



Faculty of Management and Finance
Bachelor of Business Administration Honours in Human Resource Management
Degree Programme
Course Unit Information Sheet

Course Code		HRM 32533			
Course Name		Workplace Counselling			
Semester		3000 Level - Semester II			
Credit Value	3	Core/Optional	Core	GPA/NGPA	GPA
Hourly Breakdown		Lectures	Practical	Independent Learning	
		45 Hours		105 Hours	
Course Description Workplace Counselling concerns assisting employees to manage psychological problems and difficulties in the workplace to ensure organisational success. This course provides knowledge and skills on concepts, theories, models, and practices of counselling which are required for dealing with psychological issues in the workplace.					
Intended Learning Outcomes				PLO Alignment	
At the end of the course unit, the student shall be able to,					
1. Identify the basic principles of psychology.				1,5	
2. Explain the concepts, theories, and techniques of workplace counselling.				1,5	
3. Discuss the importance of workplace counselling.				5,7,9	
4. Recognise ethical concerns in the workplace counselling.				7, 8,11	
5. Determine counselling skills needed to deal with psychological problems and difficulties.				10,13,14,17,18, 20	
Course Content				Hours	ILOs
1. Introduction to Psychology				3	1
2. Types of Psychology				3	1
3. An Overview of Counselling				6	2, 3
4. Models/Approaches of Workplace Counselling				9	2, 5
5. Techniques of Counselling				12	2, 5
6. Professional Preparation and Ethical Issues				3	4
7. Setting up Counselling in the workplace				3	3, 5
8. Impact of Workplace Counselling				3	3
9. Workplace Counselling Trends and Debates				3	2, 3
Teaching Methods					
Lectures, Group discussions, Role plays, Workshops, and Site visits.					
Assessment Methods					
In-course Assessments 30 %		Final Examination	70 %	Total: 100%	
Recommended Reading					
1. Nystul, M.S. <i>Introduction to Counselling: An Art and Science Perspective</i> . SAGE Publications. Krause M., Courts D.D. The latest edition.					
2. Smith, S., & Dolderman, D. <i>An Introduction to Psychological Science</i> . Canada: Pearson Education Canada. The latest edition.					
3. Singh, K. <i>Counselling skills for managers</i> . India: PHI learning pvt ltd. The latest edition.					
4. Brown, S.D., & Lent, R.W. <i>Handbook of Counselling Psychology</i> , USA: John Willy and sons. The latest edition.					

