

## Hospitality 酒店及旅遊

# Essentials for Tour Escorting 專業領隊精讀

HT4200028

This programme aims to provide the essential need-to-know information and skills of tour escorting to those who are required to accompany outbound tour groups.  
本課程旨在教授領隊重點帶團技巧及有關知識，讓學員對專業領隊工作有基本掌握。

### Content 內容

- Roles and duties of a tour escort  
領隊的角色及職責
- Essential skills in tour escorting  
重點帶團技巧
- Travel formalities and requirements  
旅遊相關規例與手續
- Handling emergencies  
危機處理
- Case studies  
個案分享



This programme will be suitable for 本課程適合以下人士供讀

- Those who require to accompany outbound tour groups but without the tour escort licenses  
擔任外遊團職務 (如學校海外交流團的隨行老師) 而未獲取合資格導遊或領隊證的人士; 或
- Those who would like to know more about tour escorting practices without taking the full scale tour escorting training and examination  
對領隊實務操作有興趣而未接受專業領隊培訓的人士



Date: 24 Mar 2020 (Tue)  
日期: 2020年3月24日 (星期二)

Time: 6:45 p.m. - 9:45 p.m.  
時間: 下午6時45分至9時45分

Venue: Tourism and Aviation Training Centre, IVE (Haking Wong)  
上課地點: 香港專業教育學院 (黃克競), 旅遊及航空訓練中心

Medium of Instruction: Cantonese  
授課語言: 廣東話

Tuition Fee: HK\$400 per person  
費用: 每位港幣400元  
HK\$360 per person when you enroll on or before 10 Mar 2020  
於2020年3月10日或之前報名只需每人港幣360元

Application Deadline: 17 Mar 2020 (Tue)  
截止報名日期: 2020年3月17日 (星期二)

Enrolment & Enquiries 報名及查詢:  
Hospitality Discipline  
酒店及旅遊學科

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VTC reserves the right to cancel any course, revise course content or change the offering venue(s) before class commencement if circumstances so warrant.  
職業訓練局可因應情況於開課前取消任何課程、修正課程內容或更改開辦課程地點。



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