



**M. C. E. Society's**  
**Abeda Inamdar Senior College**  
Of Arts, Science and Commerce, Camp, Pune-1  
(Autonomous) Affiliated to Savitribai Phule Pune University  
NAAC accredited 'A' Grade

## Faculty of Arts

### Department of Psychology Post Graduate Diploma in Counselling Skills

**To be implemented from 2021 - 2022 (Autonomy 21 Pattern)**

<b>Course/ Paper Title</b>	<b>Counselling Skills</b>
<b>Course Code</b>	21PGDCS
<b>Semester</b>	-
<b>No. of Credits</b>	-

#### **Aims & Objectives of the Course**

<b>Sr. No.</b>	<b>Objectives</b>
1.	To develop an understanding of Counselling process, goals and approaches
2.	To develop an understanding of skills needed for counselling in various areas/needs
3.	To gain training in the various skill and practical experience of counselling
4.	To impart an understanding of the various realities in the field of counselling
5.	To develop further interest in the field of Psychology and enable participants to undertake post-graduation in Counselling Psychology

#### **Expected Course Specific Learning Outcomes**

<b>Sr. No.</b>	<b>Learning Outcome</b>
1.	Participants will be able to demonstrate understanding of the counselling process, goals, stages and therapeutic practices as well as approaches
2.	Participants will be able to demonstrate various skills for counselling individuals/groups with specific needs

## Syllabus

Unit No.	Title with Contents	No. of Lectures
	<b>The Science and Profession of Counselling Psychology</b>	<b>10</b>
<b>Unit I</b>	<b>Introduction</b>	
	<ul style="list-style-type: none"> <li>i. What are counselling skills? Definition, Stages of counselling included</li> <li>ii. Who uses counselling skills?</li> <li>iii. Why use counselling skills?</li> <li>iv. Motives for learning counselling skills (self-analysis)</li> </ul>	<ul style="list-style-type: none"> <li>3</li> <li>3</li> <li>3</li> <li>1</li> </ul>
<b>Unit II</b>	<b>Settings For Counselling</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>i. The characteristics of a counsellor</li> <li>ii. The characteristics of clients (needs)</li> <li>iii. Perspectives on helping relationships</li> <li>iv. Mind skills and strategies to change thinking</li> </ul>	<ul style="list-style-type: none"> <li>1</li> <li>4</li> <li>4</li> <li>1</li> </ul>
<b>Unit III</b>	<b>Approaches Counselling</b>	<b>20</b>
	<ul style="list-style-type: none"> <li>i. Insight Oriented Approaches – Client Centred, Existential, Psychoanalytic, Gestalt</li> <li>ii. Action Oriented Approaches – Behavioural, Cognitive Behavioral Therapy, Rational Emotive Behaviour Therapy</li> <li>iii. Solution Focused Counselling</li> <li>iv. Identifying key intervention areas</li> </ul>	<ul style="list-style-type: none"> <li>5</li> <li>5</li> <li>5</li> <li>5</li> </ul>
<b>Unit IV</b>	<b>Research, Ethics And Values In Counselling</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>i. The Practitioner Model</li> <li>ii. Investigative Styles in Counselling</li> <li>iii. Ethical Dilemmas</li> <li>iv. Ethical Standards and values</li> </ul>	<ul style="list-style-type: none"> <li>2</li> <li>2</li> <li>2</li> <li>1</li> <li>3</li> </ul>

	v. Practicum	
<b>Unit V</b>	<b>Communication And Feelings</b>	<b>10</b>
	<ol style="list-style-type: none"> <li>1. Verbal communication</li> <li>2. Vocal communication</li> <li>3. Bodily communication</li> <li>4. Experiencing, expressing and managing feelings</li> <li>5. Situation-Thoughts-Consequences (STC)</li> <li>6. Practicum</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>1</li> <li>1</li> <li>2</li> <li>2</li> <li>3</li> </ol>
<b>Unit VI</b>	<b>Helping Process</b>	<b>10</b>
	<ol style="list-style-type: none"> <li>1. The Relating stage</li> <li>2. The Understanding Stage</li> <li>3. The Changing Stage</li> <li>4. Practicum</li> </ol>	<ol style="list-style-type: none"> <li>2</li> <li>2</li> <li>2</li> <li>3</li> </ol>
<b>Unit VII</b>	<b>Learning Counselling Skills</b>	<b>15</b>
	<ol style="list-style-type: none"> <li>1. Stages in learning counselling skills</li> <li>2. Methods of learning counselling skills</li> <li>3. Use of time management and study skills</li> <li>4. Developing giving and receiving feedback skills</li> <li>5. Use of empathy and assertion skills</li> <li>6. Practicum</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>3</li> <li>2</li> <li>3</li> <li>2</li> <li>3</li> </ol>
<b>Unit VIII</b>	<b>Starting The Helping Process</b>	<b>15</b>
	<ol style="list-style-type: none"> <li>1. Preparation skills</li> <li>2. Meeting, greeting and seating</li> <li>3. Opening statements</li> <li>4. Dealing with differences</li> <li>5. Dealing with reluctance and resistance</li> </ol>	<ol style="list-style-type: none"> <li>2</li> <li>2</li> <li>1</li> <li>2</li> <li>2</li> </ol>

	6. Summarising skills	2
	7. Structuring skills	1
	8. Practicum/role plays	3
<b>Unit IX</b>	<b>Improving Listening Skills</b>	<b>15</b>
	1. Active listening	2
	2. Showing that you're listening	2
	3. Paraphrasing skills	3
	4. Reflecting feeling skills	3
	5. Four major listening mistakes	2
	6. Practicum	3
<b>Unit X</b>	<b>Clarifying Understanding</b>	<b>10</b>
	Questioning skills: Importance	2
	a. Types of questions	2
	b. Areas for questions	2
	c. Interspersing active listening with questions	3
	d. Summarising information from questions	3
	Practicum	3
<b>Unit XI</b>	<b>Expanding Understanding</b>	<b>10</b>
	1. Challenging skills	2
	2. Feedback skills	1
	3. Disclosing yourself skills	1
	4. Monitoring skills and methods	1
	5. Referral skills	1
	6. Identifying unhelpful thinking	1
	7. Practicum	3
<b>Unit XII</b>	<b>Goal-Setting And Planning</b>	<b>10</b>

	<ol style="list-style-type: none"> <li>1. Problem solving approach</li> <li>2. Changing specific communication and thoughts approach</li> </ol> Practicum	3 4 3
<b>Unit XIII</b>	<b>Strategies For Changing Communication And Actions</b>	<b>10</b>
	<ol style="list-style-type: none"> <li>1. Demonstration</li> <li>2. Rehearsing</li> <li>3. Setting progressive tasks</li> <li>4. Assisting identification and use of supports and resources</li> <li>5. Designing changing communication</li> </ol> Practicum	
<b>Unit XIV</b>	<b>Ending Helping</b>	
	<ol style="list-style-type: none"> <li>1. The preparing phase</li> <li>2. The starting phase</li> <li>3. The middle phase</li> <li>4. The ending phase</li> <li>5. Practicum</li> </ol>	
<b>Unit XV</b>	<b>Key Intervention Areas</b>	<b>20</b>
	<ol style="list-style-type: none"> <li>1. Career Guidance and Counselling</li> <li>2. Family and Marital Counselling</li> <li>3. Children and Special needs guidance</li> <li>4. Addictions Counselling and Psychopharmacology</li> <li>5. Workplace Counselling</li> <li>6. Sports Counselling</li> <li>7. Grief and trauma Counselling</li> <li>8. Practicum</li> </ol>	3 3 3 2 2 2 2 3
<b>Unit XVI</b>	<b>Supervised Internship in anyone key intervention area</b>	<b>15</b>

## **References:**

### Books for Reading

1. Gladding, S. (2018). *Counselling: A Comprehensive Profession*, NY: Pearson
2. Nelson-Jones, R. (2005). *Practical Counselling and Helping Skills* (5<sup>th</sup> Ed.), New Delhi: Sage Publications
3. Gelso, C. And Fretz, B. (2008). *Counseling Psychology: Practices, Issues and Intervention*. New Delhi: Cengage Learning
4. Kottler, J. A. And Shepard, D. S. (2008). *Counselling: Theory and Practices*. New Delhi: Cengage Learning

### References

1. Welfel, E. R. & Patterson, L. E. (2005). *The Counseling Process: A Multitheoretical Integrative Approach* (6<sup>th</sup> Ed.). New Delhi: Cengage Learning.

