

NATIONAL OPEN UNIVERSITY OF NIGERIA

EGC 804



Techniques of Counselling Course Guide

EGC 804 Techniques of Counselling Module 3

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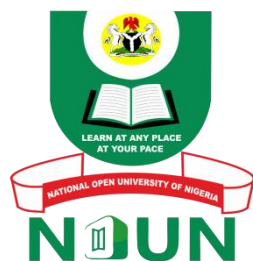
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Introduction

EGC 804 - Techniques of Counselling is a two-credit unit course. It is a course for students who offer master's degree in Guidance and Counselling programme. However, it is also a suitable course of study for anyone who wants to acquire some knowledge of how to live a normal and stress-free life.

This course is made up of three modules. The course is made up of three modules with five units each making a total of 15 units in all. As a master's degree student, one of the courses central to your profession is "Techniques of Counselling." This is because at the heart of guidance and counselling is your knowledge of the approaches, strategies and techniques of counselling relationships. Therefore, you need to equip yourself with major facts and how you can function effectively in this helping profession. You need to study it with all seriousness.

This course guide is a window into the course because it tells you briefly what the course is about, what course materials you will be using and how you can work your way through the materials. It suggests some general guidelines for the amount of time you should spend on each study unit of the course in order to complete it successfully. It also gives you some guidance on your tutor-marked assignments (TMAs). Detailed information on TMAs is similarly made available. There are regular tutorial classes that are linked to the course. Though tutorial classes are not compulsory, but you are advised to attend these sessions.

What You Will Learn In This Course

This course has been specifically designed to equip you with the knowledge of how to assist your clients through the application of various counselling techniques especially in educational institutions and other helping situations.

In this regard, the course would highlight the importance of investigations and research in resolving issues and challenges in the study of guidance and counselling through various techniques of counselling as applied in various counselling theories.

You will learn about the various techniques of practicing guidance and counselling and their applications in Nigerian situations.

Course Aims

It is hoped that after your degree, you will rise to certain influential leadership position as a counsellor in the education sector, therefore the major aims of this course are:

- to refresh your memory on the concept of techniques of counselling
- deepen your understanding of various techniques of counselling
- prepare you to be able to discuss coherently each technique of counselling as applied in each counselling theory in relation to guidance and counselling in school environments or other non-educational settings.

Course Objectives

This course will acquaint you with in-depth knowledge of counselling techniques derived from various theories of counselling. Hence, this aims at introducing learners to various

techniques of counselling as a prerequisite for the award of a master's degree in Guidance and Counselling. The course involves a survey of major techniques of guidance and counselling with particular attention to the processes of counselling and application in Nigerian setting. At the end of the course, you should be able to:

- explain the concept and basic principles of counselling
- discuss the procedures and processes of counselling
- highlight the stages of counselling processes and procedures
- enumerate various counselling skills and techniques
- analyse ethical considerations in the use of counselling techniques
- discuss the application of each technique of counselling in Nigerian setting
- make a good critique of each technique of counselling.

Working through This Course

To complete this course you are required to read the study units carefully and other relevant materials stated in the section on further reading. Each study unit contains tutor-marked assignments (TMAs) and at each point in the course you are required to submit assignments for assessment purposes. At the end of the course is a final examination. You will also find listed, all the components of the course, what you have to do and how you should allocate your time to each study unit in order to complete the course successfully and in good time.

Course Materials

Major components of the course are:

- 1) Course Guide
- 2) Study Units
- 3) Textbooks and References
- 4) References
- 5) Presentation Schedule

Study Units

The study units in this course (EGC 804) are as follows:

Module 1

- Unit 1 Overview of the Concept and Principles of Counselling
- Unit 2 Counselling Approaches
- Unit 3 Methods, Techniques and Strategies of Counselling
- Unit 4 Counselling Skills 1
- Unit 5 Counselling Skills 2

Module 2

- Unit 1 Counselling Procedures and Processes
- Unit 2 Interview Skill in Counselling
- Unit 3 Counselling Techniques
- Unit 4 Types of Counselling Techniques I

Unit 5 Types of Counselling Techniques 2

Module 3

Unit 1 Types of Counselling Techniques 3

Unit 2 Application of Counselling Techniques

Unit 3 Ethics of Counselling Techniques

Unit 4 ICT as a Counselling Technique

Unit 5 Problems and Challenges of Counselling Techniques

Presentation Schedule

The presentation schedule included in this course material gives you the important dates of this year for the completion of tutor-marked assignments and for attending tutorials. Remember, you are required to submit all your assignments by the due date. You should guard against falling behind in your work.

Assessment

There are three aspects in the assessment of the course. First is a set of self-assessment exercises (SAEs), second is a set of tutor-marked assignments (TMAs), and third is a written end of semester examination. In tackling the assignments, you are expected to be sincere in attempting the exercises; you are expected to apply the information, knowledge and techniques gathered during the course. The assignments should be submitted to your tutor against formal deadlines stated in the presentation schedule and the assignment file. The work you submit to your tutor for assessment will make up 30% of your total course mark. At the end, you will sit for a final written examination of two-hour duration. This examination will make up the remaining 70% of your total course mark.

Final Examination and Grading

The final examination for this course will be for two-hour duration and it has a value of 70 % of the total course grade. The examination will consist of questions which reflect the type in self-assessment exercises, and tutor-marked assignments you previously encountered in this study material.

Use your time judiciously especially between your finishing the last study unit and sitting for the examination to revise the entire course. You might find it useful to review your self-assessment exercises, tutor-marked assignments and tutor comments on them before the examination. The final examination covers information from all parts of the course.

Course Marking Scheme

The following table lays out how the actual course marking is done.

Stages of Assessment	Percentage of Scores
Assessments	30% (Postgraduate)
Final Examination	70% (Postgraduate)

Course Overview

The next table brings together the study units, the number of weeks you should take to complete them, and the assignments that follow.

Unit	Title of work	Weekly Activity	Assessment (end of Unit)
1	Mention five areas of counselling and briefly discuss with examples, any three of them.	1	Assignment 2
2	Highlight the differences between cognitive analytic therapy and cognitive behavioural therapy.	1	Assignment 2
3	Differentiate clearly between technique and strategy.	1	Assignment 2
4	Explain with examples what you understand by counselling skills.	1	Assignment 2
5	Write short notes on each of the following: i. Structuring skill. ii. Clarification skill.	1	Assignment 1
6	Describe briefly, how a Senior Secondary 2 student can be helped in the choice of his/her future career out of three confusing careers he/she presented to you.	1	Assignment 2
7	Highlight the goals and objectives of interview skill in counselling.	1	Assignment 2
8	Counselling techniques are indispensable tools in counselling relationships. Discuss.	1	Assignment 3
9	List and explain any four techniques of counselling.	1	Assignment 1
10	Explain five ways through which a school counsellor can teach his/her students self-control as a principle of behaviour modification.	1	Assignment 3
11	Write short notes on the following counselling techniques: i. Value clarification technique; ii. Case studies technique;	1	Assignment 3
12	List and explain the steps involved in the application of counselling techniques?	1	Assignment 1
13	Discuss five (5) ethics of counselling techniques.	1	Assignment 1
14	Mention three limitations of using ICT as counselling techniques.	1	Assignment 1
15	Discuss five (5) problems and challenges of counselling techniques.	1	Assignment 3
Total no of weeks		15	

How to Get the Most from This Course

In open and distance learning (ODL), the study units replace the university lecturer. This is one of the great advantages of ODL. You can read and work through specially designed study materials at your own pace, and at a time and place that suit you best. Think of it as reading the lecture. In the same way that the lecturer might set you some reading to do, the study units tell you when to read your other materials. Just as a lecturer might give you an in-class exercise, your study units provide exercise, for you to do at the appropriate points. Each of the study unit follows a common format. The first item is an introduction to the subject matter of the study unit and how a particular study unit is integrated with the other study units and the course as a whole.

Next is a set of learning objectives. These objectives let you know what you should be able to do by the time you have completed the study unit. You should use these objectives to guide your study. When you have finished the study unit, you must go back and check whether you have achieved the objectives or not. If you make a habit of doing this, you will significantly improve your chances of passing the course.

The main body of the study unit guides you through the required reading from other sources. This will usually be either from a reading section or some other sources. You will be directed when there is need for it.

Self- Assessment Exercises (SAEs) are stated throughout the study units. Working through these SAEs will help you to achieve the objectives of the study units and prepare you for the assignments and examination.

You should do every SAE as you come to it in the study unit. There will also be numerous examples given in the study units. Work through them when you come to them too.

The following is a practical strategy for working through the course. If you run in to any trouble, telephone your tutor immediately. Remember that your tutor's job is to help you. When you need help, don't hesitate to call and ask your tutor to provide necessary guidance. You are encouraged to take note of the following tips:

1. Read this course guide thoroughly.
2. Organise a study schedule. Refer to the course overview for more details. You should note that it is expected of you to devote at least two hours per week for studying this course. The number of hours to be devoted for intensive study stated above is outside other need-driven academic activities like self-help, group discussion and instructional facilitation. Note the time you are expected to spend on each unit and how the assignments relate to the study units.

Important information such as details of your tutorials and the date of the first day of the semester is available. You need to gather together all these information in one place, such as in your diary or a wall calendar. Whatever method you choose to use, you should write in your own dates for working on each unit.

3. Once you have created your own study schedule, do everything you can to stick to it. The major reason why students fail is that they get behind with their course work. If you get into difficulties with your schedule, please let your tutor know before it is too late for him/her to help you.

4. Turn to Unit I, read the introduction and the objectives for the unit.
5. Assemble the study materials. Information about what you need for a unit is given in the contents at the beginning of each unit. It will be helpful for you to always read both the study unit you are working on and one of the materials for further reading on your desk at the same time.
6. Work through the unit. The content of the unit itself has been arranged to provide a sequence for you to follow. As you work through the unit, you will be instructed to read sections from other sources. Use the unit to guide your reading.
7. Keep in mind that you will learn a lot by doing all your assignments carefully. They have been designed to help you meet the objectives of the course and, therefore, will help you pass the examination. Submit all assignments not later than the due date.
8. Review the objectives for each study unit to confirm that you have achieved them. If you feel unsure about any of the objectives, review the study materials or consult your tutor.
9. When you are confident that you have achieved a unit's objectives, you can then start on the next unit. Proceed unit by unit through the course and try to pace your study so that you keep yourself on schedule.
10. When you have submitted an assignment to your tutor for marking, do not wait until you get it back before starting on the next unit. Keep to your schedule. When the assignment is returned, pay particular attention to your tutor's comments, both on the tutor-marked assignment form and also as written on the assignment itself. Consult your tutor as soon as possible if you have any questions or problems.
11. After completing the last unit, review the course and prepare yourself for the final examination. Check that you have achieved the unit objectives (listed at the beginning of each unit) and the course objectives (listed in the course guide).

Tutors and Tutorials

There are 15 hours of tutorials provided in support of this course. You will be notified of the dates, times and location of the tutorials together with the name and phone number of your tutor as soon as you are allocated a tutorial group.

Your tutor will mark and comment on your assignments. He will also keep a close watch on your progress or any difficulties you might encounter and provide assistance to you during the course. You must mail your tutor-marked assignments to your tutor well before the due date (at least two working days are required). They will be marked by your tutor and returned to you as soon as possible. Do not hesitate to contact your tutor by telephone, e-mail, or discussion board if you need help. The following might be circumstances in which you would find help necessary.

Contact your tutor if:

- you do not understand any part of the study units or the assigned readings
- you have difficulty with the self-assessment exercises

- you have a question or problem with an assignment with your tutor's comments on an assignment or with the grading of an assignment.

You should try your best to attend the tutorials. This is your only chance to have a face-to-face academic contact with your tutor and to ask questions on problems encountered in the course of your study. To gain the maximum benefit from course tutorials, prepare a question list before attending them. You will learn a lot from participating in discussions actively.

Summary

It is advisable that you manage your time properly in order to excel in this course.

You become what you give your time to, and if you have spent money to enroll for this course, the onus lies on you to get value for money. It is hoped that with what you will learn from this course, you should be able to effectively manage, control and improve the operational effectiveness of any work environments you may found yourself. Good luck.