

COURSE TITLE: MANAGEMENT OF COUNSELING SERVICES

COURSE CODE: GC 3102

HOURS TAUGHT: 3 HRS PER WEEK

PREREQUISITES: None

PURPOSE OF COURSE

The course is intended to expose students to the theory and practice of issues, problems and rationale behind establishment of guidance and counseling services in schools, hospitals, social welfare centres and industries, evaluating guidance and counseling services, workload, design of counseling, office budget for guidance services, personal ethics and confidentiality in guidance programmes, guidance services, patterns of guidance and counseling programmes services, patterns, of guidance and counseling programmes, responsibility of the counselor in guidance programmes.

EXPECTED LEARNING OUTCOMES

By the end of the course, students should be able to :-

- Establish guidance and counseling services in schools, hospital industries and social welfare centres.
- Describe some problems associated with establishing guidance and counseling services.
- Describe how to evaluate guidance and counseling the establishment of guidance and counseling services.
- Allocate workload to therapists or counselors under the guidance and counseling services.
- Budget for guidance and counseling services.
- Identify the personnel required for the guidance and counseling services and their roles.
- Describe the ethical codes and confidentiality required for the work of the counselor.

COURSE CONTENT

Guidance services

- Nature and scope

- Establishment of guidance and counseling services.

Evaluation of guidance and counseling services.

- Description of guidance and counseling services
- Evaluation of guidance and counseling services.

Problems associated with establishing guidance and counseling services.

- Solutions to problems encountered.

Allocation of workload to counselors and therapist

- Budget of guidance and counseling services

Personnel required for guidance and counseling services and their roles

- Counseling ethical codes and confidentiality.

Patterns of guidance and counseling programmes

- Interpretation during counseling.
- Personnel safety for practitioners working in high risk environments' and with high risk clients.

Establishing a private guidance and counseling centres feasibility

- Study problems and prospects.
- Responsibilities of counselor in guidance programmes
- Summary and revision of the course

MODE OF DELIVERY

- Lectures
- Reading assignments
- Practical assignments
- Field trips

- Documentaries

INSTRUCTIONAL MATERIALS AND / OR EQUIPMENT

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

COURSE ASSESSMENT

- Continuous assessments tests 20%
- Group and individual project (course work) 20%
- End of Semester Examination 60%

READING MATERIALS / LIST

F P Bruce (1997). introduction to cognitive psychology South Africa.

Shuly BE(1999). cognitive psychology in higher institutions New Dheli India.

Banks, S. (2001). Ethics and Values in Social Work. (2nd edition). Basingstoke: Palgrave.

Bond, T. Ethical Guidelines for Researching Counselling and Psychotherapy (2004). BACP: Rugby.

Department of Health (2001). The Caldicott Report. Norwich Crown Publications.

Jenkins, Peter (1997). Counselling, Psychotherapy and the Law. London: Sage.

Jenkins, Peter (1999). Transparent Recording: Counsellors and the Data Protection Act 1998 *Counselling* 10 5 pps 387–391.

Goldsmith, L & Beaver, R (1999). Recording with Care: Inspection of Case Recording in Social Services Departments. Social Services Inspectorate London: Department of Health.

Higgins, R. (1993). Approaches to Case Study. London and Bristol: Jessica Kingsley.

Parsloe, P., Francis, H., Macara, A. & Watson, D. (1988). Personal Data Protection in Health and Social Services. London: Croom Helm.

Prince, K. (1996). Boring Records. London and Bristol: Jessica Kingsley.