

# **J.S. University, Shikohabad**

Established by UP Govt. Act No. 07 of 2015


Recognized by U.G.C. under section 2 (f) of Act-1956



## **Value Added Course**

**(CAREER COUNSELLING FOR FUTURE  
MANAGER)**

**Faculty of Management**

	J.S. University, Shikohabad Faculty of MANAGEMENT	Value Added Course
		AY: 2022-23

## **CAREER COUNSELLING AND GUIDANCE**

### **Learning Outcome:**


This course develop the concept of carrier and interview skill for a job.

**Duration:** 30 Hours.

### **Course Outcomes: -**

After completion of the course the student shall be able to:-

1. Student will able to understand the guidance
2. Student will able to solve the problem with peoples , how maintain relationship in organization .
3. Student will able to understand the concept of communication in general life and carrier related.
4. Student will be able to understand the concept of life goals according to different age stages.
5. Student can able to learn interview skill.

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## **Syllabus Outline**

### **MODULE - 1**

Guidance and Counselling:

Guidance: Definition, Objectives, and principles; Areas of Guidance: Education, vocation, Avocation, social, Health, moral and personal. Counselling: Definition, Objectives, goals, scope, need, characteristics, Principles and functions; Difference between guidance and counseling.

### **MODULE - 2**

Stages of Counselling:

The Six stages of Counseling Process Relationship building (Micro skills in counseling), Assessment & diagnosis, Formulation of counseling goals, Intervention & Problem solving, Termination & Follow up Overview, Ethics and Confidentiality. Principles of guidance, Self-development, Universal, individual differences, continuous process and other principles

### **MODULE - 3**

Skills in Counseling:

Macro skills: Communication, Training, Human Assessment/ Diagnostic, Meta-Communication, Paralinguistic, Non-Verbal Communication and Rapport, Questioning, Observational Skills, Basic Listening Sequence, Interpretation and Reframing

## **MODULE - 4**

History Taking & Mental State Examination:

History taking, Identifying data, Chief complaint, History of present illness, past illness, Family

history, Personal history– prenatal & perinatal, early childhood (birth through age), Middle childhood, Late childhood, Adulthood, Sexual history, Fantasies & dreams, Values

## **MODULE - 5**

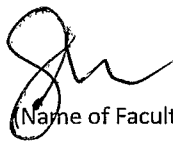
Interviewing of Patients:

Insight & Symptom-oriented Interviewing, The Four Components, The Multiphasic Approach, Disorder Specific Interviewing, and Common Interview Techniques

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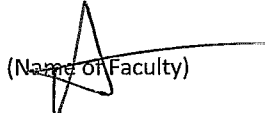
**References:-**

1. Introduction to Career Counselling & Coaching **By: Hazel Reid**  
**Publisher: SAGE Publications Ltd Publication year: 2016**
2. Jayasinghe, Migel. *Counselling in careers guidance*. Buckingham: Open University, 2001.
3. Nathan, Robert. *Career counselling*. London: Sage Publications, 1992.

  
 (Name of Faculty)

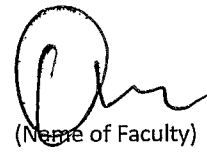
Course Coordinator

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Nazki.

  
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 (Name of Faculty)

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 Faculty/Department

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