

# **Title of the Paper: Counselling and Guidance**

**Credits: 04**

**Course Objectives-** The objective of the course is to facilitate students about the concept of counselling and guidance. To provide knowledge to the learner about the goals, stages, elements, skills and procedure of Counselling.

**Course Outcome:** The study of this course will facilitate the students to develop the essential qualities of a counsellor within themselves. They will be able to learn about the various foundation skills that are applied during the counselling and thereby enhance their understanding about the structure of counselling sessions.

## **Unit I: Introduction to Counselling**

- Counselling and Guidance: Definition, goals and essential elements of Counselling, Difference and relationship between Counselling and Guidance.
- Personal qualities of the Counsellors- Empathy, Warmth, Unconditional Positive Regard, Genuineness.
- Stages in Counselling process (Getting started, Introductory talk, Identifying the issue, Coping with feelings) and ethical issues.

## **Unit II: Foundation Skills**

- Attending- Posture, Eye contact, Facial expression, seating arrangement.
- Listening Skills- Listening to silences, interrupting silences, listening to your reactions, listening filters.
- Reflective Skills- (Restating, Paraphrasing, Summarizing) and Probing Skills- (Questioning, Responding to client's questions).

## **Unit III: Group Counselling**

- Individual and Group Counselling-Similarities and Differences.
- Assumptions and Limitations of group Counselling.
- Process of group Counselling.

## **Unit IV: Special areas in Counselling**

- Counselling with Parents.

- Counselling the delinquent and reluctant clients
- Marriage Counselling and Pre-marital Counselling

#### Text Books:

- Burnard, P. (1999). *Counselling Skills Training*. New Delhi: Viva Books Private Limited.
- Culley, S. and Bond, T. (2006). *Integrative Counselling Skills in Action*. London: Sage Publications.
- Verma, C. J. and Fretz, B.R. (1995). *Counselling Psychology*. Bangalore: Prism Books Pvt Limited.
- Littrell, J.M. (1998). *Brief Counselling in Action*. New York: W W Norton and Company.

#### Suggested Reading:

- Manthei, R. (1997). *Counselling: The skills of finding solutions to problems*. London: Routledge.
- Rao, S.N. (1981). *Counselling Psychology*. New Delhi: Tata McGraw Hill Publishing Company Limited.

#### Web References:

- <https://www.uou.ac.in/sites/default/files/slm/MAED-201.pdf>
- [https://ebooks.lpude.in/arts/ma\\_education/year\\_2/DEDU\\_502\\_GUIDANCE\\_AND\\_COUNSELING\\_HINDI.pdf](https://ebooks.lpude.in/arts/ma_education/year_2/DEDU_502_GUIDANCE_AND_COUNSELING_HINDI.pdf)
- <https://www.learningclassesonline.com/2019/09/guidance-and-counseling-in-hindi.html>
- <http://perpus.unipancasila.ac.id/repository/EBUPT190498.pdf>
- <https://ncert.nic.in/textbook/pdf/lehe108.pdf>