

WFTGA



World Federation of Tourist Guide Associations



The Global Forum for Tourist Guides

Would you like to work as a tourist guide trainer?

Would you like to improve the standards of tourist guiding in your country?

Would you like WFTGA and University Accreditation for your training abilities?

WFTGA is offering a

TRAIN THE TRAINER COURSE

at the WFTGA International Training Centre in Nicosia, Cyprus.

Duration: 13 DAYS

Start of Course: Monday 5 November 2018

Last day: Saturday 17 November 2018

The Course Fee is 1,690 Euro.

Scholarships: Participants working in countries listed in Tiers 3-4-5 (*see our member fee list on the WFTGA website: www.wftga.org*) may apply for a limited number of scholarships. (application form attached)

Outcome: Successful participants of the Train the Trainer Course will be able to use what they have learned to train tourist guides in their own country or area of qualification/licence.

Progression: Successful participants, who are also Full Members of WFTGA, will have the opportunity to progress to become WFTGA International Trainers.

Train the Trainer Course 2018

Target Group: The course is designed for Tourist Guides who would like to become Trainers, or Tourist Guide Trainers who would like to improve their training skills and gain WFTGA accreditation.

Entry Requirement: One year of tourist guiding experience is required to sign up for this course.

Language: The Course will be delivered in English. Practical assessments and written exams will be conducted in English. Therefore participants require a working knowledge of English, both written and spoken.

Course Contents: The course will include:

Practical Guiding and Training Skills

- 2-Day Communications Seminar, which includes presentation skills, self-evaluation, organising knowledge and tailoring-a-tour-to-an-audience sessions
- Guiding on a Walk (Town)
- Guiding in a Museum or an Art Gallery
- Guiding on a Moving Vehicle
- Guiding People with Special Needs
- Teaching Practical Guiding Skills – Tutoring on a Walk, in a Museum and on a Coach
- Coaching and Assessment Skills
- Facilitation of Communications Seminar

Applied Knowledge

- Itineraries/Tour Plans and Time Management
- The Challenges of Different Types of Guiding
- Climate and Sustainable Development
- Protection of Antiquities
- Learning during Adulthood
- The Power of Feedback
- Procedural Steps for Training
- Designing Guide Training Courses (including marketing and creating a business plan)
- Criteria for a Guide Training Course in a Specified Area



World Federation of
Tourist Guide
Associations

1985-2015 : 30 Years Guiding
World Heritage & Culture

**WFTGA is an NGO in
Operational Relations with
UNESCO and
Affiliate Member of
UNWTO**

**Registered Office:
Vienna, Austria
www.wftga.org
info@wftga.org**

**WFTGA International
Training Centre**



**University of Cyprus
Nicosia Cyprus**

**18th WFTGA Convention
Tbilisi, Republic of Georgia
January 2019**

**We are the
Professionals!**

Cultural Studies

- Group Psychology
- The Psychology behind Humour
- Cultural Sensitivities

Business Studies

- Running a Professional Guiding Business
- Guide's Role in Tourism and Guiding Ethics

Assessment: Practical and written

Certificates issued jointly by WFTGA and the University of Cyprus.



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WFTGA Terms and Conditions

Registration:

Registration Form should be accompanied by your CV and a copy of your Tourist Guide Certificate or Tourist Guide Licence. Please send your Registration Form and the required documents to Viola Lewis, WFTGA Lead International Trainer, at viola@ravingscotland.co.uk or training@wftga.org

After sending in your fully completed Registration Form you will receive a confirmation of receipt from the WFTGA Training Division. The WFTGA Treasurer will send you an invoice with bank details.

Last date of Registration: 30 September 2018

WFTGA will announce within one week after this date if the course is taking place.

Course Fee: 1,690 Euro

WFTGA will not be liable for any possible changes in VAT Regulations.

The Course Fee will include: 14 nights hotel accommodation in single rooms with buffet breakfast from November 4; refreshment breaks on working days; 10 lunches and four dinners (three of these dinners are hosted by the Cyprus Tourist Guides Association, the Nicosia Municipality and the University of Cyprus); transport between hotel and classrooms; entrance to sites and practical training; handouts and training material; interactive training delivered by WFTGA Trainers; lectures by University of Cyprus staff; assessment and certificates from WFTGA and the University of Cyprus within four weeks of course completion.

Payment conditions:

Immediately after confirmation of registration 20% of the total payment must be paid into the WFTGA Bank account. This is a non-refundable deposit unless WFTGA cancels the course. The balance must be into the WFTGA bank account four weeks prior to the start of the Training Course.

Cancellations:

In case of cancellation by the participant WFTGA will retain the 20% deposit.

WFTGA reserves the right to cancel the Training Course if the required minimum number of participants is not met. In this case deposits will be refunded by WFTGA. WFTGA will not be held liable for any cancellations caused by conditions outside our control or Force Majeure.

Insurances:

Course participants are responsible for their own insurance (travel, health etc).

Visas

Course participants are responsible for getting a visa of entry into the Republic of Cyprus (if required) prior to their arrival in the Republic of Cyprus.

Certificates:

Certificates of Successful Completion or Certificates of Attendance will be issued after completion of the Training Course. Certificates are issued jointly by the WFTGA and the University of Cyprus. Attendance of all sessions, including all assessments and written exams, is compulsory to receive a certificate.

WFTGA Cyprus 2018 Train the Trainer Course Registration Form
Please print your responses.

NAME:	NATIONALITY:
ADDRESS:	COUNTRY OF WORK:
Telephone	Fax
E-mail	Tourist Guide Association or licensing body: Country: Region:

GUIDING EXPERIENCE AND QUALIFICATIONS

Are you a Qualified Tourist Guide?	Yes	No	Do you have Tourist Guide experience? How many years?	Yes	No
Have you had any training as a Tourist Guide?	Yes	No	Have you had any experience as a Tourist Guide Trainer?	Yes	No
Do you have any Trainer Qualifications?	Yes	No	Tertiary/Post-School Education	Yes	No
Languages used as Tourist Guide: (English must be one of your working languages.)			List any Special Interest Tours you do:		
Member of National or other Tourist Guide Association?	Yes	No	Member of WFTGA?	Yes	No

Practical Guide Training (Place and Duration):

List of Tertiary/Post-School Education/Training:

Guiding Experience (Please specify main areas of interest e.g. city guide, rural guide, safari guide etc.)

Please attach your CV and a copy of your Tourist Guide Certificate or Tourist Guide Licence.

Fee 1,690 Euro should be paid by BANK TRANSFER to WFTGA upon receipt of invoice.

Signature:

Date of Application

*WFTGA International Training Centre Nicosia, Cyprus, the University of Cyprus:
 Sponsored by the Cyprus Tourism Organisation, A.G. Leventis Foundation, the University of Cyprus, the Cyprus Tourist Guides Association and World Federation of Tourist Guide Associations.*

**Train the Trainer Course 2018
WFTGA International Training Centre, Nicosia, Cyprus
Scholarship Application Form**

Please fill in all answers in clear capital letters

Name	
Nationality	
Country / area of your guiding licence	
Do you need a licence to guide in your country / area?	Yes/No
Language/s used for Tourist Guide work	
Which types of tours do you guide? (indoor/outdoor - walks / moving vehicle)	
How long have you worked as a Tourist Guide?	
How many hours of guiding do you generally do? (per week in the high season)	
How much do you earn? (per day/half day)	
If you are awarded a scholarship would you be able to pay your own fares?	
Are you a member of a Tourist Guide association?	Yes/No
Name of Tourist Guide association:	
Is this association a member of WFTGA?	How many Tourist Guide associations exist in your country?
Is your application supported by your local Tourist Guide association or your tourism authority?	Please submit relevant papers/documents (State Name and Number)

Do you have experience in training Tourist Guides? Briefly outline.	
What do you want to achieve as Trainer?	
In this section, please tell us why YOU should win the Scholarship, and how you would use the qualification once earned:	

I hereby declare that I have answered all the above questions to the best of my knowledge and that I will provide appropriate references if necessary.

Date

Signature

Supported by NAME, COUNTRY, DATE

Signature