

# WFTGA



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



The Global Forum for Tourist Guides

***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 and University Accreditation for your training abilities?***

**WFTGA is offering just what you are looking for at our  
WFTGA International Training Centre in Nicosia, Cyprus.**

## **TRAIN THE TRAINER COURSE**

**13 WORKING DAYS**

**Start of Course: Monday 6 November 2017**

**Last day: Saturday 18 November 2017**

You will find the detailed **Course Descriptions** on the next pages.

**The Course Fee will include:** 14 nights hotel accommodation from November 5 in single rooms with buffet breakfast; daily coffee breaks on working days; 10 lunches and one dinner plus three invitation dinners from the Cyprus Tourist Guides Association, the Nicosia Municipality and the University of Cyprus; transport to and from classrooms; entrance to sites and practical training; material and handouts for workshops; training with filming; assessment and certificates from WFTGA and the University of Cyprus within four weeks of ending the course.

**The Course Fee for the Train the Trainer Course will be 1,690 Euro.**

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

Participants working in countries listed in Tiers 3-4-5 (see our member fee list on the *WFTGA website: [www.wftga.org](http://www.wftga.org)*) may apply for a scholarship. (Limited numbers only.)

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

## Train the Trainer 2017

**Target Group:** The course is designed for English-speaking 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. One year of tourist guiding experience is required to sign up for this course.

**Language of the Course and Assessments:** English

**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 in Walk, 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
- Research Techniques
- Climate and Sustainable Development
- Protection of Antiquities
- Adult Learning
- 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

### Cultural Studies

- Group Psychology
- Humour: How it works and How to Break the Ice
- Cultural Sensitivities



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](http://www.wftga.org)  
[info@wftga.org](mailto: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!**

**Business Studies**

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

**Assessment:** Oral, practical and written

**Certificates** issued jointly by WFTGA and the University of Cyprus.



### Cyprus 2017 Train the Trainer Course Registration Form (please print)

<b>NAME:</b>	<b>NATIONALITY:</b>
<b>ADDRESS:</b>	<b>COUNTRY OF WORK:</b>
<b>Telephone</b>	<b>Fax</b>
<b>E-mail</b>	<b>Tourist Guide Association:</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??	Yes	No
			How many years?		
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 used as Tourist Guide:			List any 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 LICENCE.**

**Fee 1,690 (One Thousand Six Hundred and Ninety) Euro should be paid by BANK TRANSFER to WFTGA upon receipt of invoice.**

**Signature:**

**Date of Application**

## **WFTGA Terms and Conditions**

### **Registration:**

Registration Form should be accompanied by CV and a copy of your Tourist Guide Certificate or Tourist Guide Licence. Please send your Registration Form and the required documents to Stephen McAuley, WFTGA Head of Training, at [littlestevie@bigpond.com](mailto:littlestevie@bigpond.com) or [training@wftga.org](mailto:training@wftga.org).

After sending in your Registration Form you will receive a confirmation of receipt by WFTGA Head of Training or Training Committee Administrator. An invoice with bank details will be sent by our WFTGA Treasurer.

**Last date of Registration: 8 October 2017**

### **Course Fee**

**Train the Trainer Course Fee 1,690 Euro with Single-room Hotel Accommodation including Breakfast.**

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

### **Payment conditions:**

Immediately after confirmation of Registration, 20% of the total payment must be sent as a non-refundable deposit to the WFTGA Bank account.

**The final payment of balance must be in WFTGA bank account three weeks prior to the start of the Training Course.**

### **Cancellations:**

For this, please refer to our payment conditions above. WFTGA will not be held liable for any cancellations caused by conditions outside our control or Force Majeure.

### **Insurances:**

Course participants are responsible for securing their own insurances for travel, health etc.

### **Certificates:**

Certificates of Success or Attendance will be issued after completion of the Training Course. Participation and presence at all modules/sessions including all assessments and written exams are compulsory to obtain a Certificate jointly issued by the WFTGA and the University of Cyprus.

### **Please note:**

- (a) In case the required minimum number of participants for the Training Course is not met by **8 October 2017**, WFTGA reserves the right to cancel the Training Course. Deposits will be refunded by WFTGA.
- (b) 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.

**Train the Trainer Course 2017  
WFTGA International Training Centre, Nicosia, Cyprus  
Scholarship Application Form**

Please fill in all answers in clear capital letters

<b>Name and Nationality</b>	
<b>Country of origin of your guiding licence</b>	
<b>Licence requirements at country of origin</b>	
<b>Language/s used for Tourist Guide work</b>	
<b>Which types of tours do you guide?</b> (indoor/outdoor - walks / moving vehicle)	
<b>How long have you worked as a 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 fares?</b>
<b>Are you a member of a Tourist Guide association?</b>	<b>Name of Tourist Guide association:</b>
<b>Is this association a member of WFTGA?</b>	<b>How many Tourist Guide 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 Number)
<b>Do you have Tourist Guide training experience?</b> Briefly outline.	

<b>What do you want to achieve as Trainer?</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 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