RWS

Training

**Gain the maximum
benefits from your
technology investment**

From strategy to implementation – we are here for you

Training your teams is a key enabler to successful product adoption.

Your investment in RWS technology is about more than technology itself: it's about achieving your broader business goals.

We offer both introductory and advanced learning through classroom training and self-paced eLearning. The RWS Community also provides the opportunity to interact with a broader community of experts and peers.

Now that you have selected one of our products, our training team will help to ensure that your staff get the most out of your technology investment. From installations and upgrades, to best practices and daily tasks, we provide training for all roles within your organization.

Choose the training option that suits your needs

We offer a full curriculum of courses to support all RWS products and levels of expertise.

Training delivery options

Your training needs may vary and change over time, so we offer a variety of training options, including:

- Instructor-led on-site and virtual classroom training
- Self-paced eLearning
- Certification programmes for professional career growth

On-site classroom training

Our trainer comes to your location.

- On-site training is best suited to organizations that have larger groups to train.
- It has the benefit of addressing the specific skillset and issues relevant to your organization.

Virtual classroom training

Our trainer delivers the training online using video conferencing tools.

- Online training has the benefit of addressing the specific skillset and issues relevant to your organization.

Certification programmes

RWS certification provides a recognized standard of excellence in RWS software knowledge. Certification is available for:

- Translators and project managers
- Tridion Sites developers
- Tridion Sites solutions architects
- Trados Enterprise administrators

We currently offer certification for the following products:

- Trados Studio®
- Trados® Enterprise
- Tridion® Sites

Self-paced eLearning

Available for some products, self-paced eLearning gives students access to online courses that they follow at their own pace.

These modular courses give students time to absorb information before proceeding to the next topic. Courses can be viewed more than once, providing a valuable tool to refresh knowledge.

- The course may include step-by-step instruction, recordings or both.
- As these courses are on demand, there is no interaction with a trainer or other class attendees.

Customized training

We can customize or mix and match the courses to fit your organization and RWS technology solution. The following pages provide just some examples of the courses available.

Learn more at **rws.com/support/training**

Content management technology

Tridion® Docs

Course name	Delivery	Learning
Tridion Docs Content Manager Fundamentals	On-site classroom	This course is designed for a new site implementation team to become familiar with a range of content manager concepts and functions in preparation for designing a site configuration.
Content Manager Administrator	On-site classroom	This course is designed for power users or system administrators who manage the software back end and who maintain your configured environment.
Content Manager Style Sheet Developer	On-site classroom	After an introduction to the key concepts in Tridion Docs Content Manager, this course focuses on the integration of style sheet plugins that will be added to the DITA Open Toolkit and on the creation of publishing customizations.
Tridion Docs Content Manager Developer Courses	On-site classroom	Different courses are available to get your developers up to speed.
Tridion Docs – An Introduction	eLearning	This course provides an introduction to Tridion Docs key concepts, tools and features.
Collective Spaces – Review Space	eLearning	This course provides an overview of Review Space and will enable non-technical subject-matter experts to start using Review Space quickly and efficiently.
Collected Spaces – Draft Space	eLearning	This course provides an overview of Draft Space and is aimed at subject-matter experts who need to author content using Draft Space or handle review comments that were added in Review Space.

Content management technology

Tridion® Sites

Course name	Delivery	Learning
Tridion Sites Fundamentals	On-site classroom	Understand the concepts, best practices and actions needed to manage a highly-successful Tridion Sites implementation.
Tridion Sites Developer	On-site classroom	This course provides a technical introduction to developing websites managed through Tridion Sites.
Tridion Sites System Administrator	On-site classroom	Learn how to monitor, troubleshoot and maintain a Tridion Sites installation, and understand key strategies for future-proofing the installation.
Tridion Sites BluePrinting, Translation and Authorization	On-site classroom	This course is designed to take users through the main concepts and best practices for BluePrinting, translation and authorization needed for a Tridion Sites implementation.
Tridion Sites Delta	On-site classroom	This course is recommended for organizations upgrading to Tridion Sites 9.5, as it provides working examples and experience of implementing the new and improved features of Tridion Sites 9.5.
Tridion Sites 9.6 Delta	eLearning	This course is designed to help teams and their executive sponsors understand, prepare for, and explain the benefits of Tridion Sites 9.6 to their internal stakeholders, users and development teams.
Tridion Sites Fundamentals – Introduction	eLearning	This course introduces Tridion Sites and its key features, including BluePrinting technology, easy authoring and experience optimization.

XPP®

Course name	Delivery	Learning
XPP Administration	On-site classroom	This course provides a review of the XPP server and client environment, including the software on the file system, third-party software and touchpoints to the operating system.
XPP Tabular Essentials	On-site classroom	Learn how to create and modify tables, apply standard tabular styles and override the styles on a table-by-table basis.
XPP Fundamentals	eLearning	Learn how to use the XPP user interfaces to navigate documents, work inside documents and manage styles.
XPP CSS Style Development	eLearning	This course is designed to give style developers an introduction into developing CSS style sheets for XPP.

Content management technology

Contenta®

Course name	Delivery	Learning
Contenta S1000D Fundamentals	On-site classroom	This course is intended for authors, editors, reviewers and publication managers and covers the tools and features available with Contenta S1000D.
Contenta S1000D Administration	On-site classroom	This course is intended for Contenta administrators and those responsible for configuring and managing the CSDB.
LiveContent S1000D Developer	On-site classroom	This course covers customizing LiveContent S1000D, including the skins and output content of the IETP.
LiveContent S1000D: Administrator Training	eLearning	This eLearning course provides you with a knowledge of publishing, configuration and deployment of LiveContent S1000D IETPs.
LiveContent S1000D: User Training	eLearning	This eLearning course provides you with a knowledge of using LiveContent S1000D IETPs.
S1000D Foundation Suite	eLearning	This course covers managing the S1000D project start-up process and building data module skeletons to use in the Contenta S1000D Publishing Suite.
S1000D BREX Builder	eLearning	This course covers managing the S1000D business rule decision-making process and building a BREX data module.

Language technology

TMS® or WorldServer™

Course name	Delivery	Learning
Fundamentals	On-site classroom	This course introduces the software to all users. It demonstrates the benefits of using an enterprise-scale translation management system and covers key concepts that will be valuable to all user roles.
Work Submitter	On-site classroom	This course shows how to create, submit, monitor and download translation projects.
Translator	On-site classroom	This course prepares translators, reviewers and other linguistic experts for tasks that are assigned to them in the tool.
Reviewer	On-site classroom	During this course users will learn how to work within the system as a reviewer.
Project Manager	On-site classroom	Learn everything you need to know to manage translation projects within an enterprise-scale, workflow-driven translation management system.
Administrator	On-site classroom	Gain the technical expertise needed to configure, monitor, troubleshoot and maintain TMS or WorldServer.

Managed Translation™

Course name	Delivery	Learning
Managed Translation User	eLearning	This course covers the user interface, dashboard, and how to create and approve projects, review a translation, download projects and configure user options.
Managed Translation Reviewer	eLearning	This course covers the user interface, requesting changes, finalizing reviews, best practices and user options.

Language technology

Trados® Accelerate/Enterprise

Course name	Delivery	Learning
An Introduction	eLearning	This course provides an overview of Trados Accelerate/Enterprise to give all users a good level of understanding before embarking on further training.
Customer Requester	eLearning	The course provides an overview of how to process a project within the customer portal of Trados Accelerate/Enterprise.
Customer Reviewer	eLearning	The course provides an overview of how to review a project within the customer portal of Trados Accelerate/Enterprise.
Translation Project Manager	eLearning	The course provides an overview of how to manage a project within the customer portal of Trados Accelerate/Enterprise.
Translator	eLearning	The course provides an overview of how to access and translate tasks in Trados Studio and Online Editor.
Vendor Role	eLearning	The course for vendor project manages, translators and engineers enables users to get up to speed and start using Trados Accelerate and Trados Enterprise quickly and efficiently.
Trados Learning Hub	eLearning	This learning hub is the gateway to all your mini-learnings for the Trados cloud environment. The hub gives you access to all of the different micro eLearning solutions that have been released for Trados Team, Accelerate and Enterprise.
Administration Basics Training	eLearning	This course provides an overview of how to administer Trados Accelerate/Enterprise.
Administration Roundtrip Training	eLearning	The course provides administrators a roundtrip of a project within Trados Accelerate/Enterprise.

Language technology

Trados® GroupShare

Course name	Delivery	Learning
Translators and Reviewers	On-site classroom Virtual classroom	This course is designed for translators and reviewers who want to get familiar with Trados Studio and Trados GroupShare.
Project Managers and Power Users	On-site classroom Virtual classroom	This course is designed for project managers and power users who want to become familiar with Trados GroupShare.

Trados® Business Manager

Course name	Delivery	Learning
Getting Started	On-site classroom Virtual classroom	This course is designed for users who want to get familiar with Trados Business Manager. It will walk users through all the configuration steps necessary to turn an empty system into a working one.

Trados Studio®

Course name	Delivery	Learning
Level 1	On-site classroom Virtual classroom eLearning	This course is for users who want to become familiar with Trados Studio quickly and start working productively with the application from day one.
Level 2	On-site classroom Virtual classroom	This course is for users who want to go beyond the basics of Trados Studio to the next level. Topics that can be addressed include, but are not limited to: alignment, neural machine translation, QA checker, review, project settings.
Level 3	On-site classroom Virtual classroom	This course is for users already familiar with Trados Studio, who want to leverage its advanced features to work even more efficiently and streamline their processes further. Topics that can be addressed include, but are not limited to: TM maintenance, terminology, file types.
Cloud Capabilities	eLearning	This course is designed to help users who want to quickly get started with Trados Studio Cloud Capabilities, and who want to improve their knowledge of how to work with its basic productivity features.

Language technology

Trados® Terminology

Course name	Delivery	Learning
Trados Terminology	eLearning	This Trados eLearning course introduces linguists to terminology and termbase management using Trados Terminology.

MultiTerm® Desktop

Course name	Delivery	Learning
User Training	On-site classroom Virtual classroom	For MultiTerm training, take the Trados Studio Level 3 course, where you can learn how to create a termbase, import entries, manage and filter termbase entries, and use cloud termbases.

Passolo®

Course name	Delivery	Learning
Getting Started	On-site classroom Virtual classroom eLearning	Learn how to use Passolo to make translation of software projects easier.

Language Weaver® Edge

Course name	Delivery	Learning
Getting Started	eLearning	The aim of this course is to provide a quick introduction to Language Weaver Edge for any user.

RWS University

All of our eLearning courses are accessible
via RWS University, our online learning platform.

Free courses

Once you sign up to
RWS University, you immediately
have access to all of our free
courses, which you can find
under 'Catalog' via the Dashboard
dropdown menu.

Paid courses

When you purchase an eLearning
course, you'll receive an email
inviting you to the **RWS University**
portal. Once you've signed in,
you'll be taken to the dashboard
where you'll see the course(s)
available to you.

Begin your training journey

Start learning by selecting a
course and clicking on the 'Start'
button. The system will bookmark
your progress, enabling you
to resume the course from your
last bookmark.

Once the course is complete, you can rate it and revisit it at any time to refresh your knowledge.

RWS Community

In addition to our training offering, our online communities provide free webinars, discussions and knowledge-sharing.

These communities give their members the opportunity to interact with others who use our technology and face the same business challenges. They are open to anyone who uses our technology.

Join the RWS Community for a supportive environment in which best practices are shared for both the technology and the business challenges of using content globally. Besides access to expert webinars, discussions and best practices, RWS Community members also get early information about upcoming RWS product releases.

To join and participate in the RWS Community, **visit our website**.

Learn more about RWS training options for your organization. Go to rws.com/support/training

About RWS

RWS Holdings plc is a unique, world-leading provider of technology-enabled language, content and intellectual property services. Through content transformation and multilingual data analysis, our combination of AI-enabled technology and human expertise helps our clients to grow by ensuring they are understood anywhere, in any language.

Our purpose is unlocking global understanding. By combining cultural understanding, client understanding and technical understanding, our services and technology assist our clients to acquire and retain customers, deliver engaging user experiences, maintain compliance and gain actionable insights into their data and content.

Over the past 20 years we've been evolving our own AI solutions as well as helping clients to explore, build and use multilingual AI applications. With 40+ AI-related patents and more than 100 peer-reviewed papers, we have the experience and expertise to support clients on their AI journey.

We work with over 80% of the world's top 100 brands, more than three-quarters of Fortune's 20 'Most Admired Companies' and almost all of the top pharmaceutical companies, investment banks, law firms and patent filers. Our client base spans Europe, Asia Pacific and North and South America. Our 65+ global locations across five continents service clients in the automotive, chemical, financial, legal, medical, pharmaceutical, technology and telecommunications sectors.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information, please visit: **www.rws.com**