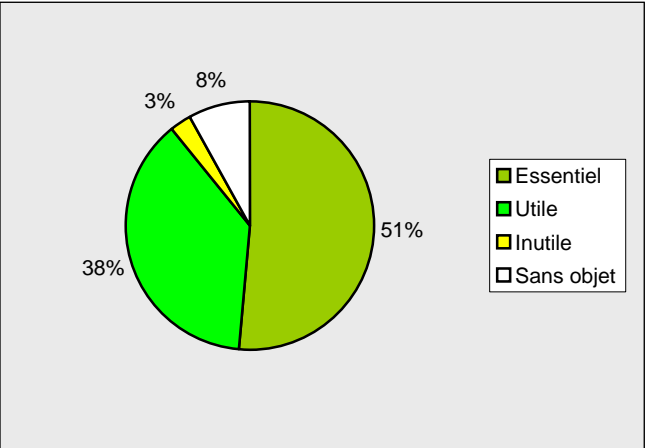
**Être capable d'assurer et optimiser les démarches d'avant-vente : prospection, conseil, négociation, conviction, explication,**



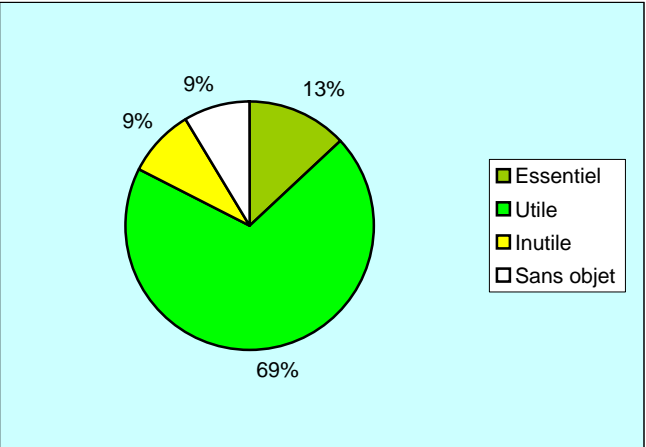
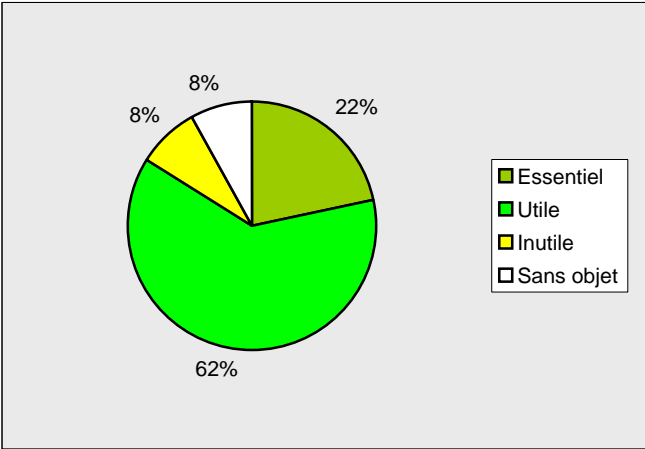
**Savoir veiller au caractère irréprochable de toute prestation effectuée par soi-même ou par des tiers dont on est responsable**



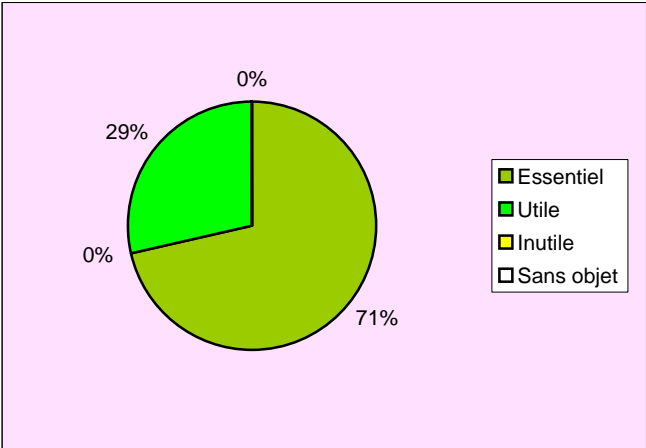
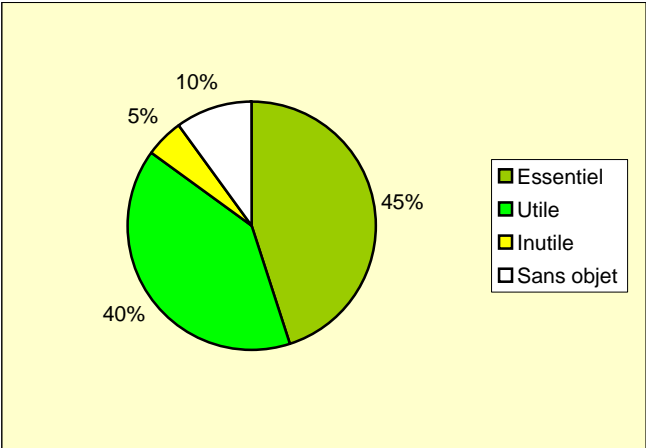
**Savoir fidéliser les clients**



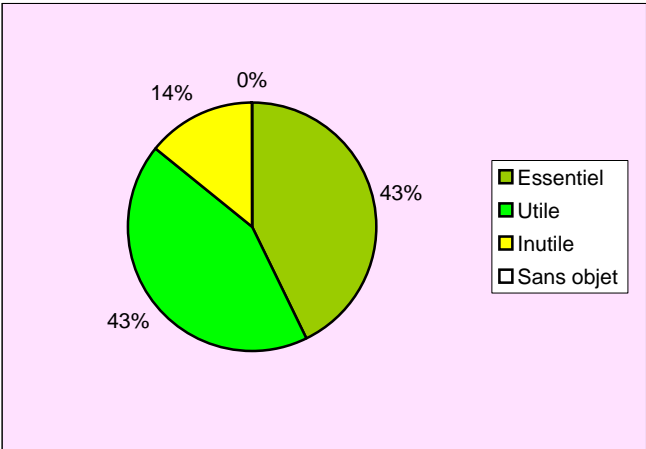
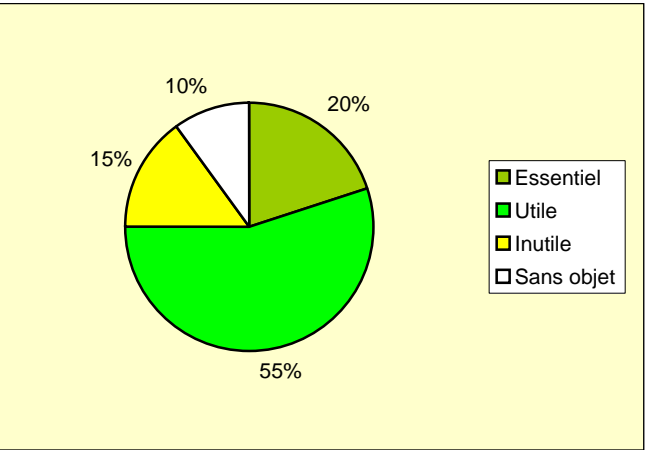
**Savoir proposer des « gestes commerciaux » efficaces**



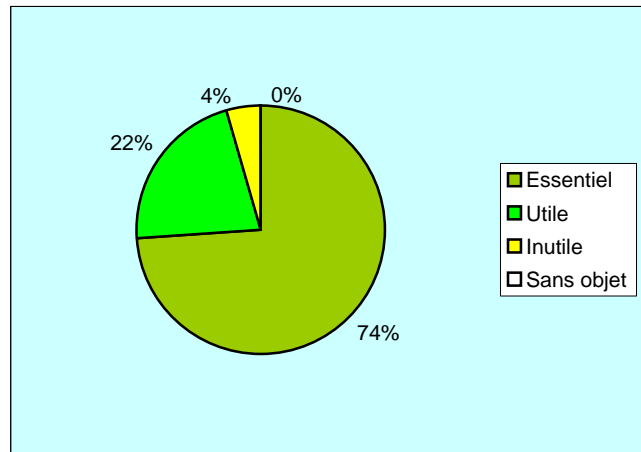
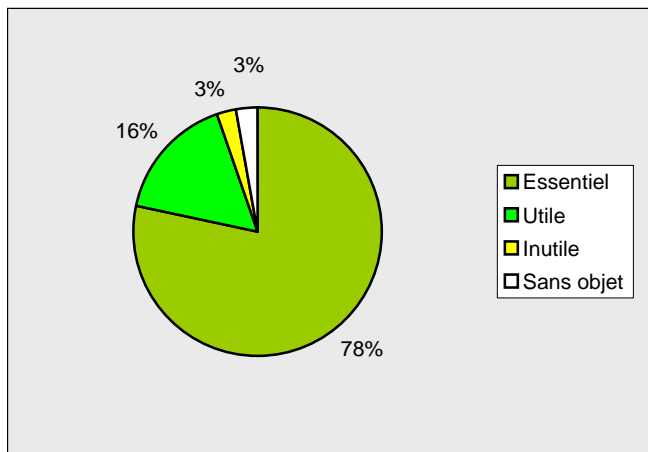
**Savoir fidéliser les clients**



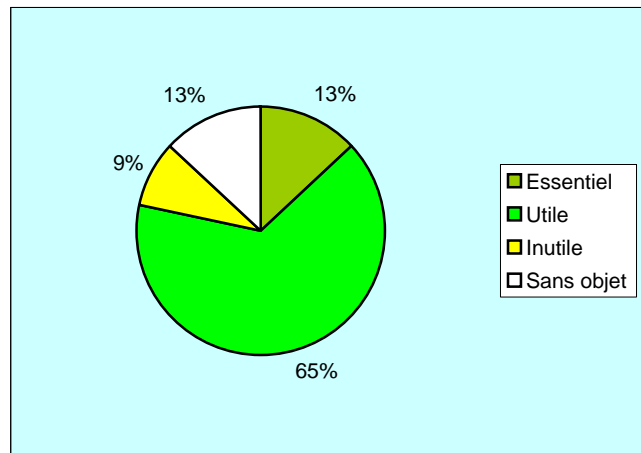
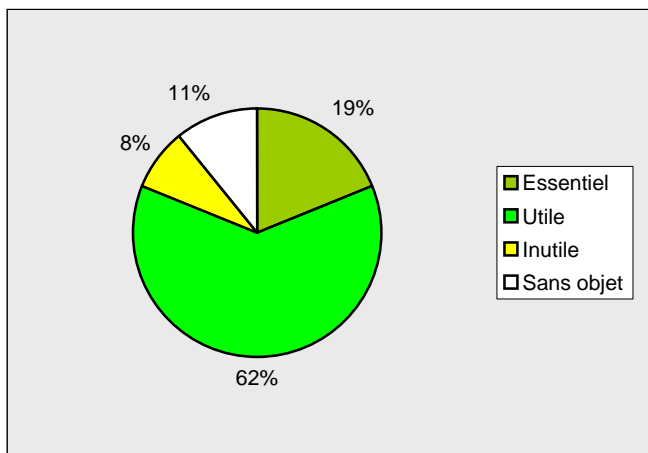
**Savoir proposer des « gestes commerciaux » efficaces**



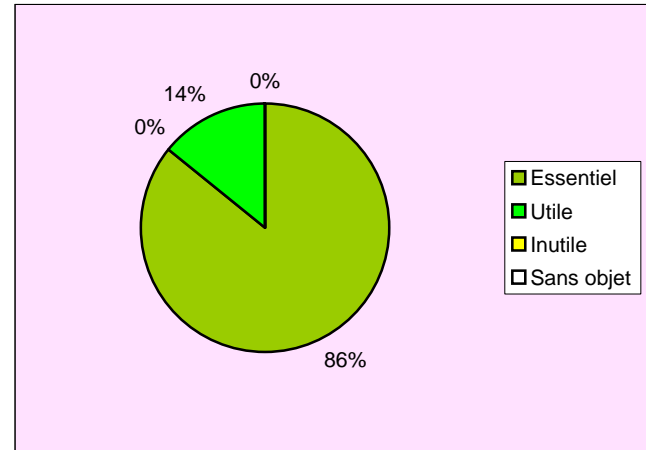
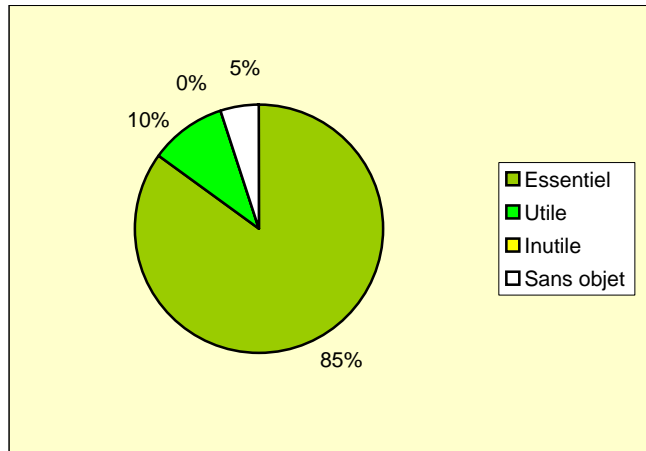
### Savoir respecter quoi qu'il arrive les conditions contractuelles (délais, qualité, budgets)



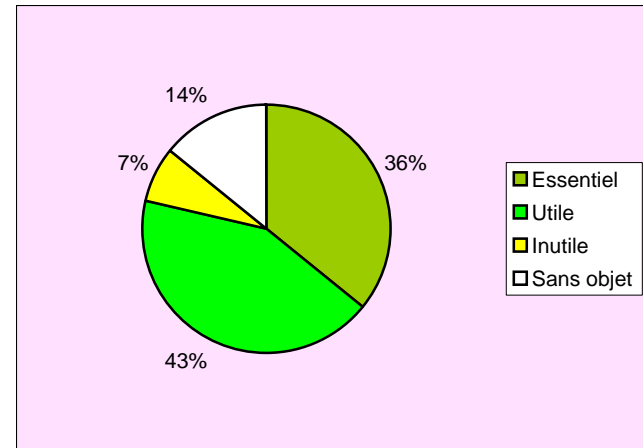
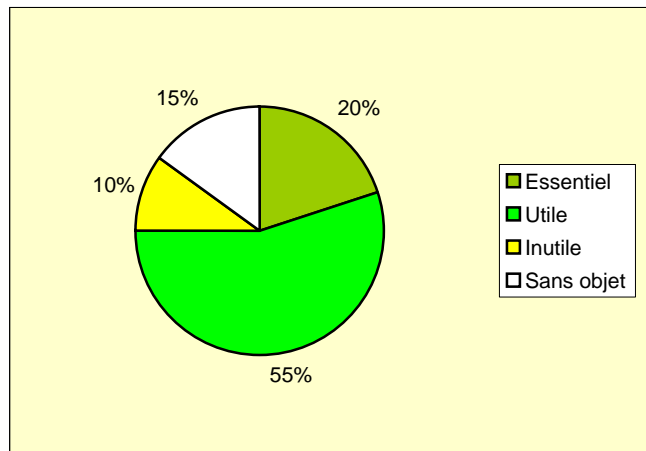
### Savoir générer des plus-values



### Savoir respecter quoi qu'il arrive les conditions contractuelles (délais, qualité, budgets)

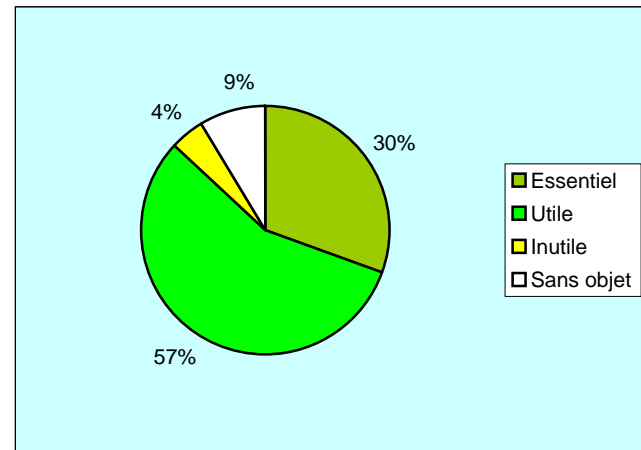
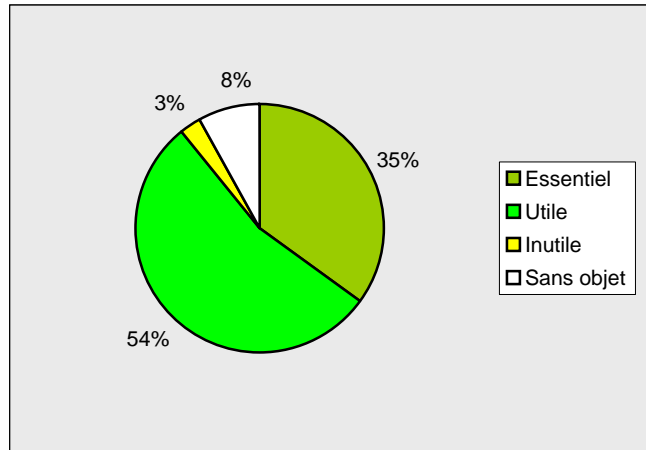


### Savoir générer des plus-values

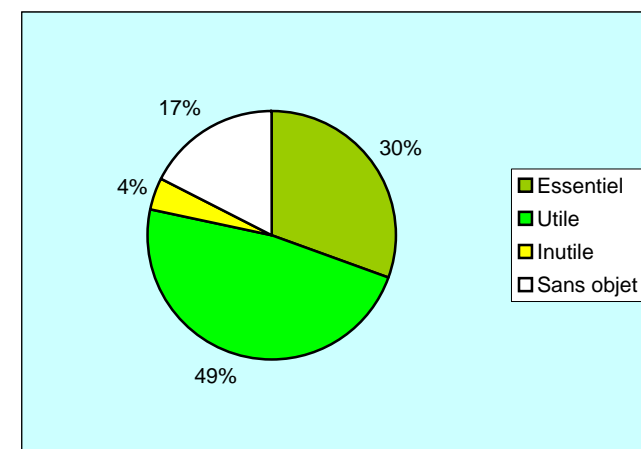
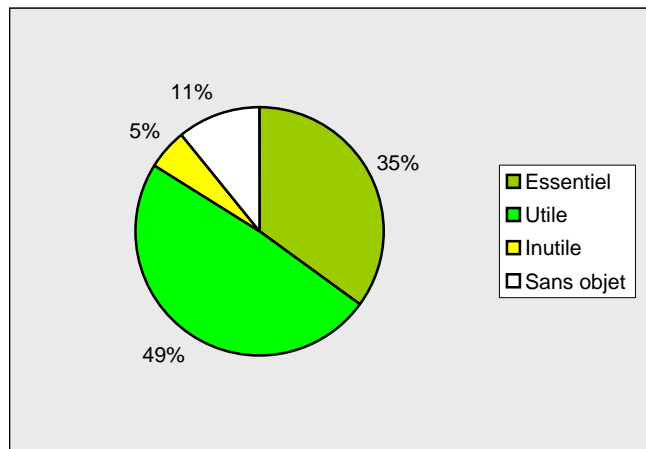


# Gestion

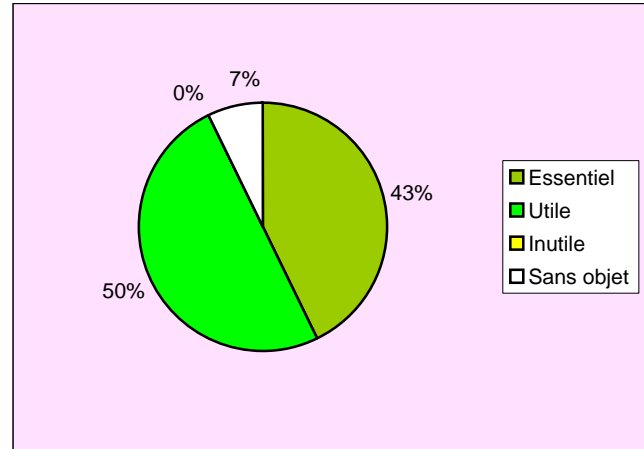
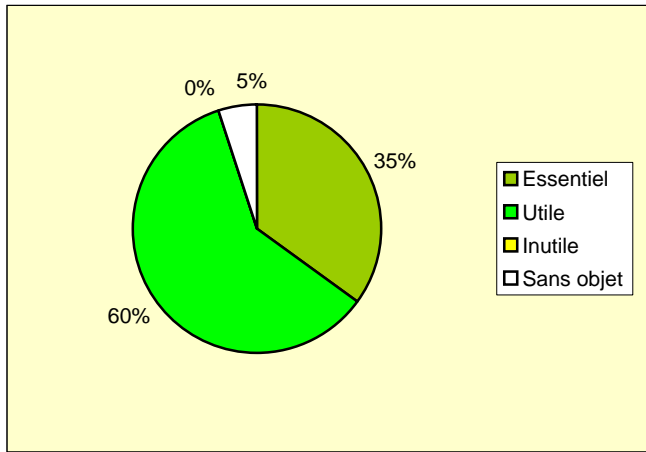
## Maîtriser les principes de la gestion financière et budgétaire



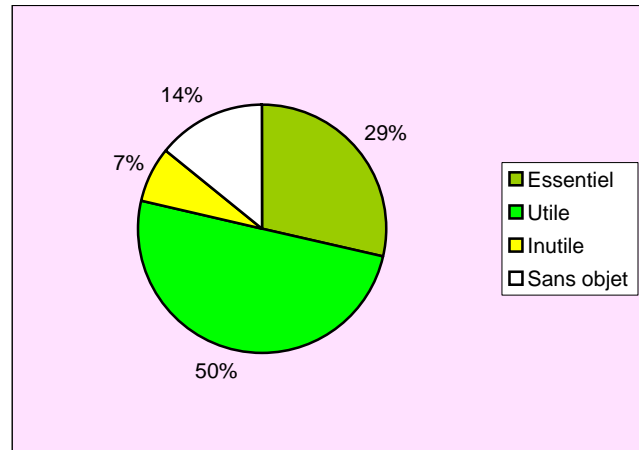
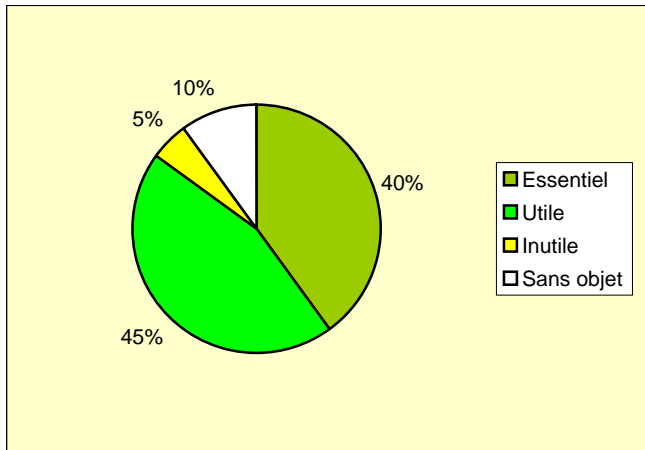
## Savoir construire et gérer un budget optimisé pour chaque projet



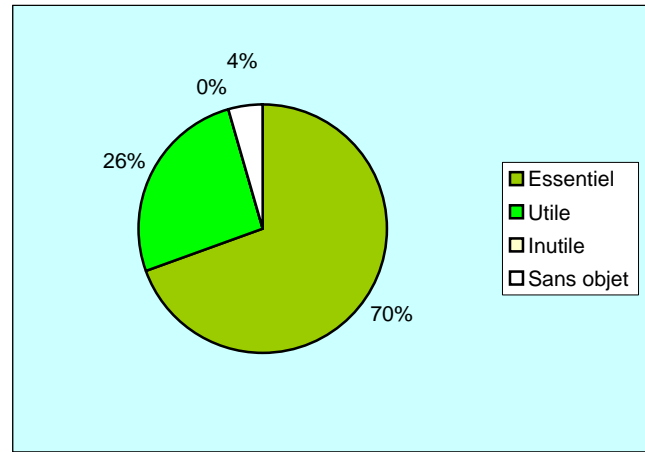
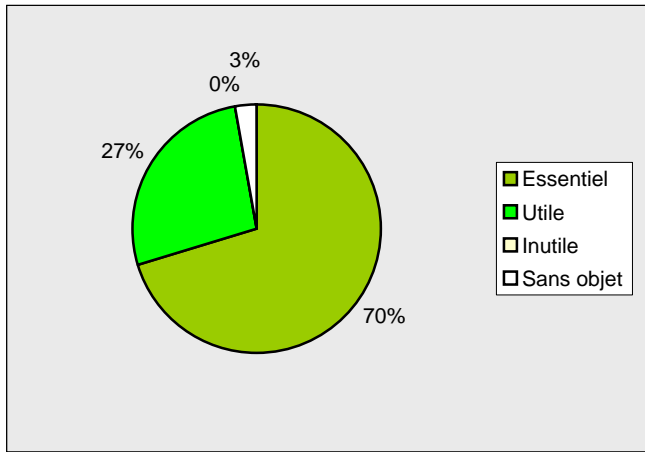
### Maîtriser les principes de la gestion financière et budgétaire



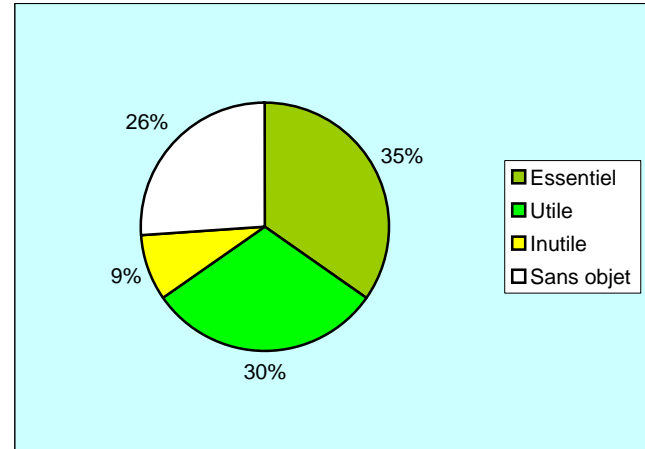
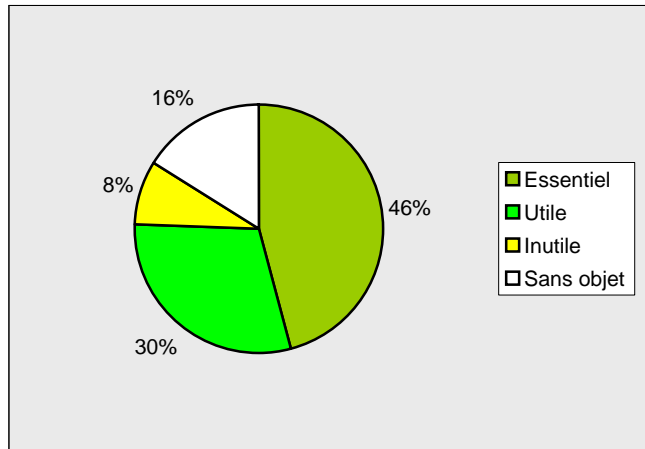
### Savoir construire et gérer un budget optimisé pour chaque projet



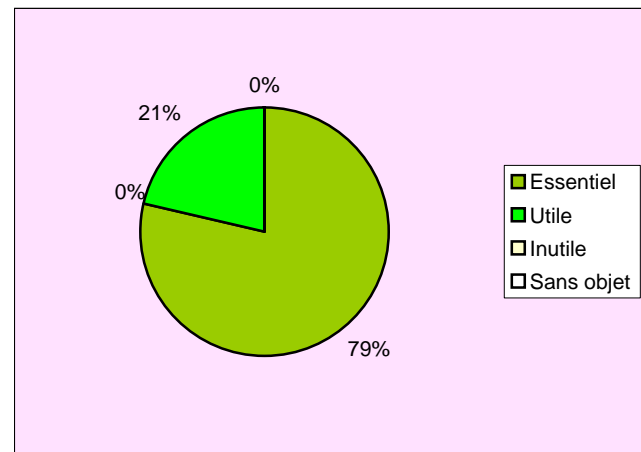
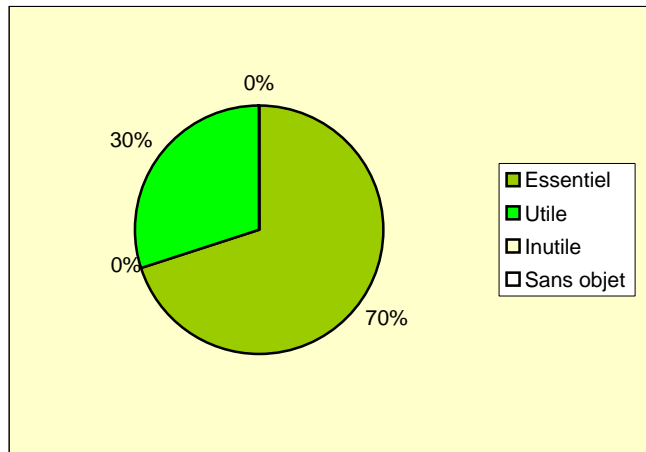
### Savoir établir des devis « justes »



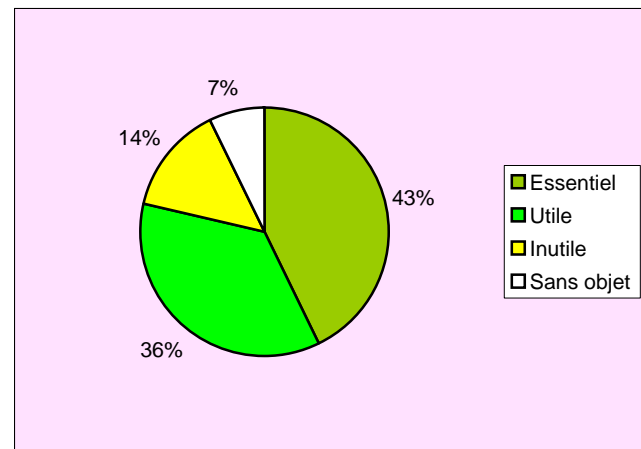
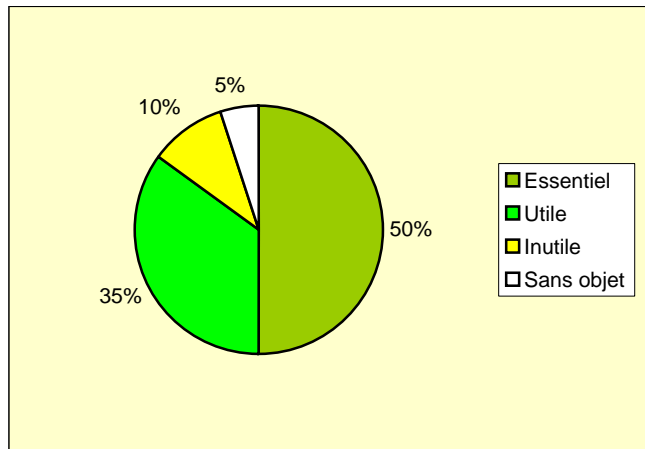
### Maîtriser les affectations de ressources



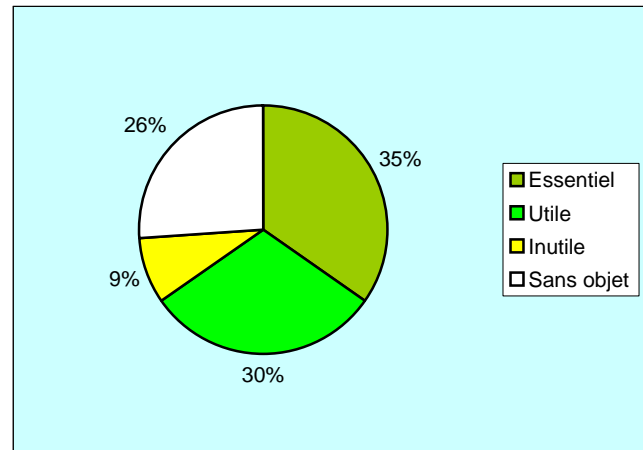
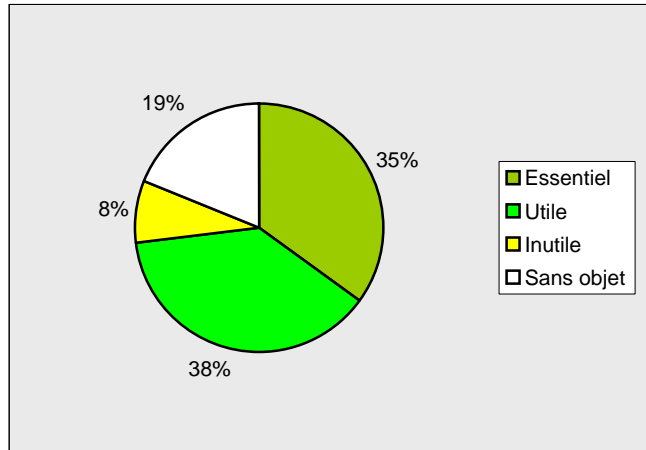
### Savoir établir des devis « justes »



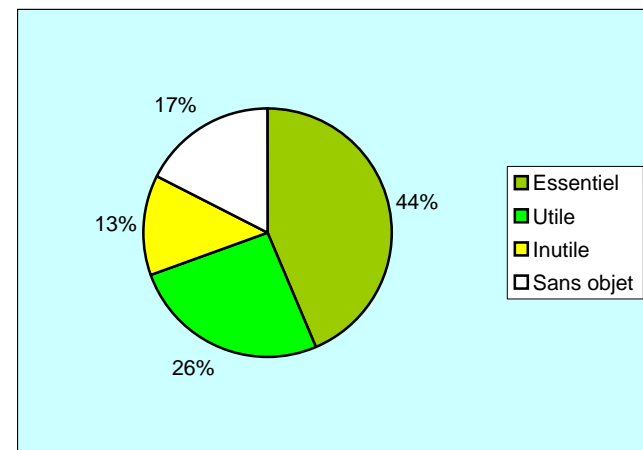
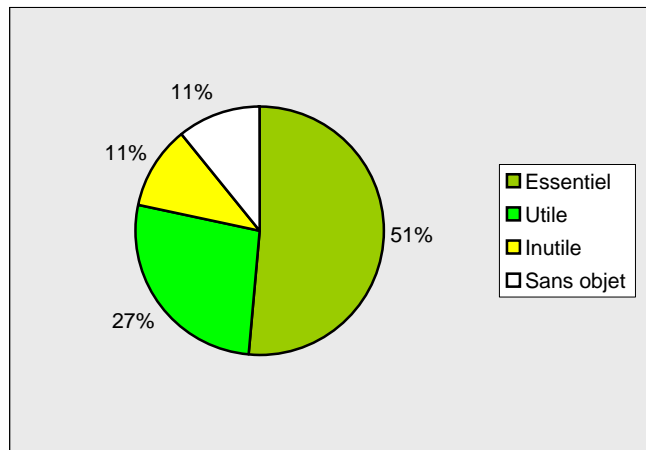
### Maîtriser les affectations de ressources



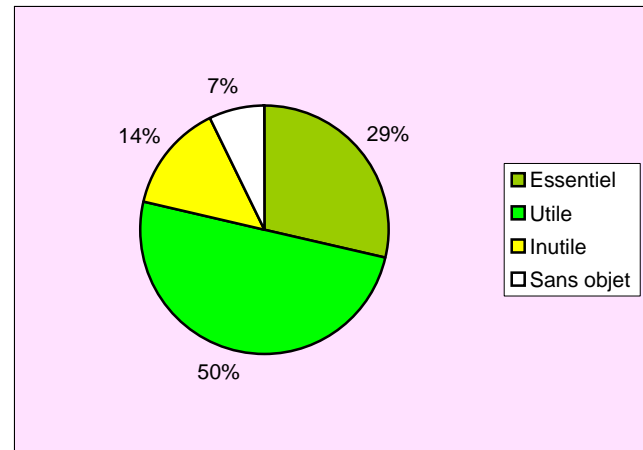
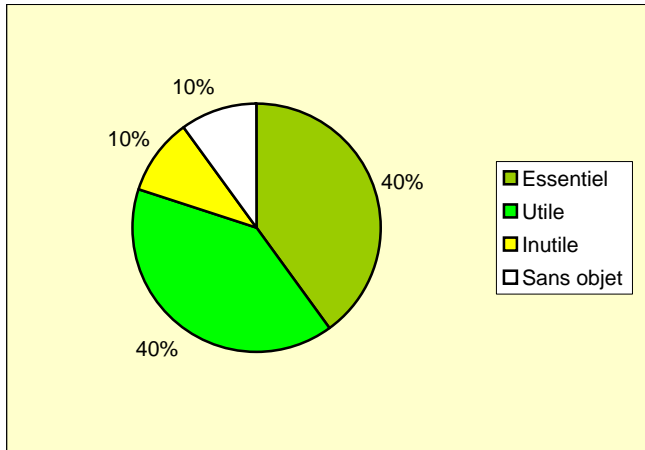
### Maîtriser les consommations de ressources



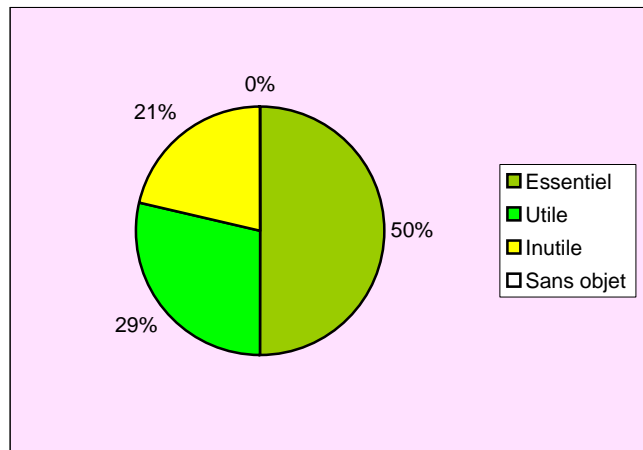
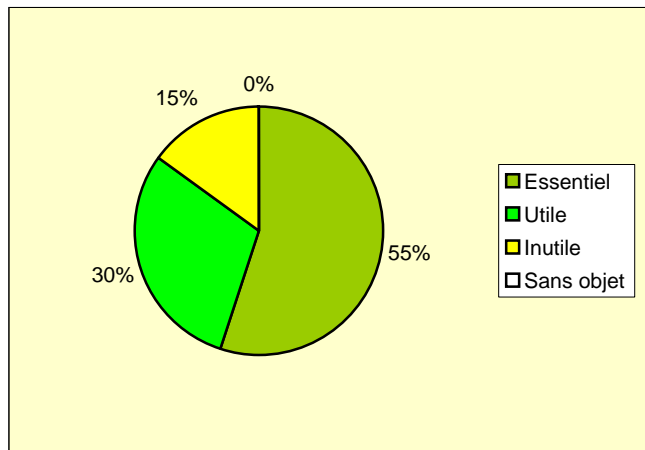
### Maîtriser l'exécution technique et budgétaire de chaque projet



### Maîtriser les consommations de ressources

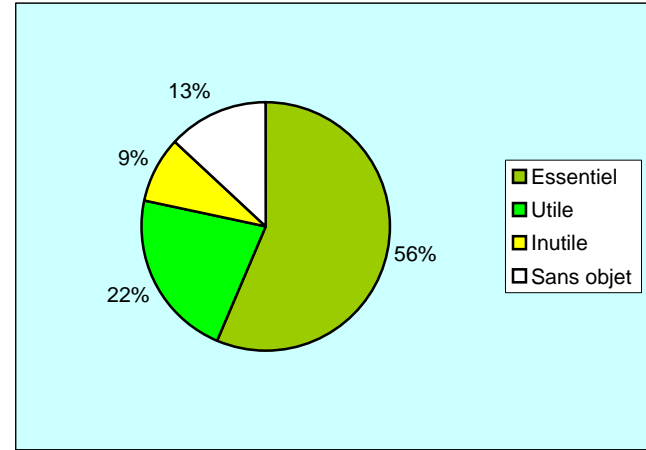
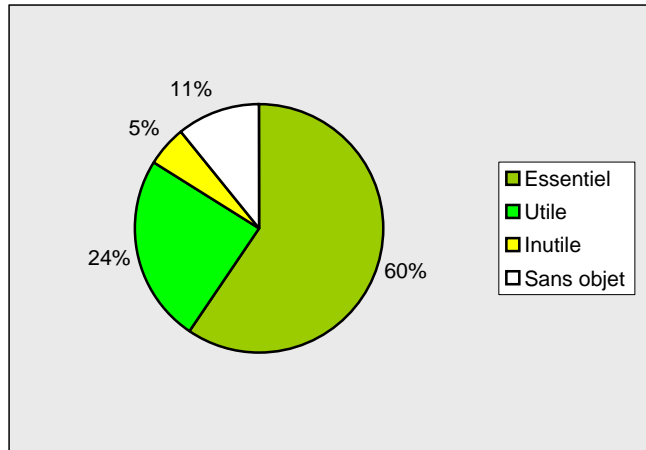


### Maîtriser l'exécution technique et budgétaire de chaque projet

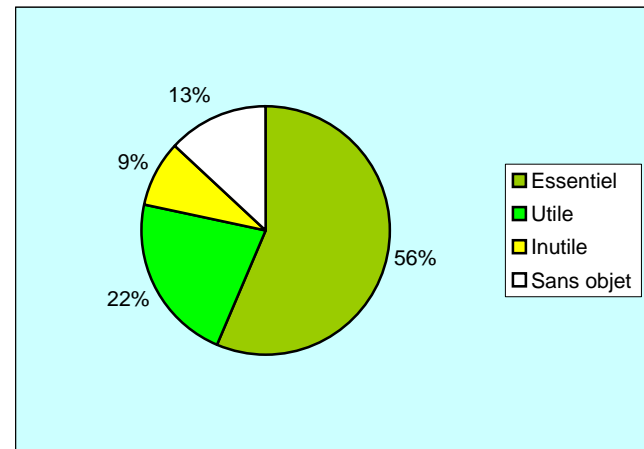
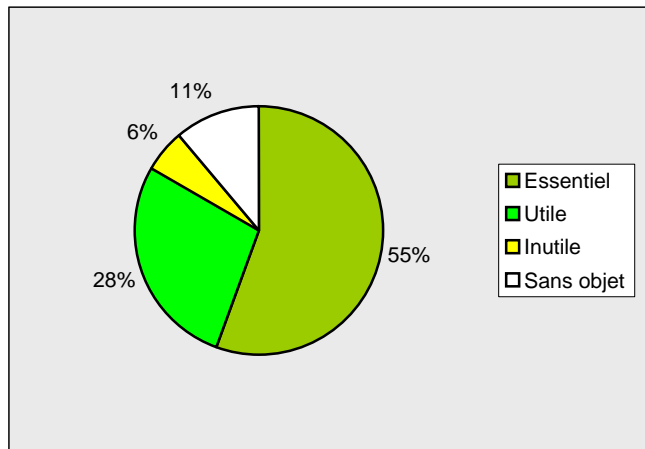


# Vente

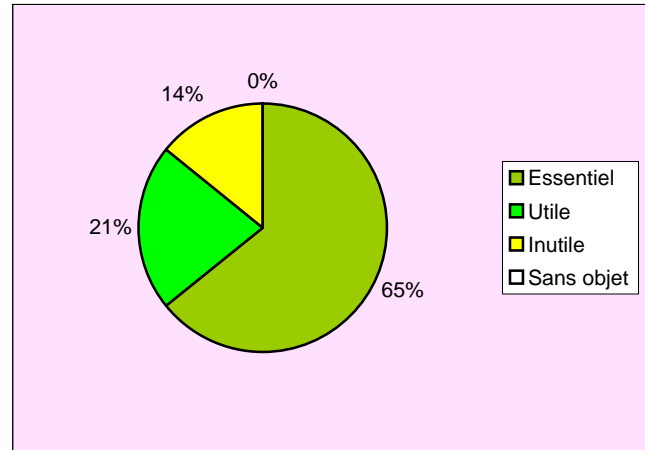
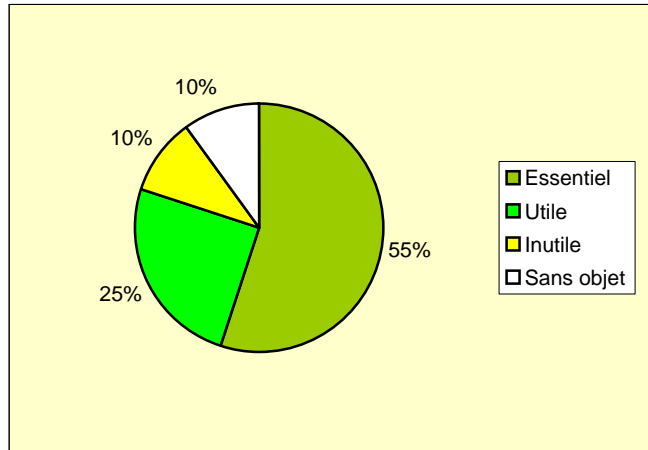
## Savoir expliquer le contenu et les enjeux de la prestation



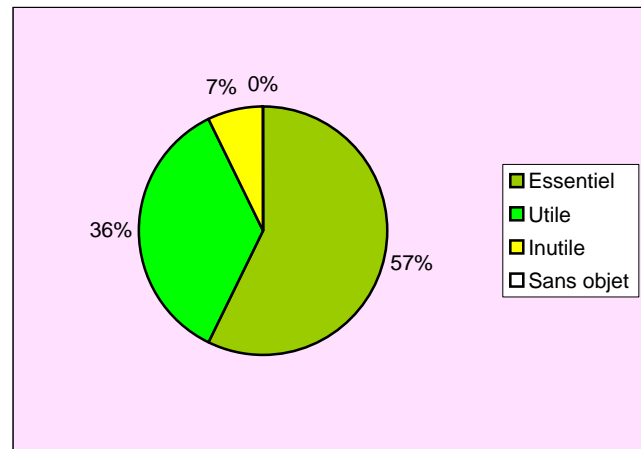
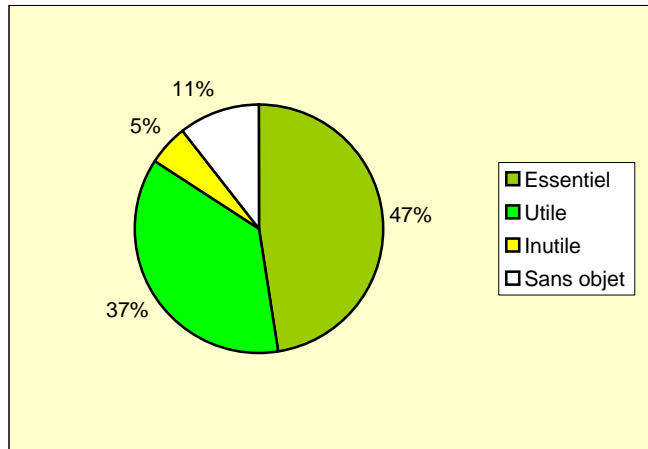
## Savoir décrire la technicité et la complexité de la prestation



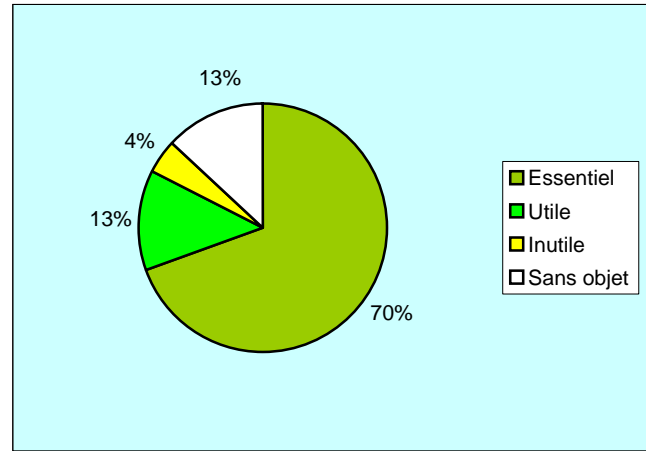
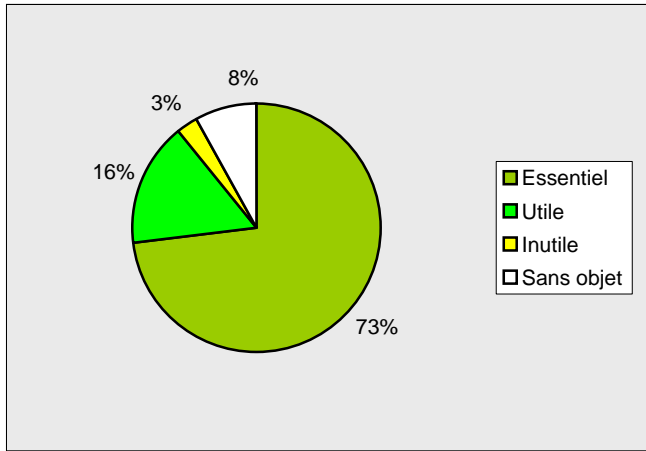
### Savoir expliquer le contenu et les enjeux de la prestation



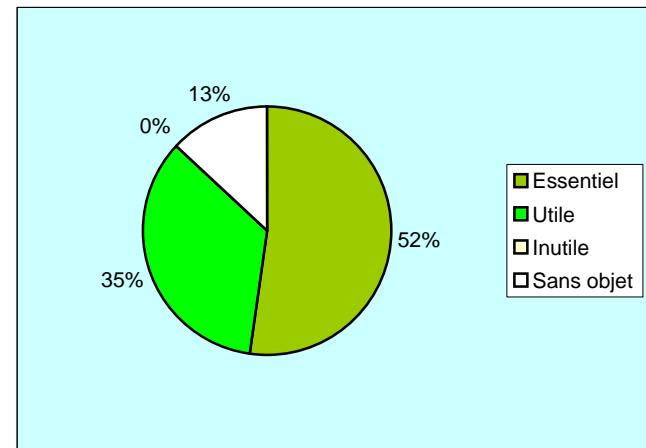
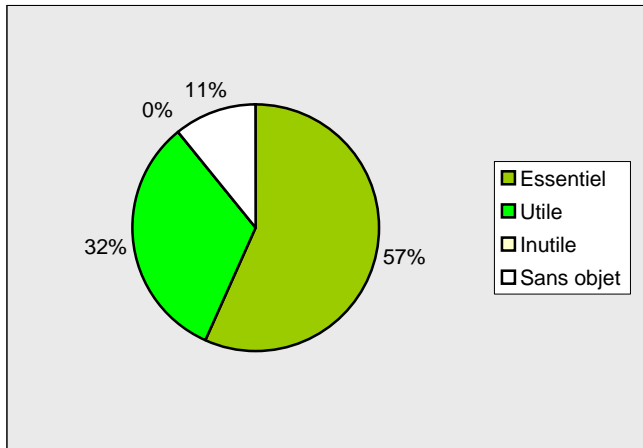
### Savoir décrire la technicité et la complexité de la prestation



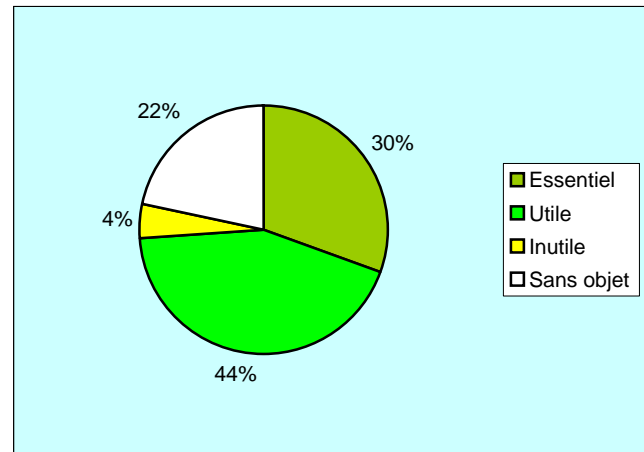
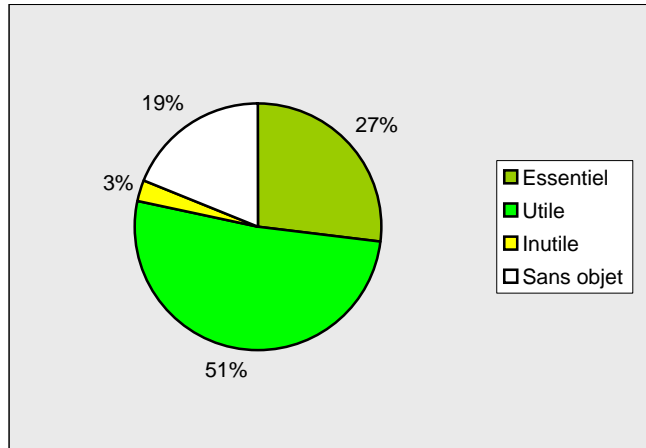
### Être capable de justifier les coûts de la prestation



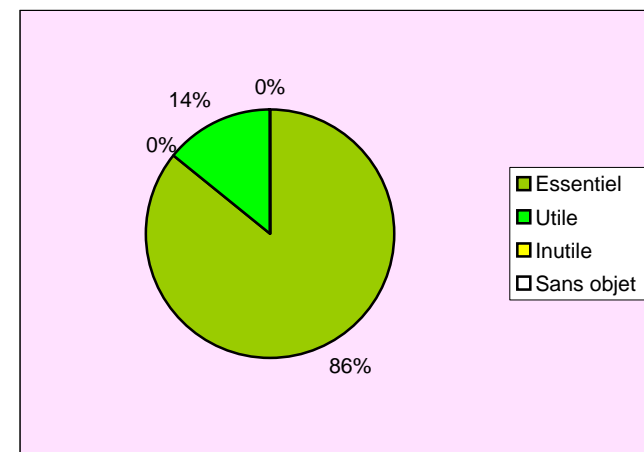
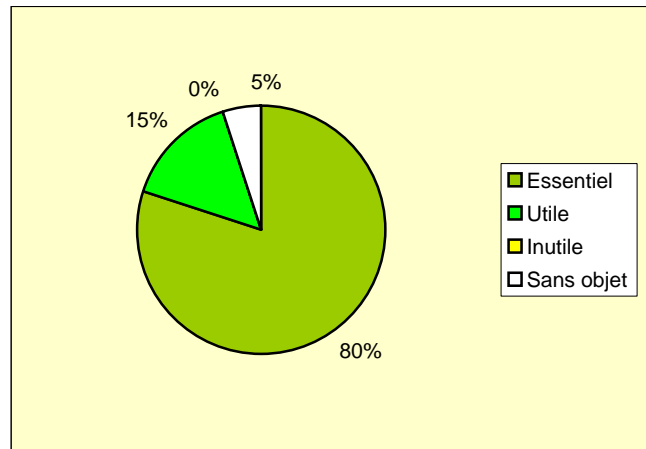
### Être capable de valoriser pleinement la prestation



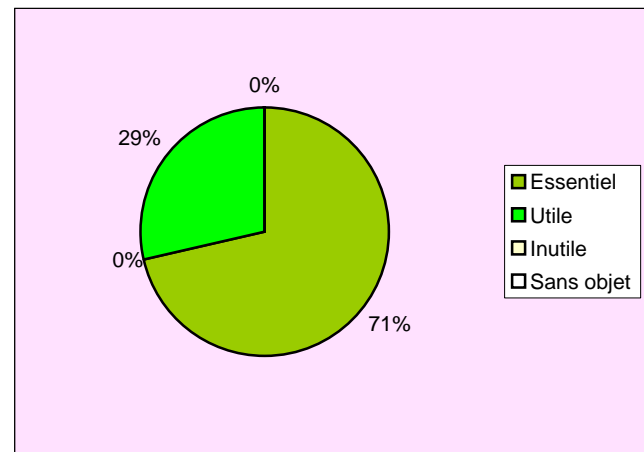
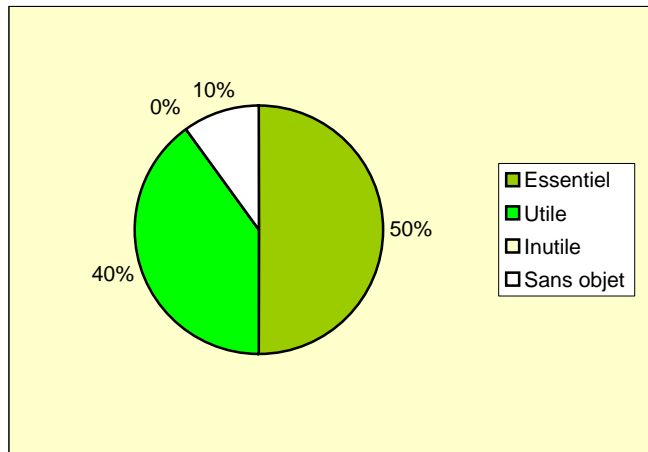
### Savoir vendre des composantes de prestation à forte valeur ajoutée



### Être capable de justifier les coûts de la prestation



### Être capable de valoriser pleinement la prestation



### Savoir vendre des composantes de prestation à forte valeur ajoutée

