

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

12 DAYS

Start Course 3rd November 2014

Last day 14th November 2014

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

The Course Fee will include: 13 nights hotel accommodation in single rooms and buffet breakfast; daily coffee breaks on working days (16); 9 lunches and one dinner and two invitation dinners by the Cyprus Tourist Guides Association 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 Cyprus University within four weeks of ending the course.

The Course Fee for the Train the Trainer Course will be 1.600 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*) may apply for scholarship within limited numbers.

Successful participants 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 later to progress to become WFTGA International Trainers.

WFTGA International Training Centre Nicosia, Cyprus, the University of Cyprus: 2
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 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. One year of tourist guiding Experience is required to sign up for this course.

Course Contents: The course will include:

Practical Guiding Skills

- 2- Day Communications Seminar, which includes presentation skills, self evaluation, organizing knowledge and tailoring-the-tour-to-the-audience film sessions
- Guiding on a Walk - Town
- Guiding an Archaeological Site
- Guiding a Museum or Art Gallery
- Guiding Sacred Sites – Places of Worship
- Guiding Outdoors
- Guiding on a Moving Vehicle
- Guiding People with Special Needs

Applied Knowledge

- Conservation of Sites and the Guide's Role
- Climate and Sustainable Development
- Adult Learning
- Procedural Steps for Training
- Designing Guide Training Courses
- Coaching and Assessment Skills
- The Power of Feedback

Cultural Studies

- Group Psychology
- Humour: How it works; How to Break the Ice
- Cultural Sensitivities
- Research Techniques

Business Studies

- Running a Professional Guiding Business
- Guide's Role in Tourism
- Business Plan for a Guide Training Programme

Assessment oral, practical and written

Certificates by WFTGA and University of Cyprus



World Federation of
Tourist Guide
Associations

1985-2013 : 28 Years Guiding
World Heritage & Culture

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

**WFTGA International
Training Centre**



Nicosia Cyprus

Felicitas Wressnig
WFTGA President
Franz-Josefs-Kai 33/12
1010 Vienna, Austria
Tel + Fax: +43 1 5323197
Mobile: +43 664 2128014
guide-felicitas@A1.net
info@wftga.org

Registered Office:
Vienna, Austria
www.wftga.org

16th WFTGA Convention
Prague, Czech Republic
January 2015

**We are the
Professionals!**

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.

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

NAME:	NATIONALITY:
ADDRESS:	COUNTRY OF WORK:
(Mobile) Telephone #	Fax #
E-mail	Tourist Guide Association: 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:			List 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 of 1.600 (One Thousand Six Hundred) 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 License. Please send your Registration Form and the required documents to Wilja Siebe, WFTGA Head of Training, at 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: 12th October 2014 (approximately 3 weeks before the start of the Training Course).

Course Fee

Train the Trainer Course Fee 1.600 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 to be sent as a non-refundable deposit to the WFTGA Bank account.

The final payment of balance to be in WFTGA bank account three weeks prior to 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 Majeur.

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 is compulsory to obtain a WFTGA Certificate.

Please note:

- (a) In case the required minimum number of participants for the Training Course is not met **by 12th October 2014**, 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 (in case this is required) prior to their arrival in the Republic of Cyprus.

**Train the Trainer Course 2014
WFTGA International Training Centre Cyprus, Nicosia
Scholarship Application Form**

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 a 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 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 N°)
Do you have Tourist Guide training experience? Which?	

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 above questions to my best knowledge and that I will provide appropriate references if necessary.

Date

Signature

Supported by NAME, COUNTRY, DATE

Signature