**Govt. College Kheri Gujran Faridabad**

Name of Assistant Professor : DR .ARUN KUMAR

Class:– M.A 4 th semester

Subject: - **PROCESSES AND SKILLS OF COUNSELLING**

Lesson Plan For Weeks: 18

Week 1

UNIT-I Counselling Process I: Initiating counselling; Counsellor Expertness variable.

Week 2

Establishing structure; Observation; Non-verbal behaviour; Listening, Silence.

Week 3

Use of Questions, Transference and counterTransference; Termination of counselling process.

Week 4

UNIT-II Counselling Process-II: Responding Considerations: Responding to content.

Week 5

Responding to non verbal, Responding to feeling; Themes; Setting goals: Criteria for setting goals. Planning for change.

Week 6

Information in counselling, Making Decisions, Counselling program development, Evaluation and Management.

Week 7

UNIT-III Becoming an Effective Counsellor: Skills of effective counsellor; Functions.

Week 8

Common pitfalls faced bycounsellors. Individual Assessment: Observation, Observation instruments:

Week 9

Rating Scales, Checklist, Anecdotal Reports.

Week 10

Self- Reporting; Interviews.

Week 11

UNIT -IV Group Assessment Techniques: Sociometric techniques, the “Guess who?” Technique, Social Distancetechnique. Group Counselling: Theoretical considerations, Values.

Week 12

Selection of group members; Group process: Establishment, Identification productivity, Realization and Termination.

Week 13 as holi

Week 14-18

Revision with previous years question papers.

**Note: -** Assignment will be given to students time to time.