

Syllabus For The Trade

Of

# **COUNSELLING SKILLS**

(SEMESTER PATTERN)

Under

**CRAFTSMAN TRAINING SCHEME**

Designed in 2013

**By**

Government of India

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

Directorate General of Employment & Training

Ministry of Labour & Employment

EN 81, SECTOR – V, SALT LAKE CITY,

Kolkata – 700 091.

**List of members of trade committee meeting for the trade of ‘Counselling Skills’ held on 04.10.2012 at MIND, India, Guwahati, Assam.**

<b>Sl. No.</b>	<b>Name</b>	<b>Organization</b>	<b>Designation</b>
1	Mr R N Bandyopadhyaya,	Regional Director , CSTARI, Kolkata,	Chairman
2	Mr L K Mukherjee	Deputy Director, CSTARI, Kolkata,	Member
3	Mr Sanjay Kumar	Deputy Director, RDAT, Kolkata,	Member
4	Ms Monalisa Goswami	Director, DECT, Guwahati	Member
5	Ms Mousumi Sen	Deputy Director, Training, DECT ,Guwahati	Member
6	Dr Alpana Mahanta	Deputy Director, DECT ,Guwahati	Member
7	Dr Sangeeta Goswami	Counselling Psychologist, President, MIND India, Guwahati	Member
8	Mr Abhijit Goswami	Life Skills Trainer, Secretary, MIND India, Guwahati	Member
9	Rev Candid Sareo	Counsellor, Vice President, MIND India, Guwahati	Member
10	Dr B J Prashantham	Director, Christian Counselling Centre (CCC), Vellore	Member
11	Ms Meena Prashantham	Associate Director , Christian Counselling Centre (CCC), Vellore	Member
12	Ms Sunita Seshadri	Child Psychologist, Deputy Director, NIPCCD, Guwahati	Member
13	Ms Meenakshi Barthakur	Psychologist , MIND India, Guwahati	Member
14	Dr Monica Chaudhry	Clinical Psychologist, MIND India, Guwahati	Member
15	Dr S K Saikia	Director, Indian Institute of Entrepreneurship (IIE) , Guwahati	Member
16	Mr Pranab Jyoti Neog	Director, Xavier’s Foundation, Guwahati	Member
17	Mr J Goswami	Director, ACPL (Retired) , Technical Consultant (Industries), Guwahati	Member
18	Mr P K Borah	Deputy Director, (Admin), Directorate of Industries, Guwahati	Member
19	Mr Ved Prakash Gautam	Child Protection Officer, Assam Field Officer, UNICEF, Guwahati	Member
20	Dr Arundhuti Deka	Deputy Director, Directorate of Health Services, Govt Of Assam, Guwahati	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Organisation</b>	<b>Remarks</b>
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Muhkerjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpala Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMATION

1. **Name of the Trade** : **COUNSELLING SKILLS**
2. **NCO Code No.**
3. **Duration** : 6 Months ( 1 semester)
4. **Power Norms** : 1.5 kW
5. **Space Norm** : 60 Sq. mtr
6. **Entry Qualification** : Passed 10<sup>th</sup> class examination
7. **Unit Strength** : **20** Trainees
8. **Instructor's/Trainer's Qualification** : (i) MA in Psychology/ Education with counselling as special paper from recognized University  
  
(ii) Degree in Psychology/ Education with counselling as a subject with Experience in Teaching Counselling for one year
9. **Desirable qualification** : Preference will be given to a candidate with  
  
Craft Instructor Certificate (CIC)

Note: Atleast one Instructor must have degree /Diploma in the relevant field

**Syllabus for the Trade of “Counselling Skills” under CTS.  
Duration : Six months**

**First Semester**

**Semester Code: CNS: SEM I**

WEEK NO	PRACTICALS	THEORY
1	<p>Understanding self: Use standardized checklist of understanding self Self esteem: Use standardized checklist of understanding self esteem Library Field Visit Personal Growth Weekly evaluation</p>	<p>Introduction to the course: Objective: To develop the overall progression and process of the course Understanding self: Objective: To develop the skills of understanding self Self esteem: Objective: To understand the concept of self- esteem and how it is related to one’s personality.</p>
2	<p>Enhancing communication skills: Use standardised checklist on listening skills and understanding communication skills, role play on communication and listening Interpersonal relationship skills: Use standardised checklist on interpersonal relationship, discussion on establishing effective interpersonal relationship. Library Field Visit Personal Growth Weekly evaluation</p>	<p>Enhancing communication skills: Objective: To understand the concept and skills of effective communication Interpersonal relationship skills: Objective: To develop and understand the concept and skills of interpersonal relationship</p>
3	<p>Personality development: To present paper on the psycho – social aspects of personality Introduction to counselling: Brainstorming on approach to counselling Library Peer Group Counselling Field Visit Personal Growth Weekly evaluation Paper Presentation</p>	<p>Personality development: Objective: To understand the personality developmental of a person Introduction to counselling: Objective: To understand the definition and background of counselling</p>
4	<p>Attributes of effective counsellor: Class discussion Understanding therapeutic relationship &amp; role of the counsellor: Brainstorm on the role of a counsellor Library</p>	<p>Attributes of effective counsellor: Objective: To promote the attributes or qualities of an effective counsellor Understanding therapeutic relationship &amp; role of the counsellor: Objective: To understand the therapeutic relationship</p>

	Peer Group Counselling Counselling skills practice Field Visit Personal Growth Weekly evaluation	and the role of counsellor
5	Understanding the process of counselling: Brainstorming on the process Types of counselling: Case discussion Library Peer Group Counselling Counselling skills practice Field Visit Personal Growth Weekly evaluation	Understanding the process of counselling: Objective: To understand the process of counselling Types of counselling: Objective: To understand the different types of counselling
6	Attending skills: Skills Practice on attending The art of listening: Skills Practice on listening Library Peer Group Counselling Counselling skills practice on attending, listening Field Visit Personal Growth Weekly evaluation	Attending skills: Objective: To develop attending skills The art of listening: Objective: To develop the art of effective listening concept of effective communication
7	Understanding different mental disorders in adults: Case discussion Emotional intelligence: Brainstorming on the EI Library Peer Group Counselling Counselling skills practice on attending, listening Field Visit Personal Growth Weekly evaluation	Understanding different mental disorders in adults: Objective: To understand the concept of different mental disorders in adults. Emotional intelligence: Objective: understanding the concept of emotional intelligence
8	Skills of empathy: Skills practice on empathy Understanding the different needs of children: Case discussion Library Peer Group Counselling Counselling skills practice on attending, listening , empathy Field Visit Personal Growth	Skills of empathy: Objective: To develop the skills of empathy. Developmental problems in children Objective: To understand the concept developmental problems in children

	Weekly evaluation	
9	<p>Different disabilities in children: Case discussion  Common behavioural problems in children  Brainstorming on the behavioural problems  Skills Practice on attending, listening,  Library  Peer Group Counselling  Counselling skills practice on attending, listening, empathy  Field Visit  Personal Growth  Weekly evaluation</p>	<p>Different disabilities in children:  Objective: to understand the different developmental delays in children  Common behavioral problems in children: Objective: to understand and develop skills of managing common behavioral problems in children</p>
10	<p>Enhancing critical &amp; creative thinking:  Exercises on creative &amp; critical thinking  Understanding the skills of probing: Skills practice on probing  Library  Peer Group Counselling  Counselling skills practice on attending, listening, empathy, probing  Field Visit  Personal Growth  Weekly evaluation</p>	<p>Enhancing critical &amp; creative thinking:  Objective: To understand the meaning of critical and creative thinking.  Understanding the skills of probing:  Objective: To develop the skills of probing.</p>
11	<p>Understanding adolescents: Case discussion  Life skills training: Practice session on the various methods of using Life Skills  Library  Peer Group Counselling  Counselling skills practice on attending, listening, empathy, probing  Field Visit  Personal Growth  Weekly evaluation</p>	<p>Understanding adolescents: Objective:  To understand adolescents and the techniques of counselling adolescents  Life skills training: Objective: To orient on Life Skills</p>
12	<p>Managing anger: Role play on the different techniques of managing anger  Role &amp; responsibilities of career and guidance counsellor: Brainstorming on the career &amp; guidance counsellor  Library  Peer Group Counselling  Counselling skills practice on attending,</p>	<p>Managing anger: Objective: To develop techniques to manage anger  Role &amp; responsibilities of career and guidance counsellor: Objective: To understand the need and importance of career &amp; guidance</p>

	<p>listening, empathy, probing Field Visit Personal Growth Weekly evaluation</p>	
13	<p>Understanding the skills of challenging: Skills Practice on challenging Time management: Discussion on how to improve time management. Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging Field Visit Personal Growth Weekly evaluation</p>	<p>Understanding the skills of challenging: Objective: To develop the skills of challenging Time management: Objective: To understand the concept of time management.</p>
14	<p>Counselling alcohol &amp; substance dependent: brainstorming on the consequences of substance and alcohol abuse Tools and techniques of counselling: Skills Practice on tools &amp; techniques Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging Field Visit Personal Growth Weekly evaluation</p>	<p>Counselling alcohol &amp; substance dependent: Objective: To understand the concept of substance and alcohol abuse. Tools and techniques of counselling: Objective: To develop the tools and techniques of counselling</p>
15	<p>Understanding the skills of summarising: Skills Practice on summarising Understanding the skills of referral and termination: Brainstorming on guidelines on referral and networking Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation</p>	<p>Understanding the skills of summarising: Objective: to develop the skills of summarising Understanding the skills of referral and termination: Objective: Understanding the skills referral and termination</p>
16	<p>Counselling the suicidal: Case discussion Goal setting &amp; action plan: To do the exercise on SWOT analysis Library Peer Group Counselling</p>	<p>Counselling the suicidal Objective: To understand the concept counselling the suicidal. Goal setting &amp; action plan Objective: to understand how to set</p>



	<p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>personal and professional goals and frame an action plan accordingly.</p>
17	<p>Mental health of the helping person: Brainstorming</p> <p>Counselling as a tool for social worker: Brainstorming</p> <p>Library</p> <p>Peer Group Counselling</p> <p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>Mental health of the helping person: Objective: To understand the mental health and the need to have positive mental health</p> <p>Counselling as a tool for social worker: Objective: To understand how counselling can act as a means to social change.</p>
18	<p>Pre marital &amp; marital counselling: Skills Practice on pre marital &amp; marital counselling</p> <p>Group counselling &amp; group dynamics: Skills Practice on group counselling</p> <p>Library</p> <p>Peer Group Counselling</p> <p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>Pre marital &amp; marital counselling: Objective: To understand the issues or factors to be addressed in pre marital counselling</p> <p>Group counselling &amp; group dynamics: Objective: To understand the concept of group counselling and group dynamics.</p>
19	<p>Psycho social aspects of HIV &amp; AIDS counselling: Case discussion &amp; films on HIV &amp; AIDS</p> <p>Conflict management: Checklist to evaluate the self on the various techniques of conflict management.</p> <p>Library</p> <p>Peer Group Counselling</p> <p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>Psycho social aspects of HIV &amp; AIDS counselling: Objective: To understand the meaning and skills of delivering pre and post test counselling</p> <p>Conflict management: Objective: To understand the concept conflict management.</p>

20	<p>Psychosocial aspects of disasters: Brainstorming on the different aspects of disaster: Understanding Crisis management trauma counselling: Brainstorming on post traumatic stress disorder (PTSD)</p> <p>Library</p> <p>Peer Group Counselling</p> <p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>Psychosocial aspects of disasters: Objective: To understand the psychosocial aspects of disaster</p> <p>Understanding Crisis management trauma counselling: Objective: To develop the skills of managing crisis &amp; trauma</p>
21	<p>Psycho-social aspects of ageing: Case discussion</p> <p>Stress management&amp; burnout: Discussion on the effect of burn out and management of the same</p> <p>Library</p> <p>Peer Group Counselling</p> <p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>Psycho-social aspects of ageing: Objective: To develop specific skills in geriatric counselling</p> <p>Stress management&amp; burnout: Objective: To understand the meaning of stress and burn out and management of the stress.</p>
22	<p>Concept of tele counselling services: To understand the concept of tele counselling</p> <p>Understanding the different services provided by tele counsellor: To understand the different services provided through tele counselling</p> <p>Library</p> <p>Peer Group Counselling</p> <p>Counselling skills practice on attending, listening, empathy, probing, challenging, summarising</p> <p>Field Visit</p> <p>Personal Growth</p> <p>Weekly evaluation</p>	<p>Paper presentation: on topic of interest</p> <p>Concept of tele counselling services: Objective: To understand the concept of tele counselling</p> <p>Understanding the different services provided by tele counsellor: Objective: To understand the various services of tele counselling</p>
23-24	<p>Understanding the process of corporate counselling: To brainstorm on the basic principles of corporate counselling</p> <p>Motivating people: Class discussion on techniques of motivation</p> <p>Library</p>	<p>Understanding the process of corporate counselling: Objective: To understand the process of counselling in Industries</p> <p>Motivating people: Objective: To understand how to motivate</p>

	Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	employees
25	Revision	
26	Examination	

Note:

- Library: One period for library work every day
- Peer Group Counselling: To practice counselling skills with peers.
- Counselling skills practice: To practice counselling skills under supervision of faculties
- Field Visit: To have field visit related to the topics discussed in that week.
- Suggested places to visit:
  - Visit to a counsellor
  - Psychiatry department
  - Visit to a school
  - Visit to family counselling centre
  - Visit to HIV & AIDS clinic
  - Visit to disaster hit/ prone areas
  - Visit to children home, orphanage or a child guidance clinic
  - Visit to old age home
  - Visit to a tele counsellor
  - Visit to Industries
- Clinical supervision: One to one supervision with faculty for verbatim written from hospital visits and reports from field work
- Personal Growth: To conduct one personal growth session for the trainees to resolve personal & professional issues.
- Weekly evaluation: To submit a weekly evaluation report every week on the learnings by trainees from the theory and practical classes conducted during the week
- Paper Presentation: To present two papers. One on personality development and the other on topic of interest within the course curriculum towards the end of the course

**TRADE: COUNSELLING SKILLS**

**LIST OF TOOLS & EQUIPMENT**

**A. TRAINEES TOOL KIT FOR 20 TRAINEES**

<b>No</b>	<b>Description</b>	<b>Quantity</b>
1.	P. C latest configuration with multimedia facility	1No.
2.	UPS 0.5 KVA to 1 KVA	1No.
3.	Laser Printer	1No.
4.	Operating and Application software	MS Office XP Package
5.	Internet Connection	1No.
6.	Projection Screen	1No.
7.	LCD Projector	1No.
8.	White Board	1No.
9.	Computer table	1No.
10.	Printer table	1No.
11.	Instructors chair	1No.
12.	Instructors table	1No.