



COMMUNICATIONS
CONSULTING GROUP
COMMUNICATION MADE SIMPLE.

MEDIA KIT

WWW.YOURCCGROUP.COM | 225.663.1786 | INFO@YOURCCGROUP.COM

AT A GLANCE

OUR MISSION IS TO offer a wide range of services to accommodate the total spectrum of communication methods. CC Group's services are used by individuals and companies who believe in communication made simple. We continue to create **innovative opportunities** for people through accessibility.



HOME BASE: PRAIRIEVILLE, LOUISIANA

SERVICE AREA: NATIONWIDE

LANGUAGES: YOU REQUEST IT, WE'LL FIND IT

INDUSTRIES

CC Group's services have been used in government, healthcare, legal, religious, business, academic, and entertainment environments, among others. Thanks to our extensive experience, we have full knowledge of the needs and expectations of both the communications community and our consumers.

STAFFING

At CC Group, an exemplary staff, flexible ideology, and a multi-disciplinary philosophy combine to create a solid working relationship with our clients based on honesty, integrity and confidence. It's a powerful team approach that assures rapid response, unwavering ethical commitment and accurate communication with the people you want to reach. Our interpreters, translators, and transcribers are among the best in the industry. More than just certified and qualified, they are constantly engaging in professional development opportunities. Located across the nation, each individual is a certified member of the professional body in their respective industries.

PROFESSIONAL AFFILIATIONS



Registry of Interpreters for the Deaf



Louisiana Registry of Interpreters for the Deaf



American Translators Association



National Court Reporters Association

SERVICES

CONSULTING

- communications
- language
- accessibility

SIGN LANGUAGE INTERPRETING

- on-site
- video remote interpreting (VRI)

SPOKEN LANGUAGE INTERPRETING

- on-site
- telephonic

CAPTIONS & MULTIMEDIA

- real-time transcription
- social media, signovers, voiceovers, and subtitles

INSTRUCTION

- on-site & remote workshops and classes

CONSULTATION & STRATEGY

OUR ADMINISTRATIVE TEAM consists of nationally certified interpreters and deaf individuals, all of whom bring more than 40 combined years of consumer and service experience in the language industry. This allows us to understand **firsthand** the nuances of cross-cultural communication.



CC GROUP STRIVES TO provide resources and services for clients so they can produce an efficient communication flow. As long-time language service providers, CC Group is a rich, experienced resource for questions regarding communications, offering information and advice.

Our firm specializes in cross-cultural communication and strategy, developing the most viable plan for your organization. Our communications veterans offer their perspectives as experienced service providers.

CHOOSE FROM THREE AREAS OF FOCUS:



- communications consulting
- language consulting
- accessibility consulting

We are able to customize any of our consulting services, including our training programs, to meet your communication needs. As a communications consulting firm, understanding the needs of our clients is our first priority and our focus is to provide the best service possible for your specific situation.



SAMPLE TOPICS

LANGUAGE ACCESSIBILITY

We focus more on human interaction and how attitudes and behavior can deter or encourage people who speak different languages. Learn about implementation strategies and how to use plain language.

CROSS-CULTURAL WORKPLACES

Understanding cross-cultural communication can affect customer service, employee relations, and employee supervision. Being able to cross bridges increases innovation, growth, and viability.

SECTION 508 COMPLIANCE

Designed in compliance to offer people with disabilities and others access to the information and resources they need to live full and independent lives in the workplace and in their communities.

HOW TO WORK WITH INTERPRETERS

We provide useful information on how to use interpreters, including etiquette and the "dos and don'ts" of working with interpreters. We also teach you about the etiquette of over-the-telephone interpreting as opposed to working with one on-site, or communicating with a remotely located video interpreter.

AMERICANS WITH DISABILITIES ACT

The ADA Law is a civil rights law that prohibits, under certain circumstances, discrimination based on disability. Title II prohibits disability discrimination by all public entities at the local and state level.

SIGN LANGUAGE INTERPRETING

ALL TYPES OF SIGN LANGUAGE interpreting are offered by CC Group, be it transliterating, live on-site interpreting, or Video Remote Interpreting. Our interpreters can match virtually **any environment**.

ON-SITE SIGN LANGUAGE INTERPRETING

CC Group's sign language interpreters are assigned to jobs in the community based on the best skill match for the consumer. Deaf and hard-of-hearing individuals use different methods to communicate with other people, as described below.

AMERICAN SIGN LANGUAGE (ASL) has its own distinct grammatical structure and is visual rather than auditory, composed of precise handshapes and movements.

CUED SPEECH TRANSLITERATION a sound-based visual communication system that, in English, uses eight handshapes in four different locations with the natural mouth movements of speech.

TACTILE INTERPRETATION the client places their hands over the hands of the interpreter to read signs through touch and movement. Used by clients who are blind or have very limited vision.

MANUALLY CODED ENGLISH (MCE): invented manual codes representing aural/oral aspects of English. Includes Signed Exact English, a method striving to represent English grammar/vocabulary.

ORAL TRANSLITERATION: speechreading as primary mode of communication. Oral transliterators may "voice" for speakers who use no voice or are difficult for listeners to understand.

PIDGIN SIGNED ENGLISH (PSE): a term that refers to a contact language or blended form of Signed English and ASL, often used when deaf people and hearing people attempt to communicate.



VRI: VIDEO REMOTE INTERPRETING

CLICKVRI IS A video remote interpreting service that combines the power and versatility of the Internet and remotely located professional sign language interpreters to provide immediate, convenient interpreting services between Deaf, hard of hearing and hearing individuals who are in the same location.

Other than some basic equipment obtaining an interpreter via ClickVRI is easy and fast. With ClickVRI, there is no upcharge for last-minute calls, and no cancellation fees or travel expenses. Minimum charges are based on just 15 minutes, while standard interpreting practices charge for two hours.

This service is optimal for geographic areas with few or no qualified interpreters, requests that are either frequent, last-minute or short in duration, or urgent situations requiring immediate service.

ClickVRI is your best choice for high quality interpreting when it just isn't possible or feasible to have an interpreter on-site.

SPOKEN LANGUAGE INTERPRETING

ACROSS THE NATION, customers are provided with certified, qualified spoken language interpreters and translators - both on-site and remotely - be it a legal, business, medical, or office setting among others.

CC Group's spoken language interpreters are carefully screened and selected to ensure they provide quality service. Each request is carefully considered before an interpreter is assigned based on language proficiency, experience, skill sets, and adherence to our code of professional conduct. We have access to both live and over-the-telephone interpretation in hundreds of languages.

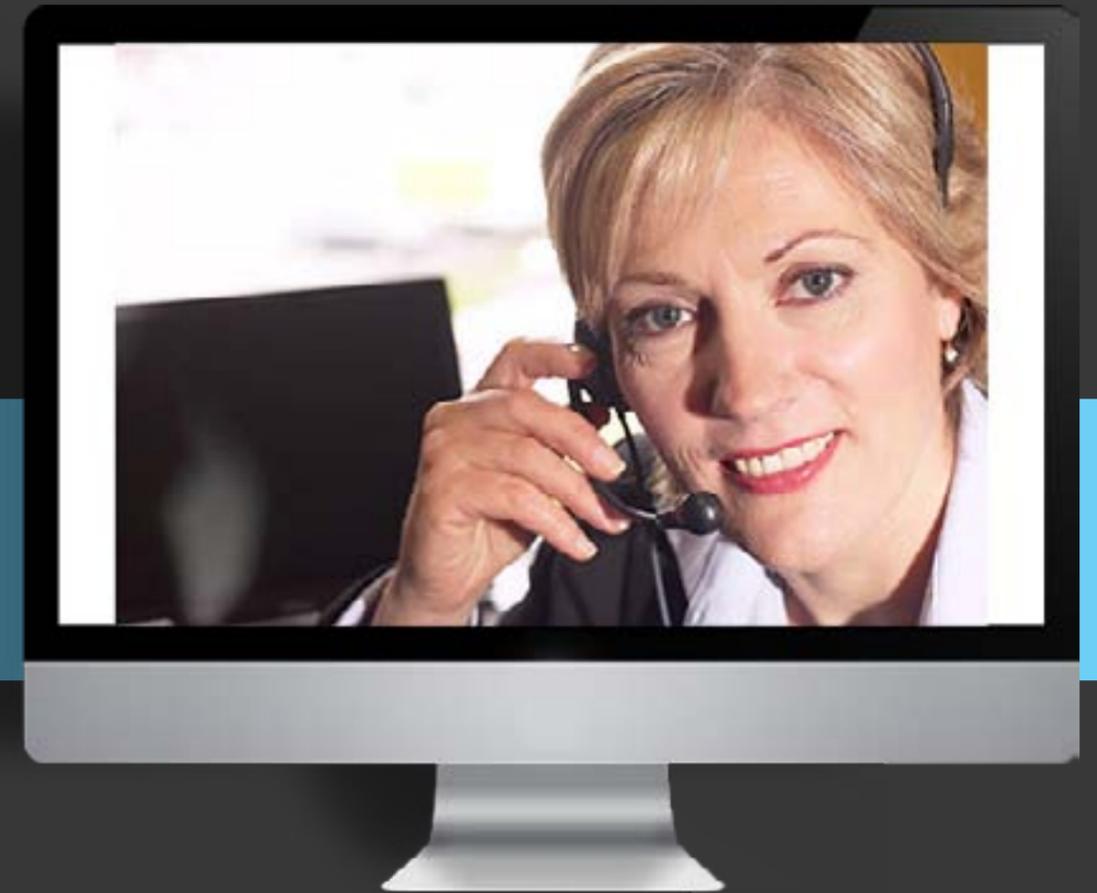


ON-SITE INTERPRETING

This is performed in a variety of settings, including environments where specialized certifications are required such as a medical interpreting or a legal interpreting certificate.

MOST REQUESTED LANGUAGES

- Amharic
- Arabic
- Chinese
- Dutch
- Farsi
- Flemish
- French
- German
- Italian
- Japanese
- Korean
- Polish
- Portuguese
- Spanish
- Somali
- Swahili
- Russian
- Vietnamese



TELEPHONIC INTERPRETING

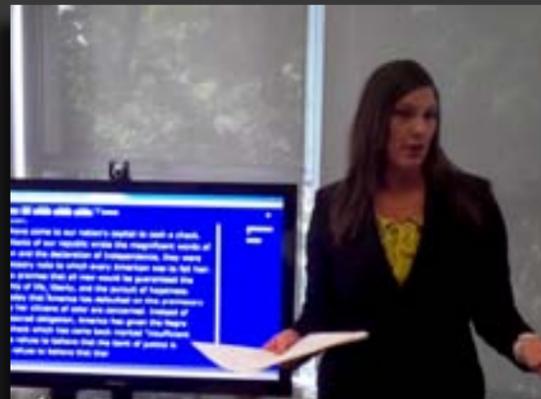
Remotely located spoken language interpreters connect to you via a secure telephone connection. This service is also known as OPI, or over-the-phone interpretation.

DOCUMENT TRANSLATIONS

We know that document translation requires intricate cultural knowledge in order to convey the right messages. Our language experience includes but is not limited to: letter translations; commercial document translations; marketing materials; website translations; legal documents; globalization and localization.

TRANSCRIPTION & MULTIMEDIA

MAKE YOUR MEDIA ACCESSIBLE with our available array of options, maximizing your total audience reach. Live, post-production, or pre-production, we can do it all on-site or remotely. These services are available in **any language**.



REAL-TIME TRANSCRIPTION

It can be verbatim, meaning-for-meaning, or simply an outline of notes. Our captioners and transcribers provide a wide range of speech-to-text services. Different types of transcription include:

- Communication Access Real-time Transcription (CART)
- TypeWell
- C-Print
- Notetaking
- Post-production transcription



SUBTITLES

After you produce a video, send it to us and we will make the text look any way you want **in any language**, with your choice of total customization for you and your audience.



Signover accommodation for a local news show



Signover accommodation for a TV commercial

SIGN-OVERS

Not all deaf and hard-of-hearing individuals who use ASL can read English proficiently. This makes sense, since ASL is their native language, equivalent to a new immigrant learning their new country's language. By providing a signover accomodation, you can reach hundreds of thousands of people in their own native language.

VOICE-OVERS

Available in any language, we will add a voice-over to a video file you provide us with. You can request a specific type of voice, including a male or a female voice. We can transcribe the audio ourselves, or you can send us a script.

CLASSES & WORKSHOPS

PROVIDING SEVERAL OPPORTUNITIES for workshops, seminars and training sessions for interpreters, schools, organizations, and businesses, we customize each one to fit your individual needs.



We are flexible with however you want to set up the training - on-site or virtually. It can be a one-time event, or a series of workshops. With each multiyear contract, we include a free two-hour training session per year on a topic of your choosing. CC Group's instructors approach each topic with a detailed understanding of the audience's needs.

WORKSHOP & CLASS SETTINGS



Our options are flexible and make an array of avenues available to the student. On-site classes can be done with everybody in the same room, or the instructor can connect virtually while all the students are in the same room. Alternatively, each student can connect to a virtual classroom if each one is in a separate location. Our instructor can even go to your location and provide training to students who are remotely located. The possibilities are endless.

MOST REQUESTED TOPICS

Language Translation Basics

- Cultural Meditation
- Techniques for Successful Communication with Direct Clients
- How to Work with an Interpreter
- Relationship Building and Management for Professionals
- Getting Employees to Speak Up

Interpreting and Translating Topics

- Getting Started in Interpreting/Translating
- Tools for the Professional Translator
- Deaf Awareness and Deaf Sensitivity Workshops
- American for Disabilities Act Compliance
- How to Work with a Deaf/Hard of Hearing Employee

Language Topics

- American Sign Language (ASL) Basic
- American Sign Language (ASL) Intermediate



SOCIAL MEDIA

BUILD A DYNAMIC PRESENCE ONLINE with our packages that help make your business a success. Simply provide us with all the photos, videos, and and graphics that you would like to include, and we'll take care of the rest.



DEDICATED ACCOUNT MANAGERS

New to the sphere of social media? Our social media consultants are with you each step of the way, building your confidence and experience with social media networking.

Just want someone to maintain your existing social media outlets? CC Group develops custom strategies according to your audience's and your business' needs.

DRIVE MORE TRAFFIC

Select the social media platforms that will most benefit and develop meaningful relationships on behalf of your business.

PACKAGE FEATURES

- Social Media Network Set-up
- Custom Blog Set-up
- Social Media Consultation
- Daily Updates and Interaction
- Content Posting
- Key Performance Metrics Reports
- Content Research and Development
- Monthly Client Conference
- Blog Article Writing
- Social Bookmarking
- Increase Network Popularity
- Translations of posts into your preferred language
- Sweepstakes generation and consultation



AUDIENCE & COMMUNITY

THE LANGUAGE COMMUNITY IS DIVERSE and reaches a wide audience. Our services are geared toward those who interact with different cultures and languages daily, at work or at home.

DEAF AND HARD-OF-HEARING INDIVIDUALS

There is an estimated 36 million Americans with a degree of hearing loss, including those deaf from birth, illness, or age. These 36 million people lose access to information when

NON-ENGLISH SPEAKING INDIVIDUALS

Millions of people are learning English as a second language. Imagine the possible audience reach when you translate your content into other languages.

UNIQUE CONNECTIONS IN THE COMMUNITY

We believe in building relationships through consultation and being involved in the whole process from start to end. We are not merely a referral agency. Our process allows us to complement our consultation with various services that allow for language accessibility. Our first-hand experience with language accessibility and accommodation is beneficial in compliance with government laws and regulations, which makes your business a more welcoming place.



CONTACT US

YOU CAN REACH US through several different channels. Our business hours are 7:00AM to 4:30PM Central Time.



WEB	www.yourccgroup.com
EMAIL	info@yourccgroup.com
TEL	225.663.1786
FAX	225.570.1342
TOLL FREE	855.428.0558

TWITTER	@yourccgroup
GOOGLE+	+yourccgroup
FACEBOOK	facebook.com/yourccgroup
YOUTUBE	youtube.com/ccgroup
LINKEDIN	Communications Consulting Group
BLOGGER	communicationsconsultinggroup.blogspot.com

COMMUNICATIONS CONSULTING GROUP
PRAIRIEVILLE, LOUISIANA 70769 USA
[Communication made simple.](#)