

# WFTGA



## **World Federation of Tourist Guide Associations**



The Global Forum for Tourist Guides

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## **PERHAPS YOU...**

***... would like to work as a tourist guide trainer?***

***... would like to improve the standards of tourist guiding in your country?***

***... would like WFTGA & University Accreditation for your Training Abilities?***

***... would like to train tourist guides internationally?***

**WFTGA is offering just what you are looking for at our**

**International Training Centre in Yerevan, Armenia**

## **WFTGA Hands on Guiding Course**

7 working days

Start Course 31<sup>st</sup> March 2016

Last day 6<sup>th</sup> April 2016

**&**

## **WFTGA Train the Trainer Course**

5 working days

Start Course 8<sup>th</sup> April 2016

Last day 12<sup>th</sup> April 2016



## **WFTGA Hands on Guiding Course**

The **Course Fee with accommodation** will include nine nights hotel accommodation in single rooms with breakfast; transport from and to classrooms. Coffee breaks on working days, 7 lunches and one hosted dinner, entrances to sites and practical training; material and handouts for workshops; training with filming; assessment and certificates from WFTGA and the Yerevan State University within four weeks of ending the course.

The **Course Fee without accommodation will include** all coffee breaks on working days, 7 lunches and one hosted dinner; entrances to sites and practical training; material and handouts for workshops; training with filming; assessment and certificates from WFTGA and the Yerevan State University within four weeks of ending the course.

The Fee for Hands On will be

- **1000** (one thousand) Euro **INCLUSIVE** hotel accommodation
- OR**
- **700** (seven hundred) Euro **WITHOUT** hotel accommodation

***WFTGA will not be liable for any possible changes due to VAT regulations.***



## **WFTGA Train the Trainer Course**

*Booked in combination with HOT*

**The Course Fee with accommodation** will include fourteen nights hotel accommodation in single rooms with breakfast; transport from and to classrooms. Coffee breaks on working days, 12 lunches and plus one hosted dinner, entrances to sites and practical training; material and handouts for workshops; training with filming; assessment and certificates from WFTGA and the Yerevan State University within four weeks of ending the course.

**The Course Fee without accommodation** will include all coffee breaks on working days, 12 lunches and one hosted dinner; entrances to sites and practical training; material and hand outs for workshops; training with filming; assessment and certificates from WFTGA and the Yerevan State University within four weeks of ending the course.

The Fee for Train the Trainer (in combination with HOT) will be

- **1550** (one thousand five hundred fifty) Euro **INCLUSIVE** hotel accommodation

**OR**

- **1200** (one thousand two hundred) Euro **WITHOUT** hotel accommodation

### **WFTGA 5-day-Train the Trainer Course, short version**

*(after successful participation in HOT course within the last 3 years with WFTGA certificate as approval)*

The Fee for the separate 5 days Train the Trainer will be

- **650** (six hundred fifty) Euro **INCLUSIVE** hotel accommodation

**OR**

- **500** (five hundred) Euro **WITHOUT** hotel accommodation

***Successful participants will be able to use what they have learned to train Tourist Guides in their own country/region.***



## **WFTGA Hands on Guiding Course 2016**

**Target Group:** The course is designed either as an introductory course in practical guiding skills or is suitable for guides who are already competent in local knowledge but require improvement in practical guiding skills.

**Course Contents:** The course will include

### **Practical Guiding Skills**

- 2 Day Communication Seminar, which includes presentation skills, self evaluation, organizing knowledge, tailoring the tour to the audience and filmed sessions
- Guiding on a Walk - Town
- Guiding a Museum or Art Gallery
- Guiding Sacred Sites and Religious Buildings
- Guiding Outdoor and Natural Heritage Interpretation
- Guiding on a Moving Vehicle

### **Applied Knowledge**

- Eco-Tourism Management
- Special Interest Tourism Management
- Observation Techniques

### **Cultural Studies**

- Culture in Tourism Industry
- Research Techniques and Sources

### **Business Studies**

- Tourist Guides' Role in Tourism

### **Lectures by University on Tourism and Economy**

**Assessment** oral, practical and written

**Certificates** by WFTGA and Yerevan State University of success or attendance



## **WFTGA Train the Trainer 2016**

**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 to train tourist guides in their own country.

**Course Contents:** The course will include

### **Practical Guiding Skills**

- 2 Day Communication Seminar, which includes presentation skills, self evaluation, organizing knowledge, tailoring the tour to the audience and filmed sessions
- Guiding on a Walk - Town
- Guiding a Museum or Art Gallery
- Guiding a Sacred Sites and Religious Buildings
- Guiding Outdoor and Natural Heritage Interpretation
- Guiding on a Moving Vehicle

### **Applied Knowledge**

- Eco-Tourism Management
- Sustainable Tourism
- Special Interest Tourism Management
- How Adults Learn
- Procedural Steps for Training
- Designing Guide Training Course
- Coaching Skills
- The Power of Feedback

### **Cultural Studies**

- Group Psychology
- Cultural Sensitivities
- Culture in Tourism Industry
- Research Techniques and Sources

### **Business Studies**

- Tourist Guides' Role in Tourism
- Business Plan for a Guide Training Programme
- Lectures by University on Tourism and Economy

**Assessment** oral, practical and written

**Certificates** by WFTGA and Yerevan State University of success or attendance



**ARMENIA 2016 Course Registration Form (please print)**

- ( ) Participant **HOT only inclusive** Hotel Accommodation **1000 EURO**
- ( ) Participant **HOT only without** Hotel Accommodation **700 EURO**
- ( ) Participant **TTT only inclusive** Hotel Accommodation **650 EURO**
- ( ) Participant **TTT only without** Hotel Accommodation **500 EURO**
- ( ) Participant **full HOT and TTT inclusive** Hotel Accommodation **1550 EURO**
- ( ) Participant **full HOT and TTT without** Hotel Accommodation **1200 EURO**

<b>NAME:</b>	<b>NATIONALITY:</b>
<b>ADDRESS:</b>	<b>COUNTRY OF WORK:</b>
<b>Telephone #</b>	<b>Tourist Guide Association:</b>
<b>Fax #</b>	
<b>E-mail:</b>	
	<b>Country:</b>
	<b>Region:</b>

**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
Have You Any Train the Trainer Qualification?	Yes	No	Tertiary/Post School Education?	Yes	No
Languages as tourist guide:			Your Special Interest Tours:		
Member of National TG 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 A COPY OF YOUR TOURIST GUIDE CERTIFICATE OR TOURIST GUIDE LICENSE.***

**Fee Hands on Guiding Course is:**

- including hotel accommodation      **1000 Euro**
- without hotel accommodation          **700 Euro**

**Fee full Train the Trainer Course (HOT and TTT) is:**

- including hotel accommodation          **1550 Euro**
- without hotel accommodation          **1200 Euro**

**Fee Train the Trainer Course only is:**

- including hotel accommodation      **650 Euro**
- without hotel accommodation      **500 Euro**

**Upon receipt of invoice, the full sum should be received by BANK TRANSFER or PayPal to WFTGA account.**

**Payment either by bank transfer or PayPal, both will be listed on the invoice you receive AFTER registration and letter of acceptance.**

**Participants working in countries listed in Tiers 3-4-5 (see our membership fee list) may apply for scholarship within limited numbers.**

Signature:

Date of Application:





**Train the Trainer Course 2016  
WFTGA International Training Centre Armenia  
Scholarship Application Form 2016**

**PLEASE FILL IN ALL ANSWERS IN CLEAR CAPITAL LETTERS**

<b>Name:</b>	
<b>Nationality:</b>	
<b>Country of origin of the guiding license:</b>	
<b>License requirements at country of origin:</b>	
<b>Language/s for your Tourist Guide work:</b>	
<b>Which tours do you guide?</b> (indoor / outdoor - walks / moving vehicle)	
<b>How long have you worked as Tourist Guide?</b>	
<b>How many hours of guiding do you generally do?</b> (per week)	
<b>How much do you earn?</b> (per day / half day)	<b>If you are awarded a scholarship would you be able to pay your own travel/ fares?</b>
<b>Are you a member of a Tourist Guide Association?</b>	<b>Name of the Tourist Guide Association:</b>
<b>Is this association a member of WFTGA?</b>	<b>How many associations exist in your country?</b>
<b>Is your application supported by your local tourist guide association or your tourism authority?</b>	<b>Please submit relevant papers/ documents</b> (state name and N°):



<b>Do you have tourist guide training experience? Which?</b>	
<b>What do you want to achieve as trainer? (in case applicable)</b>	
<b>In this section, please tell us why YOU should win the Scholarship, and how you would use the qualification once earned:</b>	

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

Date

\_\_\_\_\_

Signature

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Supported by NAME, COUNTRY, DATE  
Signature



## **WFTGA Terms and Conditions**

### **Registration:**

Registration Form should be accompanied by Curriculum Vitae (CV) and a copy of your Tourist Guide Certificate or Tourist Guide License.

After sending in your Registration Form you will receive a confirmation of receipt by WFTGA Head of Training.

Please send your Registration Form to Dr Ivana Ćuruvija, WFTGA Head of Training, [training@wftga.org](mailto:training@wftga.org)

### **Last date of Registration:**

**March 1<sup>st</sup>, 2016**

### **Fee Hands on Guiding Course is:**

- including hotel accommodation **1000 Euro**
- without hotel accommodation **700 Euro**

### **Fee full Train the Trainer Course (HOT and TTT) is:**

- including hotel accommodation **1550 Euro**
- without hotel accommodation **1200 Euro**

### **Fee Train the Trainer Course only is:**

- including hotel accommodation **650 Euro**
- without hotel accommodation **500 Euro**

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

### **Payment conditions:**

Immediately after confirmation of Registration, 20% of total payment as a non-returnable deposit should be put in the WFTGA Bank account.

The final, correctly paid sum should be in WFTGA Bank account two weeks prior to start of the Training Course.

*Any possible bank charges or exchange rates are responsibility of the sender.*

### **Cancellations:**

For this we refer to our payment conditions.

### **Please note:**

In case we will not meet the required number of participants for the Training Course by March 1<sup>st</sup>, 2016 WFTGA reserves the right to cancel the Training Course. Deposits made will be refunded by WFTGA.