

Subject Description Form

Subject Code	APSS5622									
Subject Title	Workplace Counselling									
Credit Value	3									
Level	5									
Pre-requisite / Co-requisite/ Exclusion	Theories and Models of Counselling									
Assessment Methods	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">100% Continuous Assessment</th> <th style="text-align: left;">Individual Assessment</th> </tr> </thead> <tbody> <tr> <td>1. Individual Paper</td> <td style="text-align: center;">40%</td> </tr> <tr> <td>2. Seminar Presentation</td> <td style="text-align: center;">40%</td> </tr> <tr> <td>3. Seminar Participation</td> <td style="text-align: center;">20%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The grade is calculated according to the percentage assigned; • The completion and submission of all component assignments are required for passing the subject; and • Student must pass the specific component(s) (standard of passing) if he/she is to pass the subject. 		100% Continuous Assessment	Individual Assessment	1. Individual Paper	40%	2. Seminar Presentation	40%	3. Seminar Participation	20%
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Objectives	<ol style="list-style-type: none"> 1. To integrate knowledge with practice, particularly to synthesize key concepts from a number of counselling theories, to cope with the multi-dimensional needs of the workplace. 2. To develop / evolve a practice model with one's own values to address conflicts or tensions arising from the inter-personal relationships in work settings. 3. To cultivate a healthy and positive work environment by identifying major issues that may need professional intervention. 4. To ensure continued professional development as reflective counselling practitioners in different settings. 									
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. develop a higher sensitivity to interpersonal and team dynamics at the workplace which may have a negative impact on individual and organizational well-being; 									

	<ul style="list-style-type: none"> b. identify major issues at the workplace that require the professional attention and intervention; c. apply psychosocial theories to make sense and analyze the multi-dimensional nature of the workplace with human concerns; d. make use of counseling skills to manage individual and collective problems at the preventive, remedial and developmental levels; e. cultivate and promote a healthy and positive work environment. 																																								
Subject Synopsis/ Indicative Syllabus	<ol style="list-style-type: none"> 1. Work and human well-being 2. Understanding personality and work behaviours 3. Personality and communication 4. Individual preferences and working together 5. Adjustment to work 6. Workplace mental health: depression 7. Workplace mental health: illness, grief and bereavement 8. Workplace mental health: critical incident stress debriefing 9. Work-related stress 10. Work-life balance 																																								
Teaching/Learning Methodology	<p>Different yet complementary learning and teaching methods are used. There are structured lectures which emphasize on didactic teaching of conceptual and empirical literature, whereas regular seminars on selected topics are designed to familiarize students with real life situations and applications. Seminar presentations, case discussions, and written assignments are to develop in students a personal reflection of perspectives and action approaches to managing workplace issues.</p>																																								
Assessment Methods in Alignment with Intended Learning Outcomes	<table border="1" data-bbox="448 1328 1476 1852"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="5">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> </tr> </thead> <tbody> <tr> <td>1. Individual Paper</td> <td>40%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>2. Seminar Presentation</td> <td>40%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>3. Seminar Participation</td> <td>20%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>Total</td> <td>100 %</td> <td colspan="5"></td> </tr> </tbody> </table>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					a	b	c	d	e	1. Individual Paper	40%	√	√	√	√	√	2. Seminar Presentation	40%	√	√	√	√	√	3. Seminar Participation	20%	√	√	√	√	√	Total	100 %					
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	<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Term paper requires students to engage in vigorous reading, reflecting, organizing, and writing to present one’s perspectives and understanding of what is happening in the workplace that call for counseling intervention. While the term paper is based more on individual efforts, the seminar presentation and participation assesses students’ learning and progress through interactive and sometimes debating dialogues.</p>	
Student Study Effort Expected	Class contact:	
	▪ Lecture	27 Hrs.
	▪ Seminar	12 Hrs.
	Other student study effort:	
	▪ Reading related materials	50 Hrs.
	▪ Preparation for case presentation	20 Hrs.
	Total student study effort	109 Hrs.
Reading List and References	<p>TEXTBOOKS</p> <p>Carroll, M. (1996). <i>Workplace counselling: A systematic approach to employee care</i>. London: SAGE.</p> <p>Egan, G. (2018). <i>The skilled helper: A problem-management and opportunity-development approach to helping</i>. (11th ed.). Mason, OH: Cengage Learning, Inc.</p> <p>RECOMMENDED READING</p> <p>Carroll, M., & Walton, M. (Ed.) (1997). <i>Handbook of counseling in organizations</i>. London: SAGE.</p> <p>Coles, A. (2003). <i>Counselling in the workplace</i>. Maidenhead: Open University Press.</p> <p>Corey, G. (2004). <i>Theory and practice of counselling and psychotherapy</i>. (7th Ed.). Belmont, CA: Brooks/Cole Publications.</p> <p>Franklin, L. (2003). <i>An introduction to workplace counselling: A practitioner’s guide</i>. New York: Macmillan.</p>	

楊國樞 (主編). (2005). *華人心理治療與倫理*。台北：桂冠圖書股份有限公司。

Selected articles with related topics may be found in the following journals:

1. *Journal of Psychology in Chinese Societies*, jointly published by The Hong Kong Psychological Society and The Chinese University Press
2. *American Psychologist*
3. *Asian Journal of Counselling*
4. *Behavioural Science*
5. *British Journal of Guidance and Counselling*
6. *Journal of Applied Psychology*
7. *Journal of Personality*
8. *Psychological Bulletin*