MANUAL

The guide's field handbook

A practical handbook for welcoming a group, briefing the next day and coordinating the people behind a journey. An edited English learning edition drawn from Nomad's Land's French guide notes.

English learning edition 1.0

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Welcome the group

The French briefing notes recommend choosing the first calm moment with the group: a shared meal, a guesthouse or tea. Introduce yourself and the team, then use a map to place the route in its regional context. Give a clear overview without exhausting every detail on the first evening.

Ask what people hope to experience and what interests they bring. Confirm practical needs individually where appropriate. The source's useful principle is a conversation: the guide learns about the group while the group learns about the journey.

Practice: in pairs, prepare a five-minute welcome. Include one map explanation and three questions that invite the guest to speak.

Brief tomorrow, reflect on today

The daily briefing starts by looking back: how people feel, what they enjoyed and what they learned. It then looks forward to the next day, including travel time, the planned activities and the forecast. For a walking day, the source asks the guide to explain distance, elevation and the character of the route.

Confirm optional activities and agree the practical sequence: wake-up, breakfast and departure. Use the map again. Give the team a separate opportunity to coordinate transport, meals and preparations after the guest discussion.

Practice: give tomorrow's briefing using a real programme. Ask a partner to repeat the plan in their own words and note anything that remained unclear.

Make responsibilities explicit

The daily-routine document distinguishes the trip leader, assistant and technical support role. The leader coordinates the group, the programme and feedback. The assistant supports camp, meals, supplies and local interpretation. The driver and support team need precise arrangements for meeting places and the next stage.

Treat these as a model for a role conversation. Match responsibilities to the actual team before departure, including who checks equipment, who communicates changes and who records the day's observations. This learning edition does not reproduce historic commercial authority or spending rules.

Practice: draw a responsibility table for one travel day. For each task, name a lead person and the person who needs the information.

Prepare the day and the camp

The source's day runs from breakfast preparation and a group briefing through packing, travel, lunch and setting up the next camp, ending with dinner and an evening team discussion. Its clock times describe a particular programme; the useful learning is the order of preparation and handover.

Work through equipment checks, meal preparation, the driver's meeting point, camp setup and the final site check. Plan the evening before and review the day with the team. Use current operational procedures for safety and emergencies.

Practice: sequence a day without assigning times first. Identify the tasks that must be finished before another person can start theirs.

Build local knowledge and learn from feedback

The guide notes ask for knowledge of the places and people along the route: geography, history, plants, animals, food, crafts and seasonal life. Prepare a few accurate explanations that connect to what the group can actually see. Use questions from guests to identify gaps in your preparation.

The daily-routine source also proposes a written review of weather, timing, teamwork, transport, group feedback and problems. At the end of the journey, identify what should be improved. Keep personal guest information in the appropriate private operational record.

Practice: choose one stop on a route. Prepare a two-minute explanation, identify its source, and write one question you still need to investigate.

SOURCE RECORD

Sources and edition

Edited English learning edition prepared for Nomad's Land from four French guide documents. The role document also names Ultimate Adventure; its authorship is not reassigned to Nomad's Land. Historic prices, internal approval rules, contact details and route-specific medical or emergency instructions are excluded. Practice prompts are editorial additions.

Source documents

INFORMATIONS IMPORTANTES POUR LE GUIDE.docx

Conseils guides.doc

Journee type du guide.doc

Role Manager et guides .doc