

## **Revised Criteria for Selection of TTT Participants**

Title : Train the Trainer (TTT) Program  
Activity : Selection Criteria for TTT Participants  
Trade : Tourism and Hospitality  
Location : Thimphu (Venue to be confirmed and informed later)  
Training Date :  
1. Certified Hospitality Educator (CHE) – 03<sup>rd</sup>- 07<sup>th</sup> February, 2020  
2. Certified Hospitality Trainer (CHT) – 17<sup>th</sup>- 20<sup>th</sup> February, 2020

### **Selection Criteria**

The following are the criteria for selection of participants for the series of TTT Program to be conducted in February, 2020 in Thimphu:

#### **1) Education Qualification and Work Experience;**

##### a) Qualification required

- ✓ Minimum of university degree or
- ✓ **Diploma in Tourism & Hospitality related fields**

##### b) Practical experience or working experience in or related to:

- ✓ Minimum of **1 year** of working experience in tourism and hospitality industry.
- ✓ Good understanding of hospitality and tourism industries.

##### c) Specific working experience in training and facilitation:

- ✓ Participatory approaches,
- ✓ Didactics and pedagogical knowledge;
- ✓ Working experience of at least 1 year in one of the areas mentioned under practical experience as well as the participation as main trainer and/or co-trainer in at least 5 training activities;
- ✓ The applicant proves corresponding experience in his/her Curriculum Vitae and indicates training activities he/she realized in the past.

#### **2) Personal skills**

- ✓ Managerial skills: good time-management, appropriate decision-making, anticipatory acting and conflict-sensitive problem-solving;
- ✓ Communication skills: good written and oral communication skills, good networking skills, ability to guide and motivate participants, active listener abilities;
- ✓ Self-management: high commitment to work, verified ability to manage his/her own duties between the attendance of training and related tasks, high resilience and resistance to stress, intrinsic motivation and creative thinking.

### 3) Others

- ✓ The candidate verifies his/her availability to participate in TTT (e.g. by submitting an agreement of his/her superior that demonstrates that the candidate, if selected, is able to provide the time required for the participation in the TTT as well as in follow-up training activities on national level).
- ✓ Furthermore, the candidate should indicate his/her present position and home organization. Eligible are candidates employed in tourism institute/s. Advantage will be given to employees coming from the selected institute/s.
- ✓ He/she shall submit one page in written, exposing his/her motivation to participate in the TTT (Why am I the right candidate? Why the TTT is useful for me?) and the benefit of his/her participation (Why am I useful for the TTT? Which of my skills will be a benefit for the TTT?).

In case of excess applicant, the following criteria will also be in place to further shortlist the application;

- ✓ Relevant education qualification to the current position
- ✓ Number of experience in the relevant field
- ✓ Current position and relevance

\* TCB & AHLEI reserves the right to set any related criteria for further screening of applications to select the right person for the right program.

### Who can apply for which program?

#### 1. Certified Hospitality Educator (CHE)

- Instructors/ Lecturers and trainers in Tourism & Hospitality Institutes

#### 2. Certified Hospitality Trainer (CHT)

- General Manager/ Training Managers/ Human Resource Managers/ Head of the Departments in the Hotel Industry

#### **Please note:**

- ✓ Scan these documents separately and clearly. Send it via email to [training@tourism.gov.bt](mailto:training@tourism.gov.bt) . Each documents should be correctly named.
- ✓ An acknowledgement email will be sent within 24 hours of working days. (If you do not receive the acknowledgement within 24 hours, you may contact the concern person at TCB)
- ✓ Incomplete documents will not be shortlisted by TCB. The final selection will be carried out by Certification team of AHLEI.
- ✓ Selected individuals will be informed via the email.

- ✓ Once the applicant is shortlisted and selected for the program, the applicant/s cannot withdraw the application or make any replacement. If such case arise, the particular applicant will have to bear the cost incurred.
- ✓ Minimum intake of 12 participants to maximum of 15 participants in each program.
- ✓ Application deadline (**29<sup>th</sup> Nov. 2019 before 4PM**)
- ✓ Documents required;
  - Duly filled application form
  - Curriculum Vitae/ Resume with supporting documents
  - University pass certificate
  - Nomination from current working office or parent agencies for the specific program
  - Copy of Valid CID and valid Security Clearance Certificate online
  - Write up as specified in selection criteria Sl. # 3 (others)