



Tour and Travel Management (Week one)

SN	Date	Time	Description	Remark
1	Sun	1000-1100 1115-1215 1215-1315 1300-1400 1414-1515 1530-1630	Fundamentals of Travel and Tourism Management Principle of Management Lunch Break Tourism in Nepal Cultural History and Heritage of Nepal. Summary of the day.	
2	Mon	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	How to setup Travel and Tour Business in Nepal Challenges and opportunities Lunch Break How to make Tour Packages Tour Operation and Management Service and equipment's	
3	Tue	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Computer and Information Technology Tourism Marketing Lunch Break Business Networking Ecotourism Finance/Accounting	0700-0900 Hotel Work Experience
4	Wed	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Air travel Operations Air Ticketing Lunch break Tourism Geography Mountain Trekking Tour guiding and escorting	
5	Thus	1000-1100 1115-1215 1215-1315 1315-1415 1430-1700	Adventure Tourism Camping Tourism Lunch Break City Tours Culture heritage and Religion Tourism Tourism for peace, Yoga & Meditation	1800-2000- Hotel Work Experience
6	Fri	1000-1100 1115-1215 1215-1315 1315-1800	Trekking in Hill/Mountain Kits and Equipment for trekking Lunch Break Visit and explore Tour & Trekking and Travel Business	
7	Sat		Weekend	



Week Two

SN	Date	Time	Description	Remark
1	Sun	1000-121500 1215-1315 1300-1400 1414-1515 1530-1630	Tourism Low and Policy in Nepal Lunch Break Making term and condition for Tourist Payment Method & Policy Tax and Vat	
2	Mon	1000-1100 1115-1215 1215-1315 1315-1415 1430-1645	Inbound Tourism in Nepal Outbound Tourism in Nepal Lunch Break Domestic Tourism in Nepal Accommodation	
3	Tue	1000-1200 1200-1300 1300-1700	Travel behavior – Travel and tourism in Nepal statistics and facts Lunch break Types of Travelers Business, Holidaymaker, Expedition, traveler with specific needs.	0700-0900 Hotel Work Experience
4	Wed	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Scope and Career prospects Tour Office Lunch break Reservation Office / Agent Ticketing /Sales Office Customer Service Office	
5	Thus	1000-1200 1200-1300 1315-1415 1430-1645	Human Resources / Lunch Break Hiring staffs and kit equipment How Insurance policy works for client and staffs	1800-2000- Hotel Work Experience
6	Fri	1000-1200 1115-1215 1215-1315 1315-1800	Health and Safety - Tour & Travel in Nepal Lunch Break How to do Risk Assessment Practical Risk Assessment	
7	Sat		Weekend	



Week Three Trekking Operations (Classroom-Based)

SN	Date	Time	Description	Remark
1	Sun	1000-1100 1100-1130 1200-1300 1300-1600	How to conduct an initial briefing before the departure of a trekking trip • Welcome and Introduction • Itinerary and Route Details • Safety Protocols • Health and Well-Being • Environmental and Cultural Respect • Equipment and Gear Check • Rules and Expectations • Weather and Terrain Overview • Document and Permit Check • Questions and Answers • Final Words and Motivation • Departure Arrangements Kits and equipment check for long tour & Trek Lunch Practical session	
2	Mon	1000-1200 1200-1300 1300-1600	Learning How to Brief Guests During Trekking and Tours • Introduction and Overview: • Safety Information: Packing and Gear Requirements: • Health and Fitness Expectations: • Cultural and Environmental Respect: • Communication and Support: • Daily Routine and Expectations: Lunch Break Practical session	
3	Tue	1000-1200 1200-1300 1300-1600	Understanding the Responsibilities of Guides and Porters During a Trekking Tour: Responsibilities of Guides: • Navigation and Route Planning: • Safety Management: • Cultural Interpretation: • Team Coordination: • Environmental Stewardship: • Problem-Solving: • Client Care: Lunch Break Responsibilities of Porters: • Carrying Loads:	



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			• Setting Up Camp: • Trail Maintenance: • Assisting Guides: • Adhering to Ethical Standards:	
4	Wed	1000-1200 1200-1300 1300-1600	Learning How to Manage Emergencies While Trekking in the Mountains • Pre-Trek Preparation • Navigation and Orientation • First Aid Skills • Survival Skills • Weather-Related Emergencies • Wildlife Encounters • Group Dynamics and Communication • Mental Preparedness • Communication Devices • Emergency Evacuation • Post-Emergency Procedures Lunch Break Practical - Emergency evacuations	
5	Thus	1000-1200 1200-1300 1300-1600	At the end of a trekking trip, there are several important tasks and actions that trekking agencies should undertake: • Debriefing and Feedback Collection • Health and Safety Checks • Thank You and Farewell • Logistics and Equipment Handling • Documentation and Reporting • Staff Debriefing and Evaluation • Customer Relationship Management • Sustainability and Environmental Considerations • Review and Improvement • Social Media and Marketing Lunch Break Group exercise	
6	Fri	1000-1200 1200-1300 1300-1500	Summary of the week/ whole course Lunch Break Practical and Written Test Hand in Kits & Equipment	
7	Sat		End of the Course	