NAMIBIA TRAVEL AGENT

TAILOR-MADE TOURS

TOURISM COURSES

TOUR GUIDE • TRAVEL AGENT • TOUR OPERATOR • CAR FLEET • CONTENT CREATOR & MARKETING

FOUR-MONTH TRAINING.

CERTIFICATE AND JOB LOG.

www.namibiatravelagent.com +264 81 2251 882 info@namibiatravelagent.com



NAMIBIA TRAVEL AGENT

TAILOR-MADE TOURS

4-MONTH PRACTICAL TRAINING COURSE

One chance to learn the trade and its secrets. This Three-Month MasterClass is online: watch videos, join the workshop, and get mentored. The fourth month is practical training on a real road tour. **You leave with a certificate and a job log. The four careers in one Course: Tour Guide, Tour Operator, Travel Agent, and Camping Car Fleet. Standalone courses for Website and Marketing.** Download the brochure for full information, fees, and how to enter to reserve your seat; only a limited number are available.

Upon completing the training, participants will have the opportunity to:

- **Work as freelancers with our company and other companies**
- **Offer their services to other companies and clients.**
- **Gain real-world working experience and a professional portfolio.**
- **Improve their chances of securing permanent employment.**
- **Develop the skills needed to start your business.**



January - April 2027

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NAMIBIA TRAVEL AGENT

TAILOR-MADE SAFARI TOURS

Tour Operator

A tour operator plans and organises holiday packages, combining transport, accommodation, activities and guiding services.

What you will learn



Plan tour routes and create itineraries for Namibia. Calculate package prices and arrange accommodation, transport and activities. Manage bookings, coordinate suppliers and assist guests throughout their trip.

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TAILOR-MADE SAFARI TOURS

Travel Agent

A travel agent helps clients choose and book travel services, including accommodation, transport, tours and activities.

What you will learn



Understand client needs and recommend suitable travel options. Prepare quotations, check availability, and confirm bookings. Manage payments, travel documents, and client communication from when they arrive until departure.



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Tour Guide

A tour guide leads visitors to places of interest, shares local knowledge and helps guests enjoy a safe and memorable experience.

What you will learn



Introduce Namibia’s attractions, wildlife, history, and cultures. Lead groups, explain sights, and answer guest questions confidently. Manage tour schedules, guest needs, and basic safety procedures.

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TAILOR-MADE SAFARI TOURS

Car Rental Fleet

Camping car fleet management involves preparing and managing rental vehicles and camping equipment for self-drive travellers.

What you will learn



Prepare 4x4 vehicles, rooftop tents and camping equipment for rental.
Conduct vehicle inspections, guest handovers and equipment demonstrations.
Manage rental bookings, maintenance schedules and vehicle returns.

What are we offering you?

NAMIBIA TRAVEL AGENT
TAILOR-MADE SAFARI TOURS

These are the training sessions, workshops and master classes of the programme. You will be trained on what the Namibia tourism market demands: the routes, the bookings, the vehicles and the guest. The training is practical and market-driven, built on what is happening on the ground now. You learn all four careers in one course, and you leave with a certificate of the training and a signed job log.

TOUR GUIDE

You will learn to brief a guest, read a route and lead a day across the dunes, the coast, Etosha and the Kavango. The work covers park rules, guest care and what a guide may and may not promise. The training is practical and market-driven, based on what is happening on the ground.



TOUR GUIDE

THE TRAINING IS PRACTICAL AND MARKET-DRIVEN

TRAVEL AGENT

You will learn to take an inquiry, build a 7-, 10- or 14-day itinerary, and confirm the booking. The work covers deposits, lodges, self-drive options, and the messages that close a sale. The training is practical and market-driven, and covers how to provide support for self-drive clients.



TRAVEL AGENT

TOUR OPERATOR



TOUR OPERATOR

You will learn to plan a trip, price it and run it as a small operator. The work covers distances, fuel, permits and what to do when a booking or a vehicle fails. The training is practical and market-driven, based on the needs of tourists that travel in group.

CAMPING CAR FLEET



CAMPING CAR FLEET

You will learn to hand over a camping vehicle, complete the condition report, and support the guest on the road. The work covers the rooftop tent, gravel driving, fuel stops, and practical training that covers daily challenges, as well as fleet management and service.

TRAINING FEES

NAMIBIA TRAVEL AGENT
TAILOR-MADE SAFARI TOURS



Reservation Fee

Secures your place in the programme and covers enrolment administration, your acceptance letter, course timetable and learning-material links.

N$ 1 500



Month 1 :

Tourism Foundations

Explore Namibia's destinations, tourism careers, customer service and basic itinerary planning.

N$ 2 999



Month 2 :

Travel Planning & Operations

Learn package costing, quotations, bookings and camping equipment preparation.

N$ 2 999



Month 3 :

Business & Tour Setup

Develop skills in tourism marketing, booking administration, basic guiding and guest briefings.

N$ 2 999

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APRIL 2027

Month 4: Business & Tour Setup

Put your learning into practice through supervised tours and site visits to tourist attractions. Discover what interests travelers, understand their expectations, and experience the journey from a tourist's perspective. Practice guest care, basic guiding, camping setup, and daily tour operations, and record your experience in your practical logbook.

N$ 9 999



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4 - Month Content Creator & Marketing Course



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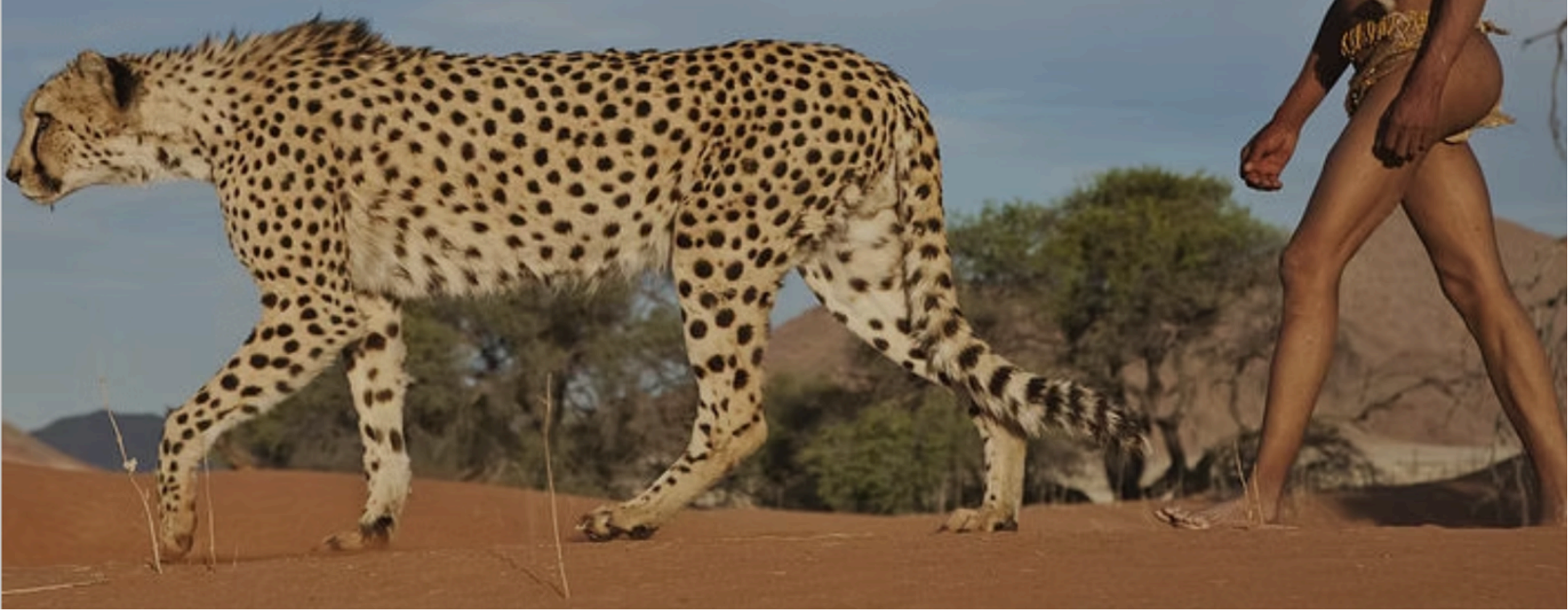
Namibia Travel Tours Made Simple

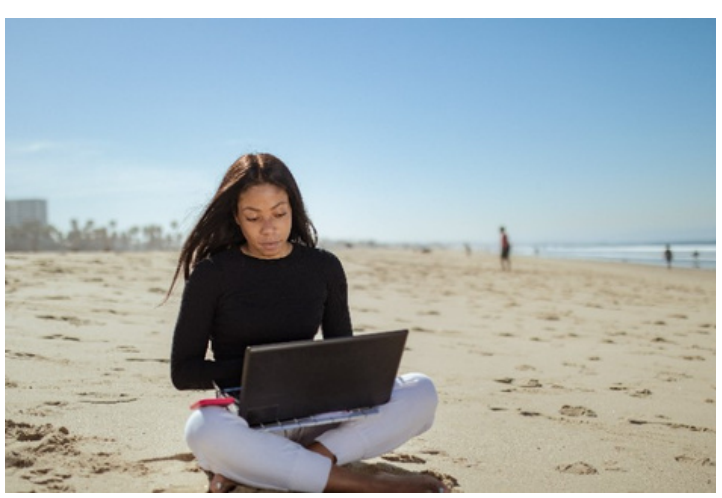
Itineraries, Car Rentals, Tour Packages & Expert Travel Advice — all in one place. **Just pick your dates and book.**



Content Creator & Marketing

Learn to promote a tourism business through a website, engaging videos and digital marketing.

What you will learn



Build and update a website to showcase tours and services. Create and edit promotional videos for social media. Plan marketing campaigns that attract enquiries and bookings.

TRAINING FEES

NAMIBIA TRAVEL AGENT
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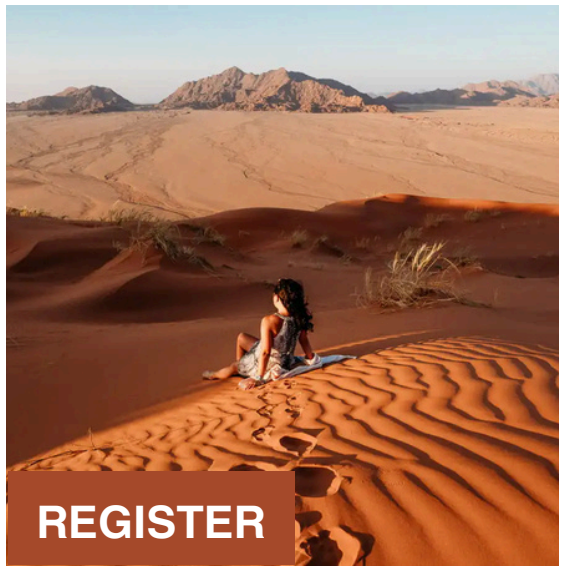


Reservation Fee

Secures your place in the programme and covers enrolment administration, your acceptance letter, course timetable and learning-material links.

N$ 1 500

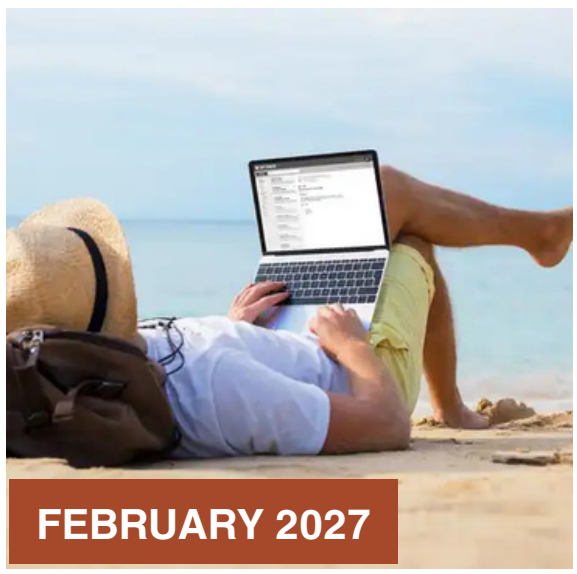


Month 1 :

Build Your Website

Learn to plan and design a website, create pages, add images and Set up contact forms and needed apps for the business.

N$ 2 999



Month 2 :

Create and Edit Videos

Learn to plan, film and edit promotional videos using your phone. Practise adding captions, music and branding for Instagram, Facebook and TikTok.

N$ 2 999



Month 3 :

Market Business Online

Learn social media marketing, SEO. Create a content calendar, plan campaigns and measure enquiries and engagement.

N$ 2 999

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APRIL 2027

Month 4: Work for a Company

You work on a real company and help them advertise. You create or improve their website content, film and edit a short video, and produce social media posts for them. You apply what you learned and leave with real work you can show.

N$ 9 999



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Pioneers Park, Bruhn Street, Windhoek.
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Only a small group is taken each intake. Register and pay your deposit to hold your place.

When the seats are full, the intake closes.

REGISTER

