



WORKPLACE COUNSELLING

Credit points	6 CP		
The Abstract of the course	<p>The training course examines the features and ethical standards of psychological counselling in professional activities, the main directions, types, methods and techniques of psychological counselling in various stages of professional development. Master students acquire professional counselling skills in the stages of professional career planning, choosing a profession, developing strategies to help build a career, providing psychological support to a professional during professional development crises, as well as developing social and psychological prevention programs for professional destruction of personality. The course develops skills to diagnose and manage unfavourable functional conditions, extreme situations for various professions, as well as stressful situations in the workplace. In the practical part of the course, students develop the skills of developing a psychological opinion.</p> <p>Keywords: psychological selection, psychological support, professional self-determination, career, professional destruction, professional growth crises.</p>		
Aim of the study course	Acquisition of new skills in psychological counselling and support in the organisation, to prepare students for counselling work under the supervision of a supervisor.		
Objectives of the course	<ul style="list-style-type: none"> • Form an adequate idea of the possibilities and limitations of psychological counselling in the organisation; • Develop an understanding of the functions and levels of professional psychological support; • Give an opportunity to learn psychological counselling and support methods in different stages of professional development; • Ensure the acquisition of methods and techniques of professional psychological counselling and professional support in unfavourable working conditions; • Develop the ability to use the gained knowledge, acquired skills and ethical principles in various professional situations; • Develop the ability to take responsibility for the results of professional psychological counselling and support; • Develop the skills of drafting a psychological opinion. 		
Study course results	Knowledge	Skills	Competences
	<ul style="list-style-type: none"> • Knowledge of the achievements of modern theoretical and applied research in Occupational Psychology (EQF); • Knowledge of psychologist's documents regulating professional activities, as well as guidelines for drafting a psychological opinion. • Critical understanding of issues related to knowledge problems in a specific field and interdisciplinary (EQF); 	<ul style="list-style-type: none"> • Specific problem-solving skills needed for research and/or innovation to generate new knowledge and procedures and to integrate knowledge from different fields (EQF); • Ability to critically and creatively use knowledge of achievements in research of professional activity in professional psychological counselling and support. 	<ul style="list-style-type: none"> • Ability to use the understanding of various psychological aspects of professional activity in counselling and support; • Ability to apply new strategic approaches, counselling and professional support, using knowledge of how to manage and transform complex and unpredictable working conditions; • Ability to manage and



	<ul style="list-style-type: none"> • Understanding of the possibilities and limitations of professional psychological counselling; • Understanding of the features and functions of professional psychological support at different stages of professional development; • Knowledge of methods and techniques in professional psychological counselling and support at various stages of professional development; • Knowledge of methods and techniques of professional psychological counselling and support in adverse working conditions. 	<ul style="list-style-type: none"> • Very specific knowledge and skills, which are partly at the forefront of knowledge in the field of work or study and which are the basis for original thinking and/or research. (EQF) • Ability to choose professional counselling and support methods according to the goal. • Ability to support professionally at different stages of professional development. • Ability to support in unfavourable working conditions. • Ability to prepare a psychological opinion under the supervision of a supervisor. 	<p>transform complex and unpredictable working conditions that require new strategic approaches (EQF);</p> <ul style="list-style-type: none"> • Ability to choose professional counselling and support methods according to the client's needs, difficulties and resources; • Competence to set a goal according to the client's needs, difficulties and resources; • Ability to provide psychological counselling in the field of Occupational Psychology and Organisational Psychology; • Ability to perform psychological research (assessment) of an individual, group or organisation, observing ethical principles.
Study course content	Topics		
	Workplace counselling		
	1	Basic goals, forms and stages of psychological counselling in the organisation. Types of psychological counselling in the organisation. Opportunities and limitations of professional counselling at different stages of professional development.	
	2	Models of psychological counselling in the organisation. Criteria for assessing the effectiveness of counselling.	
	3	Counselling methods and approaches to professional career planning.	
	4	Professional self-determination conflict diagnosis and resolution methods in the counselling process.	
	5	Diagnosis and counselling of psychological characteristics of professional destruction.	
	6	Personality professional development crises and crisis research methods in the process of professional counselling.	
	7	Professional counselling in stressful situations, professional burnout, fatigue and excessive work situations	
	8	Principles, types and strategies of professional psychological support for different groups of professionals.	
9	Methods of psychological support during professional development crises, stress and unfavourable work environment situations, changing the functional states of a professional.		



	Workplace counselling (practical work)	
	10	Documents regulating the writing of opinions. Psychologist's opinion guidelines.
	11	Types of psychologist's opinion. Psychologist's opinion and psychological research.
	12	Psychologist's opinion and its design. Structure of a psychologist's opinion.
	13	Disadvantages of the psychologist's opinion
	14	Examples of psychologist's opinion
Form of assessment:	Differentiated written test	
Obligatory literature:	<ol style="list-style-type: none"> 1. Bond T. (2011). Standards and Ethics for Counselling in Action. UK., SAGE. 2. Culley S. (2011). Integrative Counselling Skills in Action. UK., SAGE. 3. The Complete Handbook of Coaching (2010) Ed. by Elaine Cox, Bachkirova, David Clutterbuck. UK., SAGE 4. Fouad, N. A., Carter, J. A., & Subich, L. M. (2012). APA handbook of counseling psychology. Washington, DC: American Psychological Association. 5. Handbook of Personality Measurement and Assessment. Vol.1.2. (2001) Ed. G. J. Boyle. London., SAGE. 	
Further reading list:	<ol style="list-style-type: none"> 1. McMahon G., Archer A. (2010). 101 Coaching Strategies and Techniques. UK, Routledge 2. Kidd. J.M. (2009) Understanding career counselling. Theory, Research and Practice. London, SAGE. 3. Levine J.M. (2009) The Encyclopedia of Group Processes and Intergroup Relationships. UK SAGE Press. 4. Luepker E.T. (2008) Record Keeping in Psychotherapy and Counselling. Guilford Press. 5. Nathan R., Hill I. (2009) Career Counselling. London, SAGE. 6. Palmer S. (2012) Counselling for stress Problems, London, SAGE. 7. Bohlmeijer, E. T., & Westerhof, G. J. (2021). A new model for sustainable mental health: Integrating well-being into psychological treatment. In J. N. Kirby & P. Gilbert (Eds.), Making an impact on mental health: The applications of psychological research (pp. 153–188). Routledge/Taylor & Francis Group. https://doi.org/10.4324/9780429244551-7 	
Other sources of information (electronic journals):	<ol style="list-style-type: none"> 1. BIA library electronic database (www.bsa.edu.lv): 2. http://www.psych-central.com/ 3. http://www.psycline.org/journals/ 4. http://www.psychology.org/ 5. http://www.selfpsychology.org/ 6. The Counselling Psychologist. 7. International Journal of Stress Management 8. Journal of Humanistic Counselling, Education & Development. 9. Journal of Career Assessment 10. Journal of Career Development 	
In the process of study, changes and additions to the program and list of literature are possible		