

PLANNING – SETTING THE TONE

Setting the tone: EVERYONE HAS A ROLE

Besides preparing your students to be flexible, the best way to ensure a successful group travel experience is to **engage the students in the preparation for your travels**. Keep everyone involved and invested in the entire experience! **Assign students a role. Give them ownership.**

The tasks include such duties as:

- WRITER in advance to tourist offices
- PURCHASER/carrier of gifts/cards
- PURCHASER/carrier of aerogrammes
- LIBRARIAN of guidebooks
- CARRIER of passport photocopies
- HANDLER of hotel keys
- PASSPORT CHECKER
- GO-FOR
- BAG WATCHER
- NOSE COUNTER
- THANK YOU WRITER to hotels, etc.
- MAP READER
- TOUR GUIDE for monuments/museums
- JOKE TELLER
- LOCATOR of platforms/trains/seats
- LOADER/unloader of luggage
- MC/DJ on bus
- MORALE OFFICER
- SMALL GROUP LEADER
- Add your own!

Assign each student at least one site/city/monument/person in which s/he must present.

The power of TWO: Pair up students for some tasks.

- Two students research a site together and make a joint presentation.
- Two students create dialogues for others to practice their vocabulary.
- Two students make rounds of hotel rooms to make sure everyone is aware.
- Two students are in charge of bus clean up.
- Two students help the bus driver load and unload the bus.

Setting the tone: TEACH YOUR STUDENTS “ROUTINES”

You and your students will be more at ease if you plan together the routines you will use as you travel (for checking into a hotel, boarding a train, loading luggage, etc.). Instead of repeating instructions each time you arrive at a hotel or each time you load a bus, you can instead tell your students to “follow our routine.” Their reactions will be automatic.

Routines can help nerves during problem situations (missing the metro, getting lost, etc.) as leaders and students know to follow the routine planned.

You will find suggested routines in the Group Management pages of this section and throughout the guidebook intended to help make your group travel experience a success no matter what surprises you encounter!