

The multi-language learning checklist

Creating, managing, and delivering high-quality multi-language content can be a complex and challenging process. It goes far beyond simply translating text; it requires **careful planning**, strategic **resource allocation**, and **seamless workflows** to ensure your content resonates across various languages and cultures.

This **checklist** is designed to help you navigate the intricacies of multi-language translation, making the process more **streamlined** and **efficient**.

Pre-deployment

Identify business needs

- What are your target languages?
- What level of localization is required? And does this vary by language?
- How often will the content need to be updated?

Plan your budget

- How can you best use your resources and budget to meet your business needs?
- Will one translation approach always work (e.g. centralized)? Or will you need to use alternatives (e.g. external agencies) depending on project priorities?

Select your platforms and tools

- What are your priority features and what are 'nice-to-haves'?
- How user friendly is the tool? Will it work for the skill/experience level of your team and other colleagues you may involve in the translation process?
- How will the tool integrate with your LMS and/or other platforms?

Deployment

Decide whether to implement AI translation

- Will you be leveraging machine translation? If so, do you need to set up a glossary for key terms?

Establish key roles and responsibilities

- What are the key roles and how will they be involved in each stage of the process?
- How can you set up your tool's permissions to ensure each employee can focus on their role in the process, and avoid inconsistency slipping in?

Implement translation and review workflows

- Who will review each language version for accuracy? How much time will each reviewer need?
- What does your ideal review process look like? Will reviewers leave feedback or make edits to the content?
- What does the final Quality Assurance (QA) process look like?
- Who will provide final sign off for the language variations to go live?

Post-deployment

Collect analytics on engagement and comprehension

- What KPIs have you selected to measure?
- What data will provide a clear picture of each KPI? Will you use a combination of quantitative and qualitative data?

Optimize workflows based on user feedback

- Who will be involved in analyzing your data and making the decisions based on your findings?
- What is your process for deploying improvements?

Review cost and ROI for continuous improvement

- What KPIs you will measure?
- What data will provide a clear picture of each KPI? Will you use a combination of quantitative and qualitative data?

[Click here to read the full guide to successfully managing multi-language learning content at scale](#)

We can help you do it!

Elucidat's translation management workflow eliminates the headaches of scaling training production and updates - whether across 5 languages or 75. No more **inconsistent translations, endless admin, or pricey agencies.**

Book a personalized demo and we'll show you exactly how you can overcome your toughest learning translation challenges.

[Book a demo](#)