

Supporting

developing
the professionals
worldwide



About the author

Zora Jackman

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Preparing for a Public Service Interpreting Assignment

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language speaker

name of the other

remuneration.

language dialect

date, time, location and expected

duration

Introduction

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The purpose of this document is to provide an overview of the project and its objectives. It is intended for all stakeholders involved in the project, including the project sponsor, the project manager, and the project team.

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The project is a complex one, and it is important to have a clear understanding of the project's goals and objectives. This document provides a high-level overview of the project and its key components.

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ON ARRIVAL: BRIEFING

Who will be there?

What is the main purpose of the session?

Will any special terms be used?

Are there any documents that you can see or have a copy of?

Is there anything special you should know?



IMPROVING AND EXPANDING KNOWLEDGE AND SKILLS

What went well?

What did not go well and why?

What did I do well?

What could I do next time to help a similar session go more smoothly?



About CIOL

