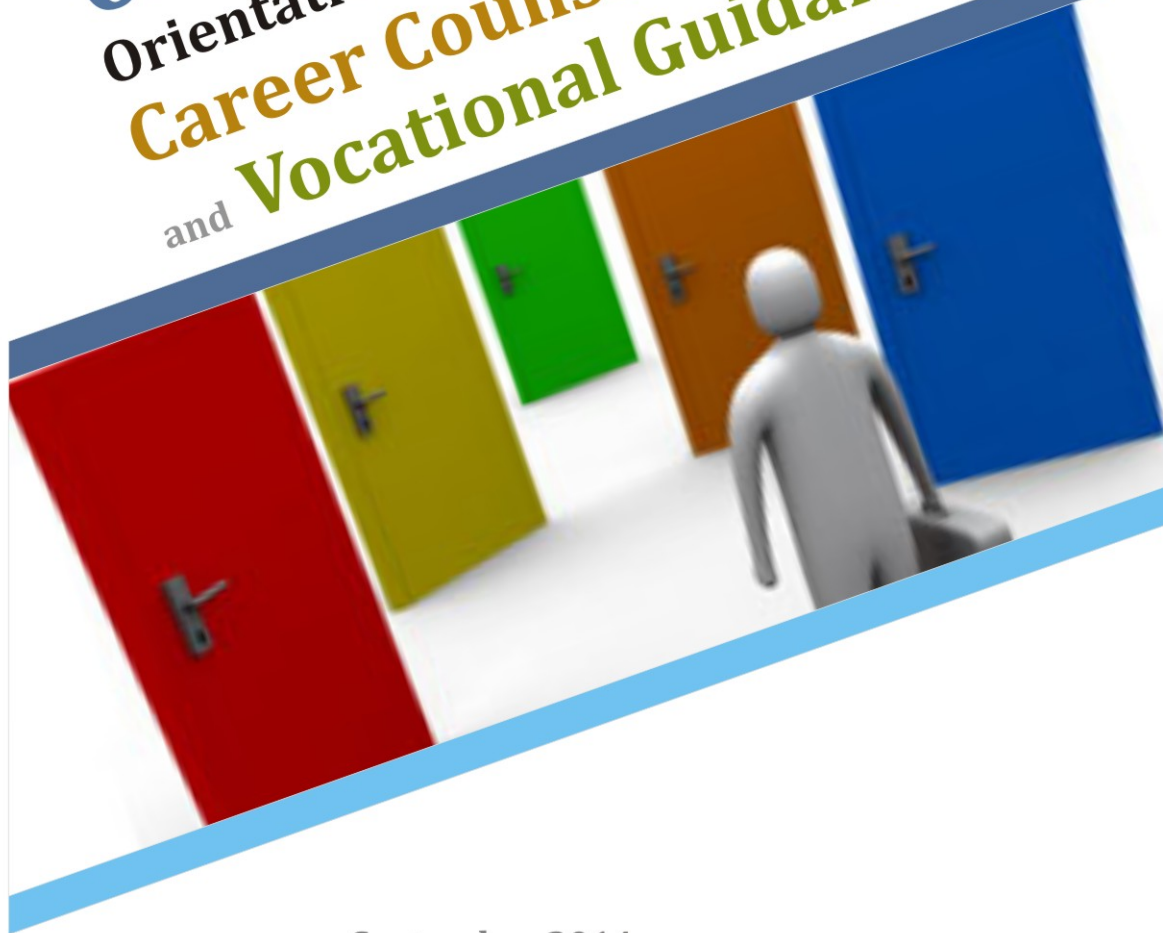


Selected Exercises for



**02 Days**  
Orientation on  
**Career Counselling**  
and **Vocational Guidance**



September 2014

Compiled by:  
**Shahzad Bukhari**  
Career Development Specialist



FCG Human Capital (Pvt.) Ltd.

## Agenda



### Day 1

- Workshop Objectives
- Girebaan (Self Assessment)
- What is Counselling
- Difference between Career Counselling & Vocational Guidance (CC/VG)?
- Specific Challenges in Pakistan
- CC/VG Global Practices
- The Career Counselling Process: Career Growth
- Components of Career Counselling
- Career Management Mix- The 6 Ps
- Career Counselling in Practice
- The Six Pack of "KSA"
- Career Counselling in Practice
- Spheres of Your Life?
- The Ultimate Goal in Counselling
- Special Topics in Career Counselling & Vocational Guidance
- Perspectives in Gender Sensitive Counselling
- The Narrative Approach to Multicultural Career Counselling
- Special Needs and Considerations



### Day 2

- What is Employment Counselling
- Five Employability Dimensions
- Employer and Employment Informatics
- Considering Employers' Perspectives
- Case Studies
- Recap & Action Planning
- Workshop Evaluation

## Discover yourself







(Career Interest Inventory)

To help the client learn about him/herself is the most important step in his/her search for a job or career. A career interest inventory helps clients relate interests and abilities to career choices. The following survey will link your career interests to related high school courses, helping you understand how to do the same for your clients:

**Step 1:** Mark the items within each category that describe you.







**Step 2:** Total the number of items checked for each category.

### Realistic: The Doer

					
<input type="checkbox"/> Play Sports	<input type="checkbox"/> Care for Pets	<input type="checkbox"/> Build Things	<input type="checkbox"/> Lawn/ Garden	<input type="checkbox"/> Work Outdoor	<input type="checkbox"/> Read Plans







Total Checked: \_\_\_\_\_

### Investigative: The Thinker

					
<input type="checkbox"/> Use Computer	<input type="checkbox"/> Read	<input type="checkbox"/> Do math	<input type="checkbox"/> Work alone	<input type="checkbox"/> Research	<input type="checkbox"/> Ask Questions

Total Checked: \_\_\_\_\_

### Artistic: The Creator

					
<input type="checkbox"/> Paint, Draw	<input type="checkbox"/> Take Picture	<input type="checkbox"/> Sing & play	<input type="checkbox"/> Arrange flower	<input type="checkbox"/> Make things	<input type="checkbox"/> Decorate

Total Checked: \_\_\_\_\_

**Social: The Helper**



*Serve people food*



*work with children*



*Friendly*



*work with older people*



*Help people*



*work on a team*

Total Checked: \_\_\_\_\_

**Enterprising: The Persuader**



*Talk with people*



*Sell things*



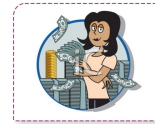
*Plan parties*



*Persuade people*



*Lead a group*



*Run a business*

Total Checked: \_\_\_\_\_

**Conventional: The Organizer**



*File*



*Sort*



*Cashier*



*Data Entry*



*Keep records*



*Follow a plan*

Total Checked: \_\_\_\_\_

**Which set of pictures did you enjoy the most?**

Realistic – The Doer

Social – The Helper

Investigative – The Thinker

Enterprising – The Persuader

Artistic – The Creator

Conventional – The Organizer

## Girebaan

(Counsellor's Self Assessment)

Sr.		Score (Before)	Score (After)
1	I need a lot more practice as a counselor.		
2	I work well as a counselor.		
3	I intend to develop my training and education as a counselor.		
4	Other people in the group function more effectively as counselors than I seem to.		
5	It is important to monitor continually you won progress as a counselor.		
6	I often reflect on my skills and deficits as a counselor.		
7	You can become very introspective when you work as a counselor.		
8	I enjoy working as a counselor.		
9	I can see myself working as a counselor in five years' time.		
10	Counseling skills are just a set of useful communication skills that can be used in any work-related situation.		
11	I would not like to deal with too much emotional distress in counseling.		
12	Other people seem to think I counsel well.		
13	I often compare myself to other people.		
14	I am reasonably confident in the role of counselor.		
15	Counseling is a 'fashionable' activity and the interest in it will soon wane.		
16	I am improving my counseling skills all the time.		
17	I have improved as a counselor during the life of this workshop.		
<b>TOTAL</b>			

**Score:** Strong concepts – 5, Above average-4, average-3, below average-2, weak concepts-2

**What are the challenges and opportunities that you have encountered in your practice of counselling?**

Sr.	Challenges	Opportunities
1		
2		
3		
4		
5		
6		
7		
8		

## What is Your Mix

To better understand what a potential client's Career Management Mix actually looks like,  
find your own:

<p><b>People</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><b>Evidence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>	<p><b>Product</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><b>Evidence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>
<p><b>Plan</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><b>Evidence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>	<p><b>Profit</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><b>Evidence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>
<p><b>Passion</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><b>Evidence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>	<p><b>Persistence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><b>Evidence</b></p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p>

## What is Your Balance?

To understand your own strengths and growing edges, use the following chart:

Sr.	Concept	Expert level	Support required
1	CC - Career Counselling		
2	VG - Vocational Guidance		
3	EC - Educational Counselling		
4	PsC - Psychological Counselling		
5	ErC - Employer Counselling		
6	EmC - Employees Counselling		
7	FC - Family Counselling		
8	PC - Parents Counselling		
9	CmC - Community Counselling		
10	SC - Student Counselling		
11	TC - Teachers Counselling		

Expert Level: 1-**LEARNER**

2-**PRACTITIONER**

3-**EXPERT**



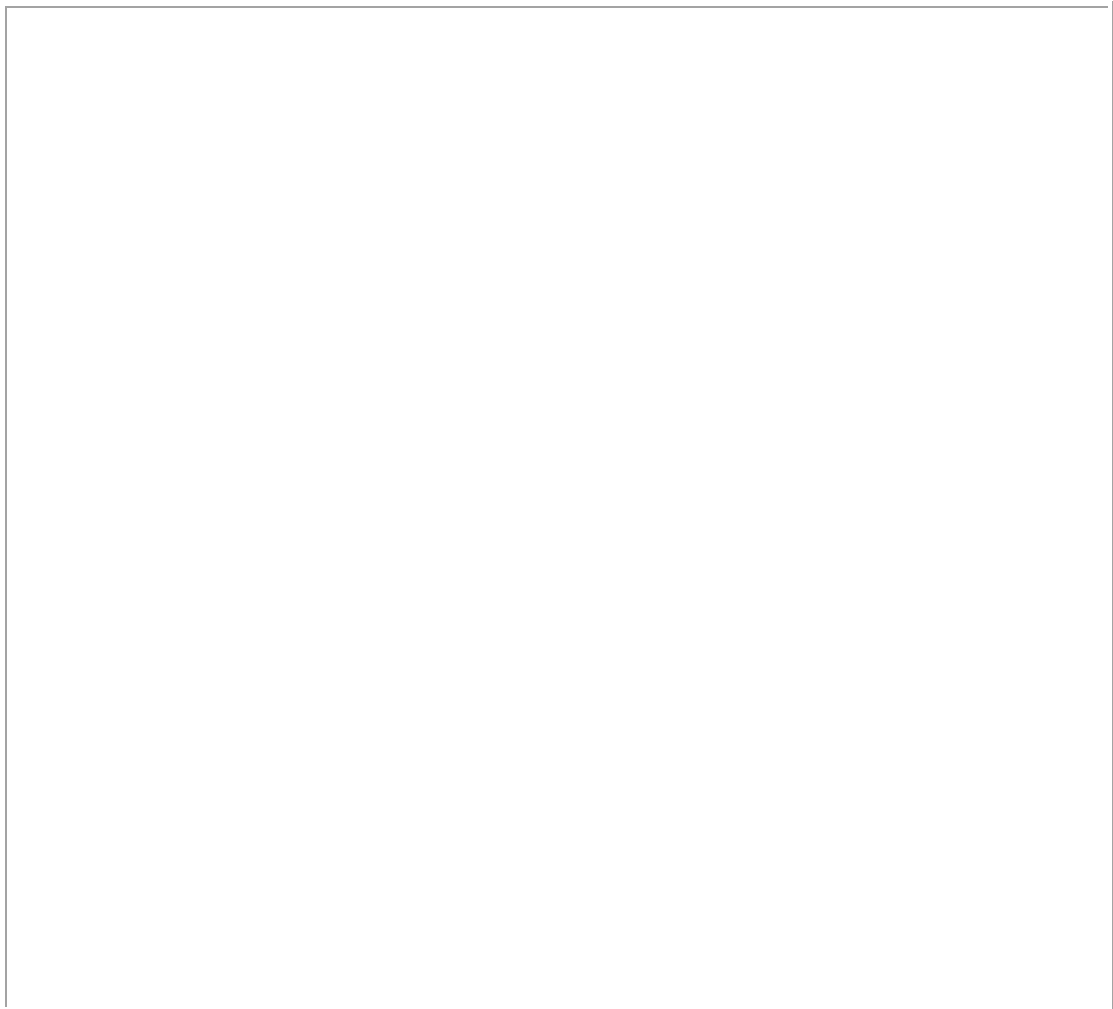
## Spheres of my Life?

Every individual has a different balance of Spheres in real life, as do you. To enable you to facilitate your clients to better comprehend how they have divided the different interrelated Spheres of their lives, you as a counsellor must also be aware of your own. To help you understand this, complete this exercise: draw and label four spheres that represent the relative size of your Four Spheres of Life as they are right now.

### Start with Exercise:

#### Instructions:

1. Think of one of your busy days and list all the activities occurring during this day.
2. Divided the activity by Tag guide  
W - L - E or R
3. Count all W - L - E - R
4. Number of an alphabetic eleven as per exercise.



(Counsellors must note that balance does not have to mean 'equal'. One sphere may predominate over the others for perfectly legitimate reasons and that's fine. Just be aware that extreme imbalances over long periods of time may become problematic, and something you must address if it arises with one of your clients.

1. What is the relative size of each of your Spheres right now?

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2. How satisfied are you with the relative balance of your three Spheres?

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3. What changes, if any, would you like to make to your four Spheres of Life?

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4. Record any imbalances in your Spheres of Life that you will need to keep in mind as you consider future career moves.

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*The exercise is a modified version of Holland themes.*



## Key Considerations in Multicultural Counselling

Consider the prominent cultures that coexist in Pakistan. List these and write down what you, as a counsellor, would consider when seeing clients from each of the cultures you listed.

Sr.	Culture	Consideration
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Specialized and Sensitive Counselling

In your opinion, what would be the special counselling considerations for:

Target Group	Boys/Men	Girls/Women
Underprivileged Youth (Age 15 – 25)		
Person with a Disability		
Transgendered Individual		
Others (Please Specify): _____		

## Practicing the Plan: Field Practicum

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	

## Case Studies

### Case Study 1



**KAREEM**

- Mr.Kareem was employed as an accountant in one of the large manufacturing facilities for the past 15 years.
- He will not be eligible for a company pension for 8 more years.
- He is married and has two children who are both in university. His wife is unable to work due to the need to care for his elderly parents.
- He lost his job when his employer was forced to reduce staff due to decreased demand for their products
- He has been looking for work for 3 months without success
- He is not comfortable using computers
- He has lived in the same community for all of his married life.
- Mr. Kareem will turn 52 next month

### Case Study 2



**SADAF**

- Sadafis 32 years of age
- She has recently begun to look for work after having taken four years off following the birth of her daughter
- Prior to having a child she had worked as a legal secretary in a prestigious law firm in the city
- When they decided to start a family Sadaf and her husband purchased a home in the suburbs approximately 30 minutes from the city
- During her time out of the work force Sadaf has let her specialised skills Lapse

### **Case Study 3**



**REHMAT**

- Rehmatis a 35 year old civil engineer
- He has worked for the same company since he graduated 12 years ago however has just learned that for economic reasons his company plans to relocate the majority of their operations to one of their plants overseas
- Rehmats wife has a small but successful catering business in their community
- Both Ron and his wife have elderly parents who are becoming increasingly dependent on their help

### **Case Study 4**



**AYESHA**

- Ayesha is 23 years old and has recently graduated with a degree in journalism
- She lives at home with her parents, both of whom work in professional positions
- While in university she focused on her studies and only worked during school breaks.
- Her summer jobs were selected on the basis of salary levels rather than relevance to her future career
- She relies on public transportation

### **Case Study 5**



**JOSEPH**

- Joseph is a qualified electrician with 8 years of experience working with a multinational contractor
- His contract recently ended when the contractor completed the project he had been working on
- Joseph is interested in finding similar employment at a comparable rate of pay
- He is single and lives on his own in a rented house
- While he was working he was able to amass some savings so feels that he has some financial security providing he is not unemployed for an extended period.
- He is 33 years old.

### **Case Study 6**



**GHAFOOR**

- Ghafoor had relocated with his wife who was transferred to the area by her company
- Ghafoor has a college diploma as a paramedic
- During his previous job Ghafoor suffered a minor back injury which has resulted in chronic back pain, making heavy lifting difficult
- In the past Ghafoor and his wife have always had similar incomes however with her promotion she is now earning more money and he is hoping to also improve his earnings
- Ghafoor is 41 years old



## Workshop Evaluation

Sr.		<i>Strongly Agree</i>	<i>Agree</i>	<i>Don't Know</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Leave Blank</i>
1	On the whole, I have enjoyed the workshop						
2	I have had a considerable amount of practices a counselor during the workshop.						
3	Given the chance, I would undertake another course in counselling.						
4	I feel I have improved as a listener.						
5	The workshop was well organized.						
6	I will use what I have learned.						
7	I appreciated the work of the trainer in this workshop.						
8	Other people seemed to find the workshop useful.						
9	I would have like more theory in the workshop.						
10	I would have liked more practice of the skills of counseling.						
11	Most people can benefit from counseling.						
12	Counselling should only be practiced by trained professionals.						
13	I would do more counseling if I have the time.						
14	I intend to read more about counseling.						
15	I am better at confronting people than I was at the beginning of this workshop.						
16	Generally, I feel more confident as result of this workshop.						
17	I would recommend this workshop to my colleagues.						
18	Real counseling skills come from real-life experience and not from counseling workshops.						
19	The workshop has improved my overall level of skill in counseling.						