

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) – 03rd- 07th February, 2020
2. Certified Hospitality Trainer (CHT) – 17th- 20th 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

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

- ✓ Minimum of 3 years 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 3 years 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)

- Training Managers/ Human Resource Managers of Hotel Industry

Please note:

- ✓ Scan these documents separately and clearly. Send it via email to 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 **22nd November, 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)