



## **WFTGA**

**World Federation of Tourist Guide Associations**

[www.wftga.org](http://www.wftga.org)

[info@wftga.org](mailto:info@wftga.org)

### **TRAIN THE TRAINER COURSE 2012**

With great pleasure WFTGA can offer the Train the Trainer Course in 2012.

This 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.

Place: WFTGA International Training Centre Cyprus,  
Nicosia

Arrival day: May 20th, 2012

Departure day June 2<sup>nd</sup>, 2012

The fee of the Train the Trainer Course is **1.580 (one thousand five hundred and eighty) Euro.**

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

### **Early Booking:**

For those who sign up early meaning before March 1<sup>st</sup>, 2012 we will allow a special fee **with a 5% discount.**

For more information about the details and content of the Train the Trainer Course see attached our Training Brochure.

### **Registration:**

For registration please fill out the Registration Form also attached and send this together with your CV to WFTGA Head of Training Division email: [training@wftga.org](mailto:training@wftga.org)

**Note:** In case we will not meet the required number of participants for the Training Course by April 1<sup>st</sup>, 2012 WFTGA will reserve the right to cancel the course.

# WFTGA



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



The Global Forum for Tourist Guides



World Federation of Tourist Guides Associations

**Perhaps You...**

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

***... would like to improve the standards of the 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 WFTGA International Training Centre Cyprus, in Nicosia**

**Train the Trainer Course**

**May 20<sup>th</sup> – June 2nd, 2012**

You will find the detailed Course Description on the next page.

The **Course Fee** will include hotel accommodation in single rooms and buffet breakfast; daily coffee breaks on working days, 10 lunches and 1 dinner and two invitation dinners by the Cyprus Tourist Guides Association and the University of Cyprus; transport from and to classrooms, entrances 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.



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**The Fee will be 1.580 (One Thousand Five Hundred and Eighty) Euro.**

WFTGA will not be liable for any possible changes due to VAR Regulations.

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



World Federation of Tourist Guides Associations

## Train the Trainer 2012

**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 and tailoring the tour to the audience, filming sessions
- Guiding on a Walk - Town
- Guiding an Archaeological Site
- Guiding a Museum or Art Gallery
- Guiding a Spiritual Site (Church, Mosque, Synagogue or Temple)
- Guiding Outdoor
- Guiding on a Moving Vehicle
- Guiding people with special needs

### Applied Knowledge

- Conservation of Sites and the Guide's Role
- Ecology of the Region
- Environment and Sustainable Development
- The Effect of Geology on Vernacular Architecture
- Adult Learning
- Procedural Steps for Training
- Designing Guide Training Course
- Coaching Skills
- The Power of Feedback

### Cultural Studies

- Group Psychology
- Cultural Sensitivities
- Research Techniques

### Business Studies

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

**Assessment** oral, practical and written



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[www.wftga.org](http://www.wftga.org)

**WFTGA is an NGO in  
Operational Relations  
with UNESCO**

**WFTGA  
International  
Training Centre**



**Nicosia Cyprus**

**15<sup>th</sup> WFTGA  
Convention  
Macao China  
January 2013**

**Rosalind Newlands  
President**

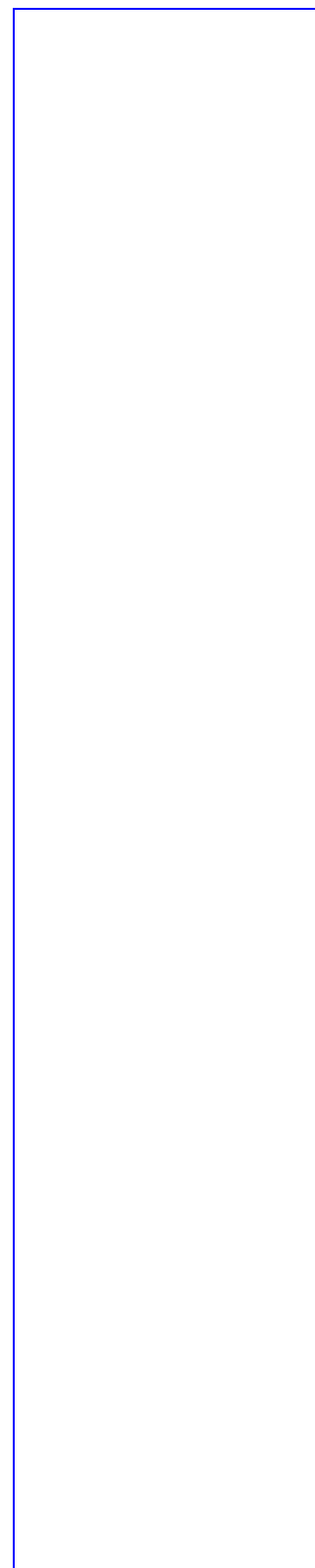
22 Winton Terrace  
Edinburgh EH10 7AP, Scotland  
UK

Tel: + 44 131 477 2204  
Fax: + 44 131 445 2807  
Cell: + 44 7885 329 538  
E-mail: [info@wftga.org](mailto:info@wftga.org)



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**Certificates** by WFTGA and University of Cyprus of success or attendance





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## Cyprus 2012 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>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? 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 of EURO 1.580 upon receipt of invoice will be paid by BANK TRANSFER to**

Name: World Federation of Tourist Guide Associations/Training

Account No: L1 00131115359

Swift No. LIKICY2N

Iban No. CY23003000010000000131115359

**Signature:**

**Date of Application**

WFTGA Training Centre: University of Cyprus: Sponsored by the Cyprus Tourism Organisation



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## Train the Trainer Course 2012 WFTGA International Training Centre Cyprus, Nicosia Scholarship Application Form

**Please fill in all answers in clear capital letters**

<b>Name, Nationality</b>	
<b>Country of origin of the guiding license</b>	
<b>License requirements at country of origin</b>	
<b>Language/s for TG 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 fares?</b>
<b>Are you a member of an association?</b>	<b>Name of 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 guide association or your tourism authority</b>	<b>Please submit relevant papers/ documents</b> (state name and N°)



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<b>Do you have tourist guide training experience? Which?</b>	
<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 above questions to my best knowledge and that I will provide appropriate references if necessary.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Supported by NAME, COUNTRY, DATE

Signature



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### **WFTGA Terms and Conditions**

#### **Registration:**

Registration Form should be accompanied by CV and a copy of 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.

#### **Early Registration**

Bookings prior to March 1<sup>st</sup>, 2012 will be granted a 5% discount on the total payment.

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

Four weeks before the start of the Training Course.

#### **Fee Train the Trainer Course is 1.580 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 in the WFTGA Bank account.

The final payment to 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 April 1<sup>st</sup>, 2012 WFTGA reserves the right to cancel the Training Course.

#### **WFTGA BANK ACCOUNT:**

Account number: L1 00131115359

Swift number: LIKICY2N

Iban number: CY23003000010000000131115359