

«CAREER GUIDANCE»

An Introduction to Counseling

Course Overview



E-Learning course «INTRODUCTION TO CAREER COUNSELING» – Instruments and Procedures –

Course Objective

Career Guidance as an addition to education, training and life-long learning gets increasingly prominent in times of rapid changes in world labour markets and social structures. The e-Learning course «Introduction to Career Counseling» focuses on developing competencies for professional counseling and introduces practical instruments and tools as examples for a personal adaptation by the participants, accompanying them on their way to becoming professional career counselors.

The course provides basic information on the role of counseling in an inter-personal and institutional context. The main objectives are to equip participants with instruments and procedures to assist their counselees in making appropriate educational and career choices during different stages of life and to provide fundamental knowledge on the role and the benefits of Career Counseling.

Course Contents

The course consists of 5 modules that build upon on one another and take on various perspectives, from the individual level of the counseling process to the socio-economic context in which career counseling takes place. In brief, the content of each module comprises the following topics:

Module 1 (*Basics of Counseling*) introduces the theoretical basis of counseling. For instance, the participants develop an understanding of communication as the most important tool of a professional counselor, and learn about fundamental professional attitudes such as respect for and appreciation of individuals.

Module 2 (*Initial Vocational Career Counseling*) focuses on the role of a counselor as a facilitator of biographical transitions and discusses Initial Vocational Counseling, i.e. counseling for school graduates at the very beginning of their work life.

Module 3 (*Job Oriented Competence Assessment*) covers transitions which come later in working life, i.e. topics such as Career Counseling and Job Seeking.

Module 4 (*The Institutional Level*) discusses ways of optimizing career counseling within institutions demonstrating how to improve not only the conditions, but also the capacity of counselors.

Module 5 (*The Interdisciplinary Level*) focuses on the larger social context in which career counseling takes place. Social dialogue is introduced as a useful tool to activate social partners as a way to prevent and resolve problems.

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Target Group

This course is designed to serve as an introduction to both **deciders on an institutional level** intending to perfect their expertise and to become informed about the important role professional Career Guidance increasingly plays, and for **practitioners** who prepare themselves for exercising career guidance and its institutionalization. Examples are teachers or directors of vocational or general education schools, counselors of employment agencies, or experts in governmental institutions.

Course Organization, Blended Learning

In order to complete the course successfully, participants are required to complete a Multiple Choice Test and to contribute with a written assignment after each module. Ensuring the practical transfer of the course contents, participants prepare an individual «Action Plan» at the end of the course showcasing their personal perspective on how to practically implement certain aspects of what they have learned during the course. Additionally, active participation in the weekly chat meetings as well as in pinboards and discussion forums is expected from all participants.

Distance learning generally has certain limits. Therefore, the e-Learning course should ideally be complemented with a face-to-face workshop offering additional practical rehearsals.

Time Frame

For the completion of each Module approximately 10 hours are calculated. This, of course, may vary depending on the abilities of the participants.

The time required for completing the entire course should ideally not exceed 6 weeks.

Voices from Participants

“It [content quality] is so good and new, we do have the title of career counselors at schools and VTC institutes, and universities, but we lack the concept explained in the course, and the whole process of actually being a career counselor in the German sense”. “[The topics were]...very well related and added a lot of information to me.” **Hiba from Jordan**

“The quality of the content is excellent. [...]As Placement and Career Guidance officer at UNRWA, all the topics included in the course are related to my work”. **Ayyash from Jordan**

“The content was clear, comprehensive and integrated. [...]This course helped me to understand how to look at the workplace and evaluate the work requirements for career opportunities”. **Hamdy from Egypt**

“The exercises were helpful to consolidate the given information”. **Eman from Egypt**