

SKVV : SYLLABUS FOR TRADE IN VOCATION TRAINING CERTIFICATE PROGRAM

DURATION: SIX MONTHS

TRADE : COUNSELLING SKILLS

FIRST SEMESTER 1

Course code no.	PRACTICALS	THEORY
VTCCS-101	Understanding self: Use standardized checklist of understanding self Self esteem: Use standardized checklist of understanding self Library Field Visit Personal Growth Weekly evaluation	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
VTCCS-102	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	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
VTCCS-103	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	Personality development: Objective: To understand the personality developmental of a person Introduction to counselling: Objective: To understand the definition and background of counseling
VTCCS-104	Attributes of effective counsellor: Class discussion Understanding therapeutic relationship & role of the counsellor: Brainstorm on the role of a counsellor Library Peer Group Counselling Counselling skills practice Field Visit Personal Growth Weekly evaluation	Attributes of effective counsellor: Objective: To promote the attributes or qualities of an effective counsellor Understanding therapeutic relationship & role of the counsellor: Objective: To understand the therapeutic relationship and the role of counselor
VTCCS-105	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 counseling
VTCCS-106	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
VTCCS-107	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
VTCCS-108	Skills of empathy: Skills practice on empathy Understanding the different needs of children: Case discussion Library Peer Group Counselling	Skills of empathy: Objective: To develop the skills of empathy. Developmental problems in children Objective: To understand the concept developmental problems in children

	Counselling skills practice on attending, listening, empathy Field Visit Personal Growth Weekly evaluation	
VTCCS-109	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	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
VTCCS-110	Enhancing critical & creative thinking: Exercises on creative & 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	Enhancing critical & creative thinking: Objective: To understand the meaning of critical and creative thinking. Understanding the skills of probing: Objective: To develop the skills of probing.
VTCCS-111	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	Understanding adolescents: Objective: To understand adolescents and the techniques of counselling adolescents Life skills training: Objective: To orient on Life Skills
VTCCS-112	Managing anger: Role play on the different techniques of managing anger Role & responsibilities of career and guidance counsellor: Brainstorming on the career & guidance counsellor Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing Field Visit Personal Growth Weekly evaluation	Managing anger: Objective: To develop techniques to manage anger Role & responsibilities of career and guidance counsellor: Objective: To understand the need and importance of career & guidance
VTCCS-113	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	Understanding the skills of challenging: Objective: To develop the skills of challenging Time management: Objective: To understand the concept of time management.
VTCCS-114	Counselling alcohol & substance dependent: brainstorming on the consequences of substance and alcohol abuse Tools and techniques of counselling: Skills Practice on tools & techniques Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging Field Visit Personal Growth Weekly evaluation	Counselling alcohol & 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 counseling
VTCCS-115	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	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
VTCCS-116	Counselling the suicidal: Case discussion Goal	Counselling the suicidal Objective: To understand the

	setting & action plan: To do the exercise on SWOT analysis Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	concept counselling the suicidal. Goal setting & action plan Objective: to understand how to set personal and professional goals and frame an action plan accordingly.
VTCCS-117	Mental health of the helping person: Brainstorming Counselling as a tool for social worker: Brainstorming Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	Mental health of the helping person: Objective: To understand the mental health and the need to have positive mental health Counselling as a tool for social worker: Objective: To understand how counselling can act as a means to social change.
VTCCS-118	Pre marital & marital counselling: Skills Practice on pre marital & marital counselling Group counselling & group dynamics: Skills Practice on group counselling Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	Pre marital & marital counselling: Objective: To understand the issues or factors to be addressed in pre marital counselling Group counselling & group dynamics: Objective: To understand the concept of group counselling and group dynamics.
VTCCS-119	Psycho social aspects of HIV & AIDS counselling: Case discussion & films on HIV & AIDS Conflict management: Checklist to evaluate the self on the various techniques of conflict management. Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	Psycho social aspects of HIV & AIDS counselling: Objective: To understand the meaning and skills of delivering pre and post test counselling Conflict management: Objective: To understand the concept conflict management.
VTCCS-120	Psychosocial aspects of disasters: Brainstorming on the different aspects of disaster: Understanding Crisis management trauma counselling: Brainstorming on post traumatic stress disorder (PTSD) Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	Psychosocial aspects of disasters: Objective: To understand the psychosocial aspects of disaster Understanding Crisis management trauma counselling: Objective: To develop the skills of managing crisis & trauma
VTCCS-121	Psycho-social aspects of ageing: Case discussion Stress management & burnout: Discussion on the effect of burn out and management of the same Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	Psycho-social aspects of ageing: Objective: To develop specific skills in geriatric counselling Stress management & burnout: Objective: To understand the meaning of stress and burn out and management of the stress.
VTCCS-122	Concept of tele counselling services: To understand the concept of tele counselling Understanding the different services provided by tele counsellor: To understand the different services provided through tele counselling Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation	Paper presentation: on topic of interest Concept of tele counselling services: Objective: To understand the concept of tele counselling Understanding the different services provided by tele counsellor: Objective: To understand the various services of tele counseling
VTCCS-123	Understanding the process of corporate	Understanding the process of corporate counselling:

	<p>counselling: To brainstorm on the basic principles of corporate counselling Motivating people: Class discussion on techniques of motivation Library Peer Group Counselling Counselling skills practice on attending, listening, empathy, probing, challenging, summarising Field Visit Personal Growth Weekly evaluation</p>	<p>Objective: To understand the process of counselling in Industries Motivating people: Objective: To understand how to motivate employees</p>
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