



GUIDANCE AND COUNSELLING

INTRODUCTION

- Guidance & counselling are twin concepts & have emerged as essential elements of every educational activity.
- Guidance & counselling are not synonymous term. Counselling is a part of guidance.
- Guidance, in educational context, means to indicate, point out, show the way, lead out & direct.
- Counselling is a specialized service of guidance. It is the process of helping individuals learn more about themselves & their present & possible future situations to make a substantial contribution to the society.

DEFINITION OF GUIDANCE

- Guidance is a process of helping every individual, through his own effort to discover & develop his potentialities for his personal happiness & social usefulness.

- Ruth Strang

DEFINITION OF COUNSELLING

- Counseling is essentially a process in which the counselor assists the counselee to make interpretations of facts relating to a choice, plan or adjustment which he needs to make.

- Glenn F.Smith

- Counseling is a series of direct contacts with the individual which aims to offer him assistance in changing his attitude & behaviors.

- Carl Rogers

What is guidance?

Guidance is a continuous process of helping the individual development in the maximum of their capacity in the direction most beneficial to himself and to society. It involves listening carefully to the problems of the burdened individuals and discussing possible ready-made solutions that could help solve or at least alleviate the problem discussed at hand. In this way, the person who is in dilemma can choose whether or not to accept the given solution or ignore it.

What is counselling?

Counseling is a method that helps the client to use a problem solving process to recognize and manage stress and that facilitates interpersonal relationship

What is counselling?

Counseling is a method that helps the client to use a problem solving process to recognize and manage stress and that facilitates interpersonal relationship among clients , family, and health and care team. it involves a number of sessions that includes talking, listening, discussing the problem at hand and sharing relevant information that could help the person understand the problem and make his or her own decision or course of action

DIFFERENCE BETWEEN GUIDANCE AND COUNSELLING

GUIDANCE

Guidance is broader & comprehensive

Guidance is more external, helps a person understand alternative solutions available to him & makes him understand his personality & choose the right solution.

Guidance is mainly preventive & developmental

COUNSELLING

Counselling is in-depth & narrow

Counselling helps people understand themselves & is an inward analysis. Alternative solutions are proposed to help understand the problem at hand.

Counselling is remedial as well as preventive & developmental

DIFFERENCE BETWEEN GUIDANCE AND COUNSELLING

GUIDANCE	COUNSELLING
Intellectual attitudes are the raw material of guidance	Emotional rather than pure intellectual attitude are raw material of the counselling process.
Decision making is operable at an intellectual level in guidance	Counselling operates at an emotional level
Guidance is generally education & career related & may also be for personal problems	Counselling is mostly offered for personal & social issues.

PURPOSES OF GUIDANCE AND COUNSELLING

- Providing the needed information & assistance
- Helping individual to make wise choices

- Improve the understanding of self
- Facilitate the adjustment

- Helps in adapting to the changes or new environment
- Making self-sufficient & independent

PURPOSES OF GUIDANCE AND COUNSELLING

- Efficient use of capabilities & talent
- Promote the optimal personal & professional development

- Balanced physical, psychological, emotional, social & spiritual growth

- Helps in overall development & to live productive life

SCOPE OF GUIDANCE AND COUNSELLING

Guidance & counselling for personal needs/problems

Guidance & counselling for educational needs/problems

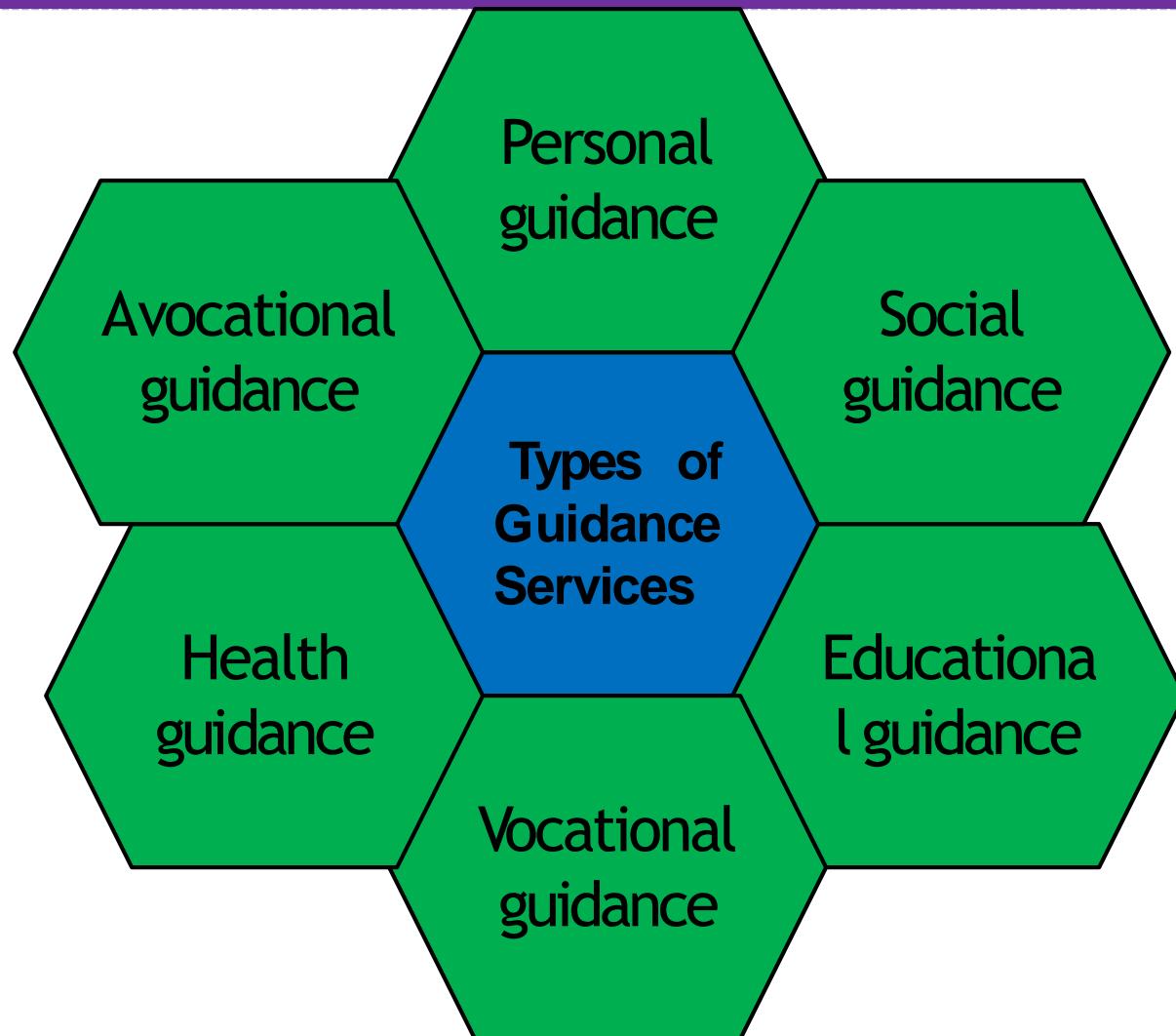
Guidance & counselling for physical, emotional, social, moral & marital problems

Guidance & counselling for vocational, occupational & professional needs

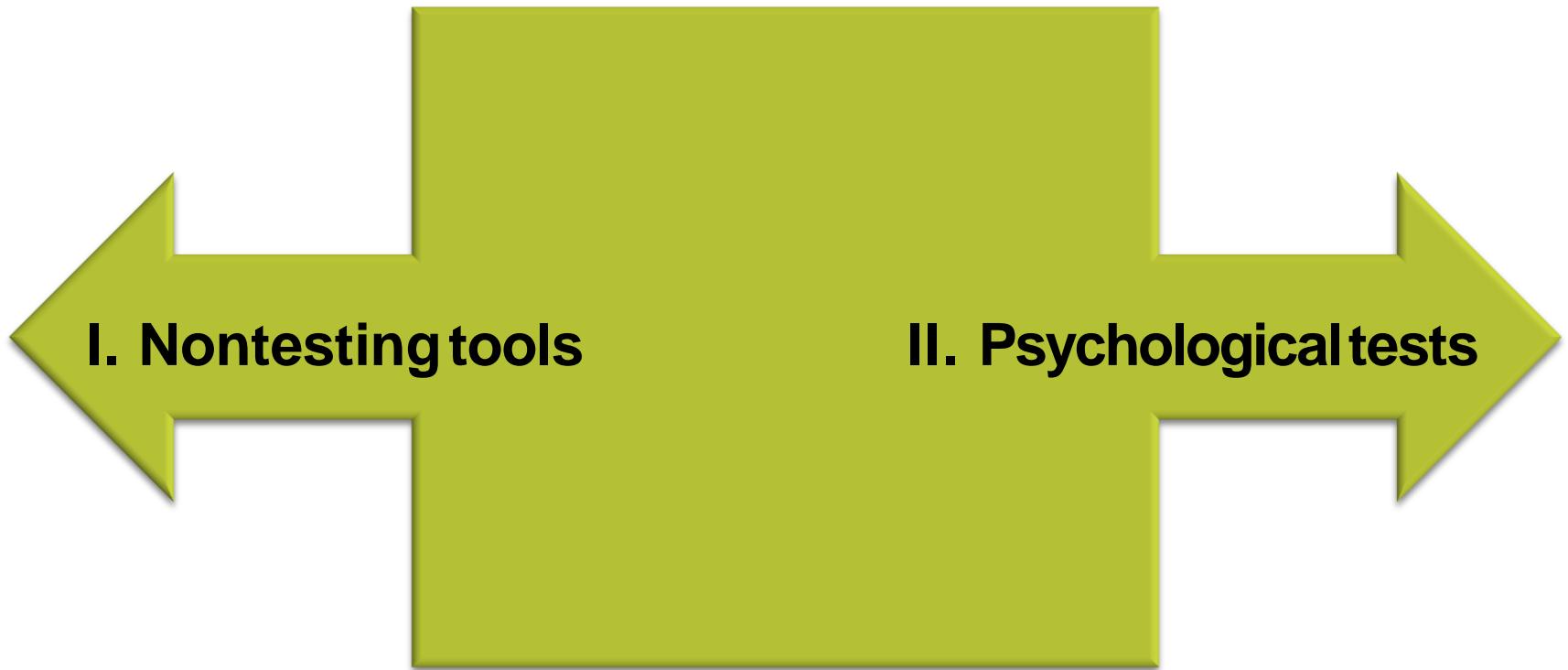
Guidance & counselling for career advancement

Guidance & counselling for holistic individual development

TYPES/AREAS OF GUIDANCE SERVICES



Tools for counselling services...



Tools for counselling services...

I. Nontesting tools

Interview

It is an interaction between the counsellor & counselee with a definite objective in mind

Cumulative record

It is a method of recording & providing meaningful, significant & comprehensive information about an individual, over a year.

Observation

It is careful watching or monitoring of the counselee by the counsellor with a specific objective in mind

Checklist

A is used to identify the presence or absence of specific attributes or skills of a particular expected behavior in students.

Anecdotal record

It consists of recording an important incident that happened & is a carefully recorded snapshot of the incident

Rating Scale

It is better tools to assess the degree or extent of the performance of a particular task or the possession of a trait.

Sociometry

It is used to measure sociability or the social distance between students or members of a group

Autobiography & diary

It may also provide useful information about students.

Tools for counselling services...

II. Psychological tests

Personality tests

Eg; The Rorschach &
The Minnesota

Aptitude tests

Eg; Specialize aptitude
test & General aptitude
test

Achievement tests

Eg; Cooperative
test, College Board
series, English
reading test

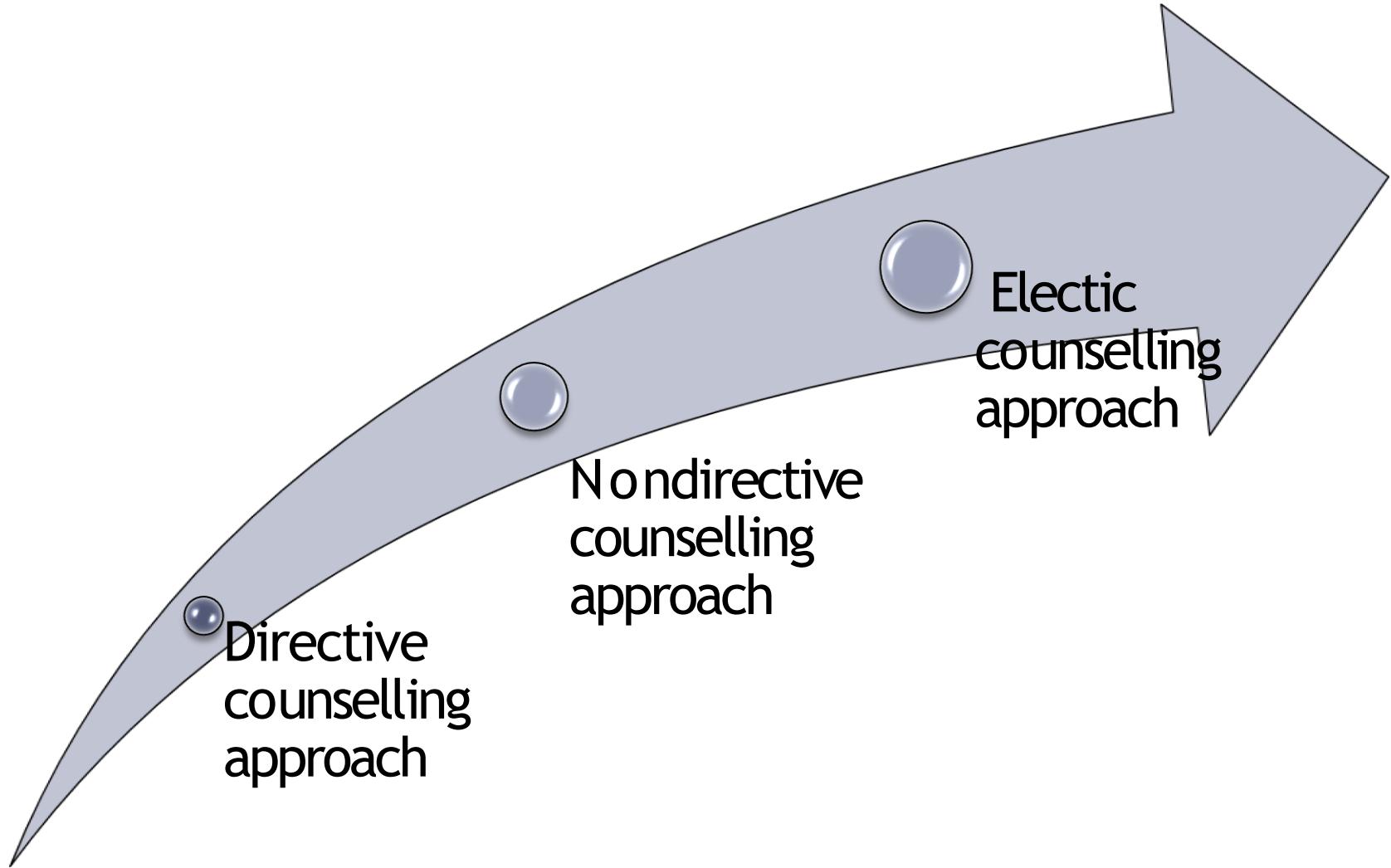
Interest inventory tests

Eg; Blank and Kuder
preference inventory

Study habit inventory tests

Eg; The Brown-
Holtzman survey of
study habit

TYPES OF COUNSELLING APPROACHES



I. Directive Counselling Approach

- It is also known as *prescriptive counselling* or *counsellor-centred approach of counselling*.
- This approach of counselling is advocated by E.G.Williamson, a professor at University of Minnesota.
- In directive counselling, the counsellor plays a leading role & uses a variety of techniques to suggest appropriate solutions to the counselee's problem.
- This approach also known as *authoritarian* or *psychoanalytic approach*.
- The counsellor is active & help individuals in making decisions & finding solution to their problems.
- The counsellor believes in the limited capacity of the patient.

I. Directive Counselling Approach

Count...

- The patient makes the decision but the counsellor does all he can to get the patient make decision keeping with his diagnosis.
- The counsellor tries to direct the patient's thinking by informing, explaining, interpreting & advising.
- *The basic assumptions related to directive counselling approach:*

A need-based approach

Problem focused rather than patient focused approach

Used for patients incapable of solving their problems

Task of a competent counsellor

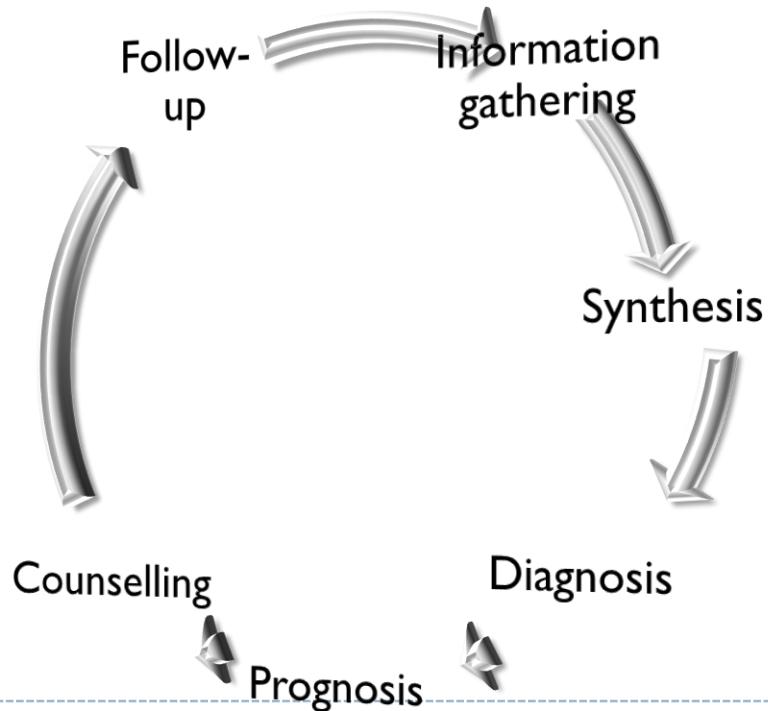
Making the best possible use of counselee's intellectual abilities & resources

I. Directive Counselling Approach

Count...

Steps of the directive counselling approach

- E.G.Williamson has given the following six steps in providing directive counselling



I. Directive Counselling Approach

Count...

Advantages of the directive counselling approach

- This approach save time.
- It emphasizes the problem & not the individual. The counsellor can see the patient more objectively than the patient himself.
- It lays more emphasis on the intellectual rather than the emotional aspects of an individual's personality.
- The methods used in directive counselling are direct, persuasive & explanatory.

I. Directive Counselling Approach

Count...

Limitations of the directive counselling approach

- The patient does not gain any liability for self analysis or solve new problems of adjustment by counselling.
- It makes the counselee overdependent on the counsellor.
- Problems regarding emotional maladjustment may be better solved by nondirective counselling.
- Sometimes the counselee lacks information regarding the counselee, leads wrong counselling.
- It does not guarantee that the counselee will be able to solve the same problem on his own in future.

II. Nondirective Counselling Approach

- The chief exponent of this counselling approach, Carl Roger.
 - It is also known as the *permissive counselling approach* where the counselor's role is passive & the counselee's role is active.
 - It is a counselee-centred or patient-centred humanistic approach.
 - The counselee makes the final decisions as individuals are thought to have full right to make final decisions for the self & solve their problems.
 - The counsellor has to accept the counselee's capacity to make adjustment & adapt.
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II. Nondirective Counselling Approach

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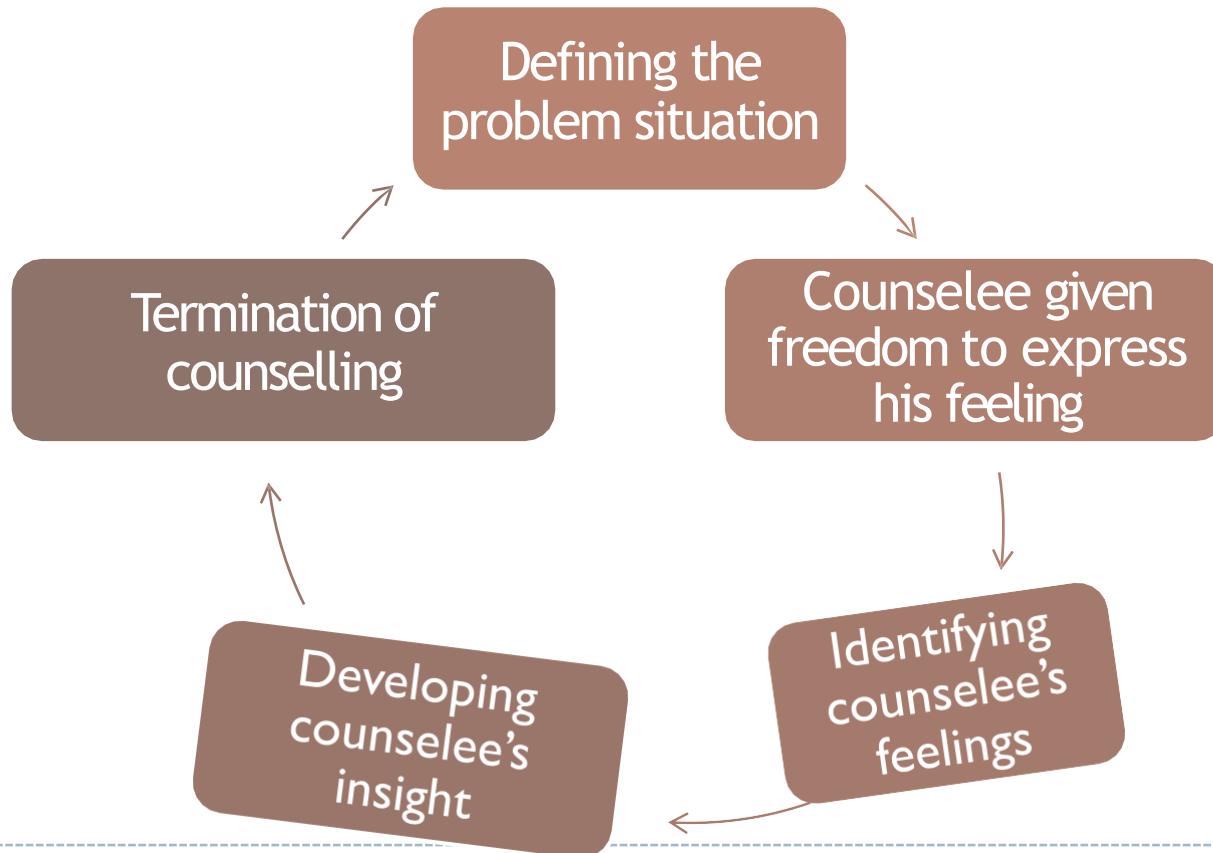
- The principles of acceptance & tolerance are extremely important in this approach.
- *The basic assumptions related to nondirective counselling approach are:*
 - ✓ Patient is given importance than the counselling directions & investigations
 - ✓ Emotional aspects are more significant than intellectual aspects.
 - ✓ Creation of an atmosphere where patients can work out their understanding is more important than cultivating self-understanding in the patient.
 - ✓ Counselling leads to a voluntary choice of goals & a conscious selection of courses of action.

II. Nondirective Counselling Approach

count...

Steps of the nondirective counselling approach

- Carl Rogers given five steps in nondirective counselling:



II. Nondirective Counselling Approach

count...

Advantages of nondirective counselling approach

- ✓ It is a slow but sure process to make an individual capable of making adjustments.
- ✓ No tests are used so one avoids all that is laborious & difficult .
- ✓ It removes emotional block & helps an individual bring repressed thoughts on a conscious level thereby reducing tension.

II. Nondirective Counselling Approach

count...

Limitations of nondirective counselling approach

- ✓ It is a slow & time-consuming process.
- ✓ One cannot rely upon one's resources, judgment & wisdom as the patient is immature in making the decision himself.
- ✓ It depends too much on the ability & initiative of the patient.
- ✓ Sometime difficulty to control pace of the interview discussion.
- ✓ This approach is individual centric, it may not possible for counsellor to attend every patient equally well.
- ✓ It require high degree of motivation in the patient.

III. Eclectic Counselling Approach

- This approach is based on the fact that all individuals are different from one another.
- The techniques are elective in nature because they have been derived from all sources of counselling.
- This approach is based on selecting the best & leaving out what is least required.
- *The basic assumption related to eclectic counselling approach:*
 - ✓ There is objectivity & co-ordination between counsellor & the patient during the counselling experience.
 - ✓ The patient is active & the counsellor remains passive in the beginning.

III. Eclectic Counselling Approach

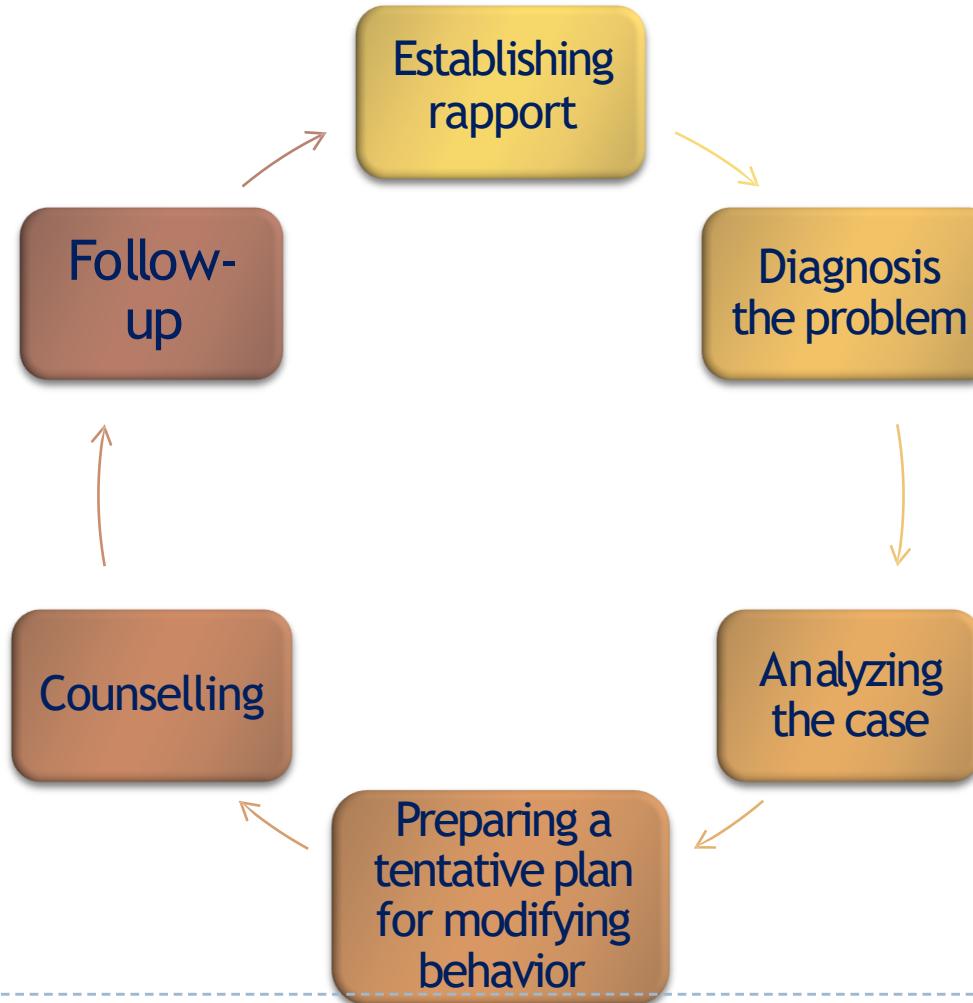
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- ✓ The principle of low expenditure is adopted.
- ✓ The counsellor makes use of all the tools & methods in his armour.
- ✓ The counsellor enjoys the freedom to resort to directive & nondirective counselling methods.
- ✓ The counselling relationship is built during the counselling interview. This helps the patient gain reassurance & confidence.

III. Eclectic Counselling Approach

count...

Steps of the eclectic counselling approach



III. Eclectic Counselling Approach

count...

Advantages of eclectic counselling approach

- ✓ It is more cost effective & practical approach.
- ✓ It is a more flexible approach of counselling.
- ✓ It is more objective & coordinated approach of counselling.

Limitations of eclectic counselling approach

- ✓ The role of counsellor & the counselee are not predetermined.
- ✓ It requires more skilled counselors to handle the dynamic feature of this counselling approach.

IV. Other types of counselling

A) Based on length of the counselling session:

- Short-term counselling
- Long-term counselling

B) Based on number of counselees involved:

- Individual counselling
- Group counselling

IV. Other types of counselling

count...

C) Counselling for educational & professional purposes:

Student counselling

Educational counselling

Vocational counselling

Career counselling

Placement counselling

IV. Other types of counselling

count...

D) Counselling for health-related purposes:

Psychotherapeutic
counselling

Crisis
counselling

Health
counselling

Genetic
counselling

E) Counselling for personal/social purposes:

Personal
counselling

Marriage
counselling

Motivational
counselling

Developmental
counselling

Qualities of a Good Counsellor...

G - Good technical knowledge
O - Obtaining appropriate information from the patient
O - Objectively answering questions
D - Demonstrating professionalism

C - Confidentiality maintenance
O - Observant
U - Unbiased
N - Nonjudgmental
S - Sensitive to the needs of the patient
E - Empathetic
L - Listens carefully
L - Lets the patient make decisions
O - Open minded
R - Respects the rights of the patients

PREPARATION OF COUNSELLOR

Components of preparation of counsellor:

Educational Background

(master's or bachelor's degree in teaching & education with training in behavioral science)

Experience

(at least 2years of counselling experience, 3-6 months of supervised counselling experiences)

Personal fitness

& attributes

(should show positive interest in working with others)

Characteristics or qualities of counsellor...

Personal characteristics:

- ✓ Should be imbued with basic human qualities.
- ✓ Should be a person with cultural values & awareness.
- ✓ Should have a deep interest in helping people.
- ✓ Should patiently listen to others
- ✓ Should be sensitive to other's attitude & reactions
- ✓ Should have a capability for being trusted by others.
- ✓ Should have respect for the personal autonomy of the patients.
- ✓ Should be tolerant of & accept the patient point of view.

Characteristics or qualities of counsellor...

Interpersonal relationships:

- ✓ Friendly nature
- ✓ Sympathetic understanding
- ✓ Sincerity
- ✓ Tactfulness
- ✓ Patience
- ✓ Ability to maintain confidentiality
- ✓ Attentive listener
- ✓ Show concern

Personal adjustment:

- ✓ Maintain emotional stability
- ✓ Emotionally sound & healthy
- ✓ Able to accept criticism
- ✓ Knowledge of self
- ✓ Patience

Scholastic potentialities:

- ✓ Relevant knowledge
- ✓ Motivated & committed
- ✓ Aware of policies, beliefs, misconception & rumors in community
- ✓ Possess common sense
- ✓ Good judgment

Characteristics or qualities of counsellor...

Health & personal appearance:

- ✓ Pleasing voice & appearance
- ✓ Vitality & endurance
- ✓ Free from any mannerism

Leadership skills:

- ✓ Ability to stimulate
- ✓ Reinforce important information
- ✓ Direct the counselee to ways to solve the problem

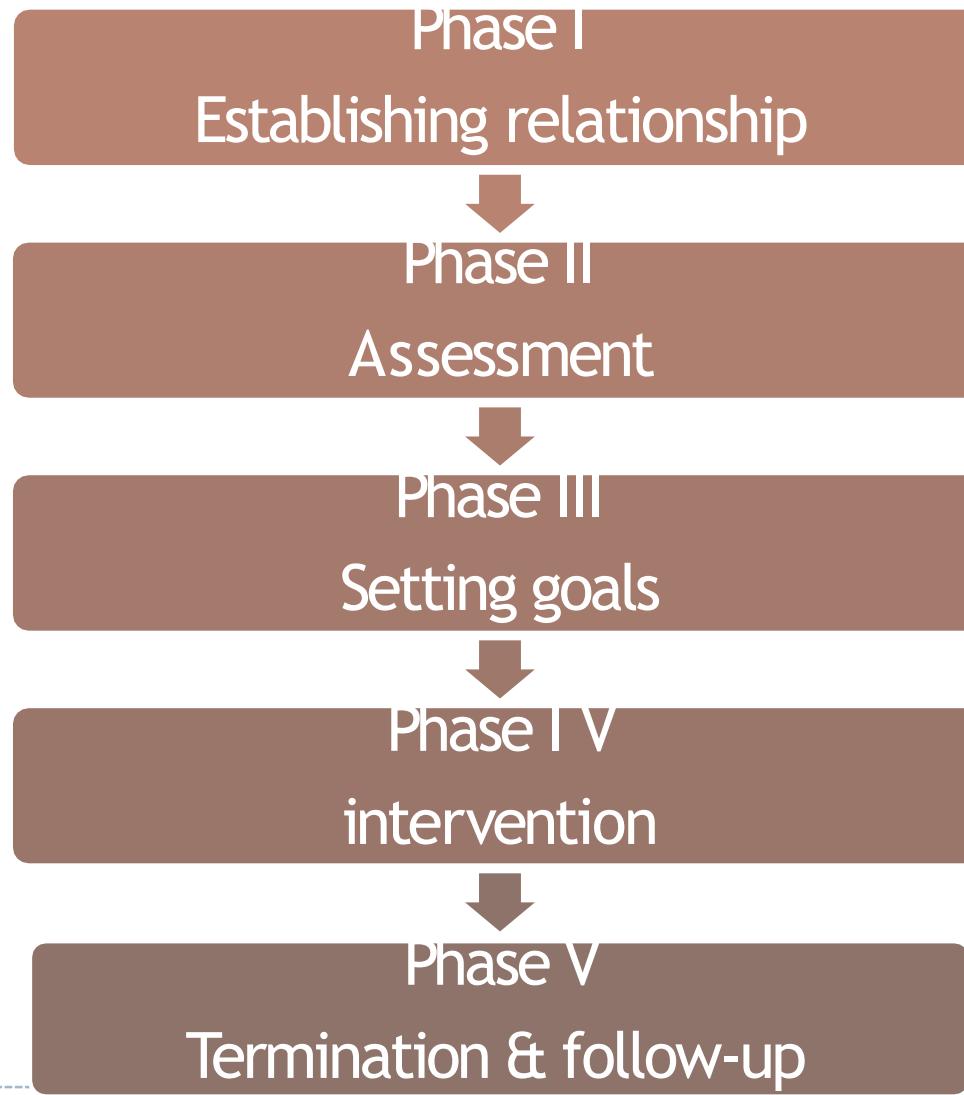
Professional dedication:

- ✓ Show enthusiasm
- ✓ Maintain helping relationship
- ✓ Have a nice sense of morality

Philosophy of life:

- ✓ Good character
- ✓ Integrated personality
- ✓ Faith in human values

COUNSELLING PROCESS



Phase I: Establishing relationship

- It is an ice breaking session during which the counsellor & counselee introduce each other & establish a primary rapport.
- Good rapport building provides the respect, trust & sense of psychological comfort to the counsellor-counselee relationship for progression to the counselling process.
- Strategies to establish an effective relationship:
 - Introduce yourself
 - Be in the phase with adequate social skills
 - Always address the individual by his or her name

Count...

- Ensure physical comfort of the counselee & self.
- Do not interrupt the individual when he/she is talking.
- Listen attentively.
- Observe nonverbal communication.

Phase II: assessment

- The second phase of counselling is basically a data collection phase, where the counsellor motivates the counselee to provide complete information about the problem.
 - The type of information collected from counselee like general data, physical data, psychological data, social/environmental data, achievement data, educational & vocational data.
 - After the collection of information, diagnosis related to the counselee's behavior is made.
 - Various tools & techniques used for data collection like intelligence tests, achievement tests, aptitude tests, interest tests, personality tests, questionnaires, interview, observation, autobiography, anecdotal records, rating scale, cumulative record & case studies.
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Phase III: Setting goals

- During this third phase of the counselling process, goals are set co-operative by both the counsellor & the counselee.
- While setting goals, the counselee's strengths, weakness, constraints & available resources must be kept under consideration.
- The goal could be immediate & ultimate which directs the counsellor & the counselee to further progress in the counselling process.
- Effective & reliable goal setting requires following skills in counselors:
- ✓ Multifaceted knowledge related to the problem of counselee

Count...

- ✓ Ability to think critically & inference-drawing skills.
- ✓ Judgment, planning & management skills
- ✓ Skills to segregate & differentiate the provided information
- ✓ Ability to each individuals to think critically & realistically
- ✓ Help the counselee set feasible, reliable & achievable goals

Phase IV: Intervention

- This stage of counselling is an operational phase where the counselee is suggested the best possible options for the management of the present problem.
- The phase is affected by the counselor's own thoughts about the counselling process.
- The intervention will depend on the approach used by the counsellor, the problem & the individual.
- The choice of intervention is a process of adaptation & the counsellor should be prepared to change the intervention when the selected intervention does not work.

Phase V: Termination and follow-up

- This is the final stage of the counselling process, where counselling comes to an end.
- Termination must be planned well ahead so that the counselee may feel comfortable at the departure & gradually able to handle the problem independently.
- Some follow-up sessions may be required to help the counselee further to handle the problem independently.

TOOLS AND TECHNIQUES FOR THE COUNSELLING PROCESS

There are two types of tools & techniques for the counselling process:

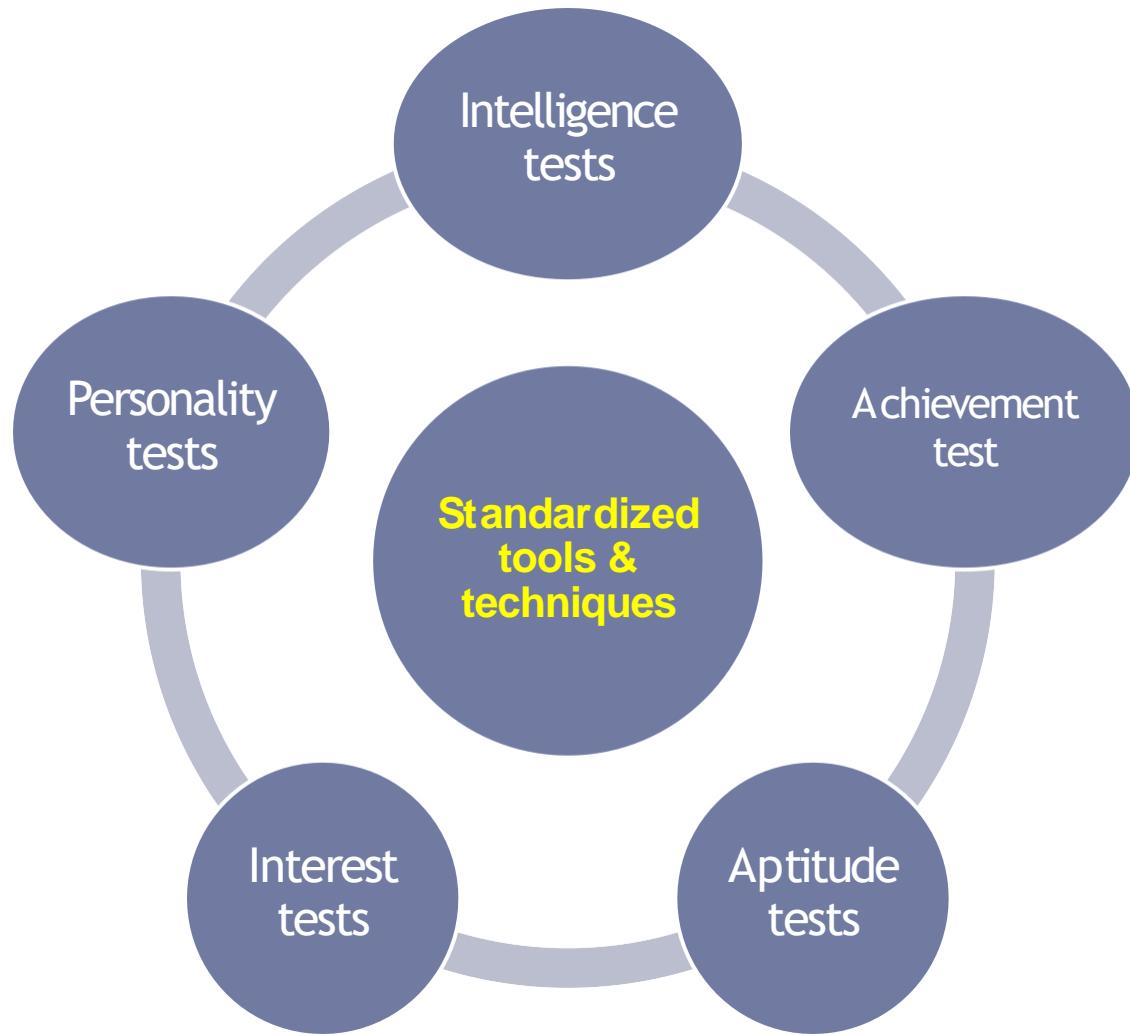


Standardized
tools &
techniques



Nonstandardized
tests

Standardized tools and techniques...



Nonstandarized tests...

Autobiography Anecdotal records Questionnaire

Interview Observation Cumulative record

Case study Rating scale Sociometric techniques

Information collection of information

