

**VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**  
**COUNSELING SKILLS FOR MANAGERS**

**Objectives:**

To develop basic skills among students to independently handle a wide range of employee counseling and performance counseling.

**Contents:**

Emergence and Growth of Counseling Services; Approaches to Counseling; Counseling Process - Beginning, Developing and Terminating a Counseling Relationship and Follow up; Counselor's Attitude and Skills of Counseling; Assessing Client's Problems; Selecting Counseling Strategies and Interventions - Changing Behaviour through Counseling; Special Problems in Counseling; Application of Counseling to Organizational Situations with a Focus on Performance Counseling.

**Reference:**

1. Corner L. S. and Hackney H., The Professional Counselor's Process Guide to Helping, Englewood Cliffs, New Jersey, Prentice Hall Inc., 1987.
2. MacLennan Nigel, Counseling for Managers, Aldershot, Gower, 1996.
3. Moursund J., The Process of Counselling and Therapy., 2nd ed., Englewood Cliffs, New Jersey, Prentice Hall Inc., 1990.
4. Munro C. A. etc. Counseling: A Skills Approach, Methuen, 1980.
5. Reddy Michael, Counseling at Work. British Psychological Society and Methuen, London and New York, 1987.