

WFTGA



World Federation of Tourist Guide Associations



The Global Forum for Tourist Guides

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WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



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 Sabah,
Malaysia**

WFTGA Hands on Guiding Course

6 April – 13 April 2014

&

WFTGA Train the Trainer Course

6 April – 20 April 2014



WFTGA Hands on Guiding Course

The **Course Fee with accommodation** will include nine nights hotel accommodation in single rooms and breakfast; transport from and to classrooms. Coffee breaks on working days, 7 lunches and 6 dinners and two hosted dinners, entrances to sites and practical training; material and handouts for workshops; training with filming; assessment and certificates from WFTGA and the Universiti Malaysia Sabah within four weeks of ending the course.

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

The Fee will be

- 1100 (one thousand one hundred) Euro **INCLUDING** hotel accommodation
- 800 (eight hundred) Euro **WITHOUT** hotel accommodation

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

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



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



WFTGA Train the Trainer Course

The Course Fee with accommodation will include fourteen nights hotel accommodation in single rooms and breakfast; transport from and to classrooms. Coffee breaks on working days, 11 lunches and 9 dinners and two hosted dinners, entrances to sites and practical training; material and handouts for workshops; training with filming; assessment and certificates from WFTGA and the Universiti Malaysia Sabah within four weeks of ending the course.

The Course Fee without accommodation will include all coffee breaks on working days, 11 lunches and two hosted dinners. Entrances to sites and practical training; material and hand outs for workshops; training with filming; assessment and certificates from WFTGA and the Universiti Malaysia Sabah within four weeks of ending the course.

The Fee will be

- 1200 (one thousand two hundred) Euro **INCLUDING** hotel accommodation
- OR**
- 850 (eight hundred fifty) Euro **WITHOUT** hotel accommodation

Successful participants will be able to use what they have learned to train tourist guides in their own country.

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

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



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



WFTGA Hands on Guiding Course 2014

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

Assessment oral, practical and written

Certificates by WFTGA and Universiti Malaysia Sabah of success or attendance



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



WFTGA Train the Trainer 2014

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

Assessment oral, practical and written

Certificates by WFTGA and Universiti Malaysia Sabah of success or attendance



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



SABAH 2014 Hands on Guiding Course Registration Form
(please print)

<input type="checkbox"/> Participant inclusive Hotel Accommodation	1100 EURO
<input type="checkbox"/> Participant without Hotel Accommodation	800 EURO

NAME:	NATIONALITY:
ADDRESS:	COUNTRY OF WORK:
Telephone #	Tourist Guide Association:
Fax #	
E-mail	
	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
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.



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



Fee of 1100 Euro INCLUSIVE HOTEL ACCOMMODATION or 800 EURO WITHOUT HOTEL ACCOMMODATION, upon receipt of invoice, should be paid by BANK TRANSFER to WFTGA.

Payment either by bank transfer or Moneybookers, both will be listed on the invoice you receive AFTER registration.

Signature:

Date of Application:



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



SABAH 2014 Train the Trainer Course Registration Form
(please print)

<input type="checkbox"/> Participant inclusive Hotel Accommodation	1200 EURO
<input type="checkbox"/> Participant without Hotel Accommodation	850 EURO

NAME:	NATIONALITY:
ADDRESS:	COUNTRY OF WORK:
Telephone #	Tourist Guide Association:
Fax #	
E-mail	
	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
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.

Payment either by bank transfer or Moneybookers, both will be listed on the invoice.

Signature: _____

Date: _____



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



**Train the Trainer Course 2014
WFTGA International Training Centre Sabah
Scholarship Application Form 2014**

PLEASE FILL IN ALL ANSWERS IN CLEAR CAPITAL LETTERS

Name	
Nationality	
Country of origin of the guiding license	
License requirements at country of origin	
Language/s for tourist guide work	
Which tours do you guide? (indoor / outdoor - walks / moving vehicle)	
How long have you worked as tourist guide?	
How many hours of guiding do you generally do? (per week)	
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?	Name of the Tourist Guide Association:
Is this association a member of WFTGA?	How many 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 N ^o)



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



Do you have tourist guide training experience? Which?	
What do you want to achieve as trainer? (in case applicable)	
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 above questions to my best knowledge and that I will provide appropriate references if necessary.

Date

Signature

Supported by NAME, COUNTRY, DATE
Signature



WORLD FEDERATION OF TOURIST GUIDE ASSOCIATIONS



WFTGA Terms and Conditions

Registration:

Registration Form should be accompanied by 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 Wilja Siebe, WFTGA Head of Training, training@wftga.org

Last date of Registration

Three weeks before the start of the Training Course (March 17th, 2014)

Fee Hands on Guiding Course is:

- - **including hotel accommodation** **1100 Euro**
- - **without hotel accommodation** **800 Euro**

Fee Train the Trainer Course is:

- - **including hotel accommodation** **1200 Euro**
- - **without hotel accommodation** **850 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 payment should be in WFTGA Bank account three weeks prior to start of the Training Course.

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 February 28th, 2014 WFTGA reserves the right to cancel the Training Course. Deposits made will be refunded by WFTGA.