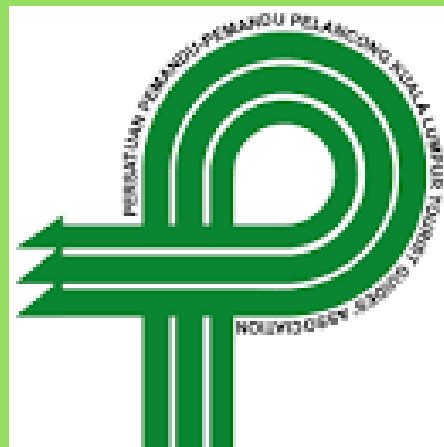




“How to become a TOUR LEADER”

... a one-day INTENSIVE course in becoming a Tour Leader
(conducted in English)



DATE : Saturday 30, November 2019

TIME : 0900 to 1700 hrs.

**VENUE : KLTGA Office, 16 - 3 (3rd Floor),
Persiaran Jubilee, Off Jalan Loke Yew,
55200 Kuala Lumpur**

OVERVIEW OF THIS COURSE

Kuala Lumpur Tourist Guides Association (KLTGA), the biggest TGA in Malaysia with more than 2000 members, is now taking the lead to offer an in-house Tour Leader programme for valid Licenced Tourist Guides. Becoming an outbound Tour Leader is a natural progression for a local Tourist Guide. As such, empowering our members and all tourist guides to learn a new skill, plus giving them additional options to expand their career and generate additional income opportunities are KLTGA's continuous commitment to our members & every tourist guide.

This “**HOW TO BECOME A TOUR LEADER**” course will equip tourist guides with the required knowledge on the tasks and responsibilities of a professional Tour Leader. This intensive one-day programme will be conducted by a renowned industry-recognized trainer with more than 30 years' experience in the tourism industry in USA and Malaysia.

At the end of the full-day programme, participants will be issued with a “**Certificate of Attendance**” by KLTGA, and, as a bonus, a book entitled “**Tour Leader Manual**”, which may be used as a comprehensive guide on Tour Leading, will also be given to each participant.

WHAT WILL YOU LEARN AT THIS COURSE...

- ✓ Critical step-by-step duties & tasks of a Tour Leader
- ✓ Attributes of a professional Tour Leader.
- ✓ Invaluable tips on:-
 - How to begin to get assignments as a Tour Leader
 - Where to get Tour Leader assignments
 - Key to getting more Tour Leader assignments
 - Income expectations in Tour Leading



WHO SHOULD ATTEND...

- ✓ Those who want to learn a new skill in the field of travel
- ✓ Those who want another income generating option
- ✓ Those who love travelling overseas & wish to see the world while getting paid for it.

AN INVALUABLE HANDOUT FOR PARTICIPANTS...

As a bonus, a 40-page “Tour Leader Manual” will be given to all participants. This manual compiled by the Trainer himself will serve as a handy guide for your reference as it covers every aspect of tour leading.

TRAINER'S PROFILE – MR. HENRY LEE

Being engaged in the tourism industry for over 30 years, Mr. Henry Lee is now a much sought-after trainer in many tourism-related subjects. For the past 12 years, Mr. Lee has been sharing his experiences with the travel & hospitality industry in Malaysia as well as in ASEAN.

A certified trainer by the Malaysian Ministry of Tourism and the Ministry of Human Resources, Mr. Lee is also an ASEAN certified trainer for Tourism. Mr. Lee is currently conducting training for travel agents for MATTA, including the Tour Leader course being offered by MATTA.

His work experiences include stints with the then Tourist Development Corporation (now, Tourism Malaysia) & in the Reliance Travel Group of Companies. Having spent 25 years in Reliance, he started there as a professional USA Tour Leader, Operations, Procurement, and finally as Director/General Manager of Reliance Sightseeing.

His extensive travel had resulted in interactions with renowned global tourism players in the Asia Pacific, Europe, the Middle East, Africa and North & South America. As such, KLTGA has no doubt that with his experience, all participants at this course will gain extensively on his insights in the 'art' of Tour Leading.



HENRY LEE

COURSE FEE SCHEDULE

CATEGORIES	A	B	C
	EARLY BIRD SPECIAL	PREPAYMENT RATE	WALK-IN RATE
DEADLINES	By 5.00 pm on Tue 29 Oct, 2019	From Wed 30 Oct, 2019 to Fri 29 Nov, 2019	Sat 30 Nov, 2019
KLTGA member	RM 290.00	RM390.00	RM450.00
Non-member	RM 390.00	RM490.00	RM550.00
Payment Terms & Conditions	<ol style="list-style-type: none"> 1. Full payment required to qualify for Early Bird Special rate. 2. Payment is 100% non-refundable for whatever reason whatsoever. 3. No name change or substitution will be allowed. 	<ol style="list-style-type: none"> 1. Full payment is required upon registration. 2. Cancellation allowed before 5pm on 26 Nov 2019 and 50% of the fee paid will be refunded. 3. No name change or substitution will be allowed. 	Based on space availability on that day, participants may also pay the Walk-in rate on the day of the course itself

Your course fee includes:

1. Two tea breaks and lunch
2. "Certificate of Attendance" issued by KLTGA
3. A copy of the 40-page "Tour Leader Manual"

**First come,
First served!**

PAYMENT

1. Please make payment into KLTGA MBB A/C 014105301486
2. Fax the bank-in slip to KLTGA @ +603 92212910
3. You may also scan and email your bank-in slip to: kltga@live.com
4. Please call KLTGA office during office hours (Tel: 03 92210688) to reconfirm that your payment has been received.

**Only limited
space available!**

IMPORTANT NOTICE ON COURSE CANCELLATION

1. **The course will be conducted subject to a minimum of 10 full paying participants**
2. **The final date for KLTGA to confirm the status of this course for already registered participants is Friday, 15 Nov 2019 @ 5pm**
3. **Should the course be cancelled due to insufficient participants, all registered participants will be informed on Monday, 18 Nov 2019 onwards**
4. **In the event of cancellation, KLTGA will fully refund the course fees paid by participants**

FOR REGISTRATION & FURTHER INFORMATION:

- ❑ KLTGA office @ Tel: +603 9221 0688
- ❑ KLTGA website at: www.kltga.my/member
- ❑ KLTGA Facebook @ [kltga.my](https://www.facebook.com/kltga.my)



"I'm lovin' it as a Tour Leader" ❤️🌟

REGISTRATION FORM FOR TOUR LEADER COURSE

NAME (as in I.C.)				
I.C. NO.		TG NO.		
EMAIL ADDRESS				
MOBILE NO.				
* Please tick	<input type="checkbox"/> *MEMBER	<input type="checkbox"/> *NON-MEMBER	FEE PAID	Rm

By registering for this course, I hereby confirm that I have read, understood and accepted all the terms and conditions on payment, cancellation and refund, as stipulated in this announcement.

SIGNATURE

DATE

- NOTE:**
1. Please print and send this form to KLTGA via email : kltga@live.com
 2. Date of registration is based on the date your email is received at KLTGA.
 3. Online Submission after office hours will only be processed on the following working day after 10am.