

**Department of Social Work**  
**Pro. Rajendra Singh (Rajju Bhaiya) University, Prayagraj**

<b>Name of the Course</b>	:	<b>Professional Counselling and Communication Skills (Vocational Course)</b>
<b>Course Code</b>	:	<b>I010022T      Credit: 3      MM: 100 (Theory-40 +Practical-60)</b>
<b>Course Objectives</b>	:	To Understand the concept of counselling its stages, types, tools and competencies of a counsellor. · Acquiring knowledge about communication, its process and various aspects. · To Familiarize with the roles and skill that are essential for counselling and communication for social workers.
<b>Course Outcomes</b>	:	Able to develop an empathetic nature, skills and competencies required to deal with human beings in of need of counseling. Able to understand the whole process of communication and its significance along with the problems encountered Able to utilize communication in enhancing their counselling skills as a social worker
<b>Course Content</b>		
<b>Unit 1</b>	:	<b>Introduction to Counselling</b>
1.1	:	Counselling: Concept, Meaning, Definitions, Characteristics and Objectives
1.2	:	Counselling: Needs, Types and Principles
1.3	:	Counselling Related Concepts: Guidance, Psychotherapy, Advice and Instruction Tools and
1.4	:	Techniques of Counselling
<b>Unit 2</b>	:	<b>Patterns related to Counselling</b>
2.1	:	Process and Related Fields in Counselling
2.2	:	Counselling Situations: Developmental, Preventive, Facilitative, Crisis Intervention
2.3	:	Treatment Approaches in Counselling: Psychoanalytical, Person Centered and Gestalt Therapy.
2.4	:	Ethical Issues and Obstacles in Counselling
<b>Unit 3</b>	:	<b>Communication</b>
3.1	:	Communication: Concept, Meaning, Definitions, Characteristics Need, and Levels Types of
3.2	:	Communication: Formal, Informal, Interpersonal, Intrapersonal, Group and Masses Components and Process of Communication
3.3	:	Problems in Communication: Communicator Related, Receiver Related, Channel , Related and
3.4	:	Environment Related.
<b>Unit 4</b>	:	<b>Development Communication</b>
4.1	:	Development Communication: Concept, Meaning, Definitions, Characteristics and Scope
4.2	:	Classification of Development Communication: Behavior Change
4.3	:	Communication, Information Education Communication, Participatory Communication and
4.4	:	ICT Communication Planning: Need and Steps in Communication Planning Role of Communication Planner in Communication Planning
<b>Unit 5</b>	:	<b>Role of Communication in Social Work</b>
5.1	:	Mass Communication and Mass Media
5.2	:	Communication with Individual and Groups
5.3	:	Effective Counselling Skills for Social Worker
5.4	:	Effective Communication Skills for Social Worker

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### Core Readings:

- Andal, N. (1998) Communication Theories and Models, Mumbai: Himalaya Publishing House.
- Corey, G. (2005). Theory and Practice of Counselling and Psychotherapy. California: Brooks/Cole.
- Dave, Indu. (1983). The Basic Essentials of Counselling. New Delhi: Sterling Publishers Pvt. Ltd.
- Fossard Estade (2005) Writing and Producing Radio Drama, Delhi: Sage Publication.
- Jain Rashmi (2003) Communicating Rural Development (Strategies and Alternatives), Jaipur: Rawat Publication.
- Lakshmi, K. S. (2000) Encyclopedia of Guidance & Counselling. Vol. 1 & 4. Delhi, Mittal Publications.
- Lindon, J. & Lindon, L. (2000). Mastering Counselling Skills. London: Macmillan. Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd
- Narula, Uma (2006) Handbook of Communication Models, New Delhi: Atlantic Publishers and Distributors
- Patri, Vasanta (2001): Counseling Psychology, New Delhi, Authors Press.
- Young, M.E. (1992). Counselling Methods and Techniques: An Eclectic Approach. New York: Macmillan.

### Additional Readings:

- Feltham, Colin, Dryden, Windy (2005) Dictionary of Counselling, Mumbai: I.K. International Pvt. Ltd.
- Horton, I. & Varma, V. (1997). The Needs of Counsellors and Psychotherapists. New Delhi: Sage Publications Ltd.
- Mark, Doel and Shardlow, Steven M. (2005) Modern Social Work Practice, England: Ashgate Publishing Ltd.
- Melkote, Srinivas (2nd edition 2003) Communication for Development in the Third World, New Delhi: Sage Publications.
- Menon, Mridula, Gandhi, Ved Prakash (1997) Media and Communications- Vol. I. (New Information Order): New Delhi: Kanishka Publishers/Distributors.
- Mishra, Vijaya (1991) Communication Dynamics, Aurangabad: Kirti Prakashan.
- Mody, Bella (1991) Designing Messages for Development Communication, New Delhi: Sage Publication.
- Nair, K. S., White, Shirley (1993) Perspectives on Developmental Communication, New Delhi: Sage Publication
- Nelson Jones, Richard, (1984) Practical Counselling and Helping Skills, London: Harper and Row.
- Srivastava, M. (2009). News, Communication and Information. Lucknow: NRBC
- □ Srivastava, M. (2009). Suchna, Sanchar Evam Samachar. Lucknow: NRBC