

## CERTIFICATE IN CAREER GUIDANCE

### Level 1

#### Program Objectives

- ✓ Equip individuals with the know-how of career counselling services which are professional, informed and updated using latest research.
- ✓ Know the current educational and occupational trends.
- ✓ Understand career theory and motivation in making career decisions.
- ✓ Develop necessary skills required for career counselling.
- ✓ Gain insight into one's own skills and motivations.
- ✓ Enter the mindset of children (Gen Y, Z, M, Alpha) and parents (Gen X, Y).
- ✓ Learn how to ensure continuous personal and professional growth.

#### Programme Structure

| <i><b>SESSION TITLE</b></i>                       | <i><b>LEARNING OBJECTIVES</b></i>  | <i><b>SESSION OVERVIEW</b></i>  | <i><b>HOURS</b></i> |
|---|--|---|---------------------|
| Overview of Career Counselling                    | <ul style="list-style-type: none"> <li>▪ Understand the concepts of career and why it is needed.</li> <li>▪ Know what is career counselling and who it is for?</li> <li>▪ Recognize the six objectives of career counseling.</li> <li>▪ Learn the common concepts related to career counselling like ability, aptitude, interest, intelligence etc.</li> </ul>   | Understand the basics in career counselling and why it is needed.   | 1.5                 |
| Understanding Today's Children (Child Psychology) | <ul style="list-style-type: none"> <li>▪ Learn about Maslow and Erikson's Theory of Human Development.</li> <li>▪ Understand factors that affect child development.</li> <li>▪ Identify the changing role of a parent and a parent's role in education.</li> <li>▪ Know about different parenting styles and their effects.</li> </ul>   | Understanding child development and how it may affect family dynamics in making a career decision.          | 2.5                 |
| Making Career Decisions and Career Confusion      | <ul style="list-style-type: none"> <li>▪ Learn about factors that may affect making a career decision.</li> <li>▪ Understand the 'wrong' motivations in a career decision.</li> <li>▪ Need for Money v/s Job Satisfaction in making a career decision.</li> <li>▪ Appreciation for Self Employment and Entrepreneurship.</li> <li>▪ Develop understanding of how to guide students in making an 'informed' career choice.</li> </ul> | Gaining insight into the reasons for making a career choice and how various factors may influence the same. | 1.0                 |
| Career Theory                                     | <ul style="list-style-type: none"> <li>▪ Study different career theories and their implications in making career decisions.</li> </ul>   | Understanding the importance of theory and how they form a basis in gaining insight into clients.           | 1.0                 |
| Career Assessment                                 | <ul style="list-style-type: none"> <li>▪ Understand the 'what', 'how' and 'why' of career assessment.</li> <li>▪ Learn the importance of history taking and developing intake sheets.</li> <li>▪ Setup acquaintance with tests related to intelligence, aptitude, personality and interest.</li> <li>▪ Set an understanding of the limitations of career assessment.</li> </ul>  | Learning about career assessments and recognizing their limitations.  | 2.0                 |

| <b>SESSION TITLE</b>                  | <b>LEARNING OBJECTIVES</b>  | <b>SESSION OVERVIEW</b>   | <b>HOURS</b> |
|---------------------------------------|---|---|--------------|
| Counselling Skills and Techniques     | <ul style="list-style-type: none"> <li>▪ Understand the aims of career counselling.</li> <li>▪ Learn about the attitudes of a career counsellor.</li> <li>▪ Develop key skills of a career counsellor.</li> <li>▪ Know how to handle and help 'impossible' clients.</li> <li>▪ Familiarize with the benefits of group counseling.</li> <li>▪ Practically realize how the parents should facilitate their children in making an 'informed' career choice.</li> <li>▪ Tips for parents</li> </ul> | Understanding and practicing what career counselling is, skills and techniques and dealing with different types of clients through the use of case studies          | 6.5          |
| Indian Education Overview             | <ul style="list-style-type: none"> <li>▪ Understand the objectives of different educational boards like the ICSE, IGCSE, SSC, CBSE, NIOS, IB, Krishnamurti Education, etc.</li> <li>▪ Understand their curriculum and assessment procedures.</li> <li>▪ Learn about Universities and Higher Education in India</li> <li>▪ Understand Adult Education in India</li> </ul>  | Understanding the Indian Education System, Different Kinds of Schooling and their advantages and disadvantages.   | 1.0          |
| Career Awareness (17 Career Clusters) | <ul style="list-style-type: none"> <li>▪ 17 Career Clusters and fields that fall under them.</li> <li>▪ Know what a career map is.</li> <li>▪ Learn career avenues available for both students and working professionals.</li> </ul>  | Understanding the different careers in the market and skills required to be successful in the same.   | 2.0          |
| Transferable Skills                   | <ul style="list-style-type: none"> <li>▪ Understand concept of transferable skills to boost one's career.</li> <li>▪ Identify and analyze transferable skills of an individual.</li> </ul>  | Learning about transferable skills and how to apply them in making career choices.  | 1.0          |
| Practical Training                    | <ul style="list-style-type: none"> <li>▪ Learn skills to facilitate career counselling.</li> <li>▪ Build Self development and self knowledge.</li> <li>▪ Live case consultation</li> </ul>  | Help participants develop insight into themselves and build skills that will facilitate them in being career counsellors.   | 4.0          |
| Ethics in Career Counselling          | <ul style="list-style-type: none"> <li>▪ Learn the importance of ethics in career counselling.</li> <li>▪ Learn about the various ethics to be followed to ensure a professional approach to career counselling.</li> </ul>   | Understand the ethics in career counselling.  | 0.5          |
| Circle of Continuous Learning         | <ul style="list-style-type: none"> <li>▪ Understand how continuous learning is essential to professional and personal growth.</li> <li>▪ Learn how to assess your KSA's – Knowledge, Skills and Abilities.</li> <li>▪ Develop Individual Career Growth Plans</li> <li>▪ Know steps to be followed to ensure a constant state of learning.</li> </ul>  | Understand that continuous learning is essential to any professional and personal growth and satisfaction and how to ensure that the learning process doesn't stop. | 1.0          |
|                                       | *The participants will undergo a test based on course content.  |   | 2.0          |
| <b>TOTAL HOURS</b>                    |   |   | <b>24.0</b>  |