

WFTGA



World Federation of Tourist Guide Associations



The Global Forum for Tourist Guides

Would you like to work as a WFTGA qualified tourist guide trainer?

Would you like to play a key role in improving the standards of tourist guiding?

Would you like WFTGA and University Accreditation for your training abilities?

WFTGA is offering a

TRAIN THE TRAINER COURSE

at the WFTGA International Training Centre in Nicosia, Cyprus.

Duration: 13 DAYS (14 nights)

Start of Course: Monday 04 November 2019

[Arrivals: Sunday 03 November 2019]

Last day of Course (Examinations): Saturday 16 November 2019

[Departures: Sunday 17 November 2019]

Course Fee: 1,690 Euros – for WFTGA members
1,990 Euro – for non-WFTGA members

Outcome: Successful participants of the Train the Trainer Course will leave with a WFTGA and University qualification and be able to use what they have learned to train tourist guides in their own area of qualification or licence.

Progression: Successful participants, who are also fully paid up Members of WFTGA, will have the opportunity to progress to become WFTGA International Trainers.

Limited number of partial scholarships:

Participants working in countries listed in tiers 3-4-5 (see our member fee list on the WFTGA website: www.wftga.org) may apply for a limited number of partial scholarships. Scholarships depend on the yearly sponsorship available and tourist guiding experience of applicants (application forms are available on request from training@wftga.org).

World Federation of Tourist Guide Associations (WFTGA)

training@wftga.org info@wftga.org Registered Office: Vienna, Austria www.wftga.org

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

Train the Trainer Course 2019

Target Group: The course is designed for Tourist Guides who would like to become WFTGA accredited Trainers, or Tourist Guide Trainers who would like to improve their training skills and gain WFTGA accreditation.

Entry Requirement: A minimum of one year of tourist guiding experience is required to sign up for this course.

Language: The Course will be delivered in English. Practical assessments and written examinations will be conducted in English. Therefore participants require a working knowledge of English, both written and spoken.

Minimum Number of Participants: 8
Maximum Number of Participants: 12

A WFTGA International Train the Trainer Course may run parallel to this course and participants will work with each other.

Course Contents: The course will include:

Practical Guiding and Training Skills

- 2-Day Communications Seminar, which includes sessions on presentation skills, self-evaluation, organising knowledge and tailoring a tour to an audience
- Guiding on a Walk (Town)
- Guiding in a Museum or an Art Gallery
- Guiding on a Moving Vehicle
- Guiding People with Special Needs – Tourism for All
- Guiding using a whisper-system
- Teaching Practical Guiding Skills – Tutoring on a Walk, in a Museum and on a Coach
- Coaching and Assessment Skills
- Facilitation of the Communications Seminar

Applied Knowledge

- Itineraries/Tour Plans and Time Management
- The Challenges of Different Types of Guiding
- Story Telling in Tourist Guiding
- Protection of Antiquities and Sustainable Tourism Development - tbc
- Learning during Adulthood
- 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



WFTGA
World Federation
of Tourist Guide
Associations

since 1985
Guiding the World's
Natural and Cultural Heritage

in Operational Relations with
UNESCO
Affiliate Member of
UNWTO

WFTGA is legally Registered in
Austria and is under the
jurisdiction of Austrian Law
Registration Document:
NR ZVR 679385413

WFTGA c/o Wirtschaftss
Kammer Wien, 1010

Registered Office:
Vienna, Austria
www.wftga.org
info@wftga.org
training@wftga.org

**WFTGA International
Training Centre**



**University of Cyprus
Nicosia Cyprus**

**19th WFTGA Convention
Novi Sad, Serbia
February 2021**

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Cultural Studies

- Group Psychology
- The psychology behind humor
- Cultural Sensitivities

Business Studies

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

Assessments and Examination: Practical assessments and written examination

Certificates:

Certificates are issued jointly by the WFTGA and the University of Cyprus. Depending on outcome Certificates of Successful Completion or Certificates of Attendance will be issued after the training course. Attendance of all sessions, including all assessments and written examinations, is compulsory to receive a certificate.



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of Tourist Guide
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Our WFTGA logo
symbolises the
Hands of Friendship
and Guidance
stretched across the World

What is a Tourist Guide?

In 2003 the WFTGA adopted the European Committee for Standardisation (EN 13809) definition of a Tourist Guide:

“A person who guides visitors in the language of their choice and interprets the cultural and natural heritage of an area.

Which person normally possesses an area-specific qualification usually issued and/or recognised by the appropriate authority”.

Contact Us:



@WFTGAofficial



Facebook.com/wftga



WFTGA Instagram

info@wftga.org

www.wftga.org

We are the Professionals!

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Train the Trainer Course 2019

WFTGA and Cyprus International Training Centre - Terms and Conditions

Applications

Application Forms are available from training@wftga.org. Applications must be accompanied by your CV and a copy of your Tourist Guide Certificate or Tourist Guide Licence. Please send your fully completed application form and the required documents to Viola Lewis, WFTGA Head of Training, at training@wftga.org

Online applications will be available in the near future – please check www.wftga.org

The WFTGA Training Division will acknowledge receipt of your application and will forward it for consideration. We might ask you to submit additional information or evidence. Acceptance of your application may be conditional.

On acceptance of your application the WFTGA Treasurer will send you an invoice for the deposit with bank details and payment methods.

Application Deadline: The last date for applications is **31 July 2019**.

WFTGA will confirm places on the course by 14 August 2019.

Payments

Course Fee: 1,690 Euros – for WFTGA members
1,990 Euro – for non-WFTGA members

The Course Fee includes: 14 nights hotel accommodation in single rooms with buffet breakfast from 04 November; refreshment breaks on working days; 10 lunches and four dinner (three of these dinners are hosted by the Cyprus Tourist Guides Association, the Nicosia Municipality and the University of Cyprus); transport between hotel and classrooms; entrance to sites and practical training; handouts and training material; interactive training delivered by WFTGA Trainers; lectures by University of Cyprus staff; assessment and certificates from WFTGA and the University of Cyprus within four weeks of course completion; first year WFTGA Trainer registration fee; unique trainer registration number on payment of trainer registration fee in year 2 (currently 30 Euros)

Payment conditions:

- Immediately after acceptance of your application a **deposit of 30%** of the total course fee must be paid into the WFTGA Bank account, on invoice. This is a non-refundable deposit unless WFTGA and the International Training Centre in Cyprus cancels the course.
- The payment of deposits also applies to partial scholarships.
- The **balance** must be paid into the WFTGA bank account **by 30 September 2019**, the latest.

Cancellations:

In case of cancellation by the applicant WFTGA will retain the 30% deposit.

WFTGA reserves the right to cancel the Training Course if the required minimum number of participants is not met. In this case deposits will be refunded to applicants.

WFTGA will not be held liable for any cancellations caused by conditions outside our control or Force Majeure.

The WFTGA will announce within two weeks of the application deadline – by 14 August 2019 - if the minimum number of applicants has been achieved and if the course is financially viable to go ahead.

Insurances:

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

Visas

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. Please check <http://www.mfa.gov.cy/>
The WFTGA and International Training Centre in Cyprus can provide letters confirming your attendance, dates and purpose of travel and accommodation.

We look forward to receiving your application.

WFTGA is legally registered in Austria and is under the jurisdiction of Austrian law
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Registration Doc: NR ZVR 679385413
WFTGA c/o Wirtschafts Kammer Wien, 1010
Vienna, Austria

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