

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. Term Paper</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>2. Seminar Presentation & Participation</td> <td style="text-align: center;">50%</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 all the components if he/she is to pass the subject. 		100% Continuous Assessment	Individual Assessment	1. Term Paper	50%	2. Seminar Presentation & Participation	50%
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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 workplace. 2. To develop / evolve a practice model with 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 continual 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 the interpersonal and team dynamics at the workplace which may have a negative impact on individual and organizational well-being; b. identify major issues at the workplace that require the professional attention and intervention; 							

	<p>c. apply psychosocial theories to make sense and analyze the multi-dimensional nature of workplace with human concerns;</p> <p>d. make use of counseling skills to manage individual and collective problems at the preventive, remedial and developmental levels;</p> <p>e. cultivate and promote a healthy and positive work environment.</p>																																	
<p>Subject Synopsis/ Indicative Syllabus</p>	<ol style="list-style-type: none"> 1. Work and human well-being 2. Understanding personality and work behaviours 3. Interpersonal dynamics at work 4. Career planning and development 5. Gender issues 6. Discrimination issues at the workplace 7. Conflict resolution at the workplace 8. Job satisfaction and work-related stress 9. Work-life balance 																																	
<p>Teaching/Learning Methodology</p>	<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 presentation, case discussion, and written assignments are to develop in students a personal reflection of perspectives and action approaches to managing workplace issues.</p>																																	
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="435 1223 1460 1682"> <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. Term Paper</td> <td>50%</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> <td>√</td> </tr> <tr> <td>2. Seminar Presentation and Participation</td> <td>50%</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> <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, seminar presentation and participation assesses students' learning and progress through interactive sometimes debating dialogues.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					a	b	c	d	e	1. Term Paper	50%	√	√	√	√	√	2. Seminar Presentation and Participation	50%	√	√	√	√	√	Total	100 %					
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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.
Medium of Instruction	English	
Medium of Assessment	English	
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. (2002). <i>The skilled helper: A problem-management and opportunity-development approach to helping</i>. (7th ed.). Pacific Grove, CA: Brooks/Cole Publications.</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> <p>楊國樞 (主編). (2005). <i>華人心理治療與倫理</i>。台北：桂冠圖書股份有限公司。</p>	

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*