

**COURSE TITLE: COUNSELING SKILLS I**

**COURSE CODE: GC 1201**

**HOURS TAUGHT: 3 HRS PER WEEK**

**PREREQUISITES: None**

### **PURPOSE OF COURSE**

This course unit is to help students understand what counseling is about, the quality of relationship offered to the clients in the helping process, the skills evolved, the emphasis and importance of individual / self-help, personal responsibility, individual happiness and fulfillment and problems of living. It is also to expose students to the different areas for counseling and how best the counselor can handle them using the skills/techniques of counseling in all the helping stages.

### **EXPECTED LEARNING OUTCOMES**

By the end of the course, the students should be able to;

- Explain how different counseling skills can be used
- Understand and be aware of the challenges in the counseling process.
- Explain the skills and courage of handling the challenges in the helping process.
- Being able to conduct a counseling session.

### **COURSE CONTENTS**

Definition of counselor and his / her client's relationship

This will include relationship goals, boundaries and the exceptions in such relationship

Principles of counseling

- confidentiality
- beneficence
- Justice
- Protection / Multificiency.

The counselors training and competence

- This will include
- Professional responsibility
- Supervision of the counselor
- Record keeping
- Journals / to help the counselor present his / her client for clinical supervision
- Counselor training

Referral systems. Use of head nodes

- Medical personnel referring clients for counseling.
- Working with other organization in helping the client by referral method
- Selection of a therapist.

Requirements for private practice

- Training
- Registration with professional bodies (Personal)
- Registration of the firm / organization with the professional bodies (Counseling association)
- The clinic set up for practice
- Systems of record keeping.
- Research and publication.
- Resolving ethical issues and mul practice of counselor with special reference to the local / international counseling bodies.

Counseling skills

- Rapport
- Empathy
- Listening
- Acceptance and Genuiness
- Warmth and Respect
- Confidentiality
- Clarity and probing
- Confrontation
- Summarizing
- Self disclosure
- Information giving
- Immediacy
- Stages of counseling
- PresntScanarion (picture)
- Preferred Scenairo (Picture)
- Getting there (Action stage)

- The role of counselors in each helping stage.
- Challenges in the counseling process.
- Resistance.
- Reluctance
- Transparency and
- Counter – transparency.
- How counselors can deal with these challenges.

### **MODE OF DELIVERY**

- Lectures
- Reading assignments
- Practical assignments
- Field trips
- Documentaries

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### **INSTRUCTIONAL MATERIALS AND / OR EQUIPMENT**

- Whiteboard and Markers
- Flip Charts
- LCD Projectors
- CDs, DVDs and Tapes

### **COURSE ASSESSMENT**

- Continuous assessment tests 20%
- Group and individual project (course work) 20%

• End-of-Semester Examination	60%
<b>Total</b>	<b>100%</b>

### **READING MATERIALS / LISTS**

Allen E Iver (1996). International Interviewing and counseling 3<sup>rd</sup> Edition Brooks / cole publishing company.

Charles J Stewart and William B Cash Jr(2000). Interviewing principles and practices. Tenth Edition. Published by Mc Graw – Hill.

James F Calhoun and Joan Ross Acocella (1998). Psychology of Adjustment and Human relationship Third Edition. MC Graw Hall Publishing Company.

John D Krumboltz and Carl E (2005). ThoresaBehavioural counseling: Cases and Techniques.

William Long (1989). Toward a self managed life style Holt, Rine, hart and Winston publishers.