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### **Unit 5: Guidance and Counselling**

**9 hours**

Guidance: meaning, needs, principles, types, importance; counselling; meaning, nature objectives and importance, techniques of counselling; directive, nondirective, eclectic, ethics in counselling, effect of guidance and counselling on individual learning and development.

#### **Exercises:**

#### **The learners are required to:**

1. analyse and interpret case study of any Indian organisations learning strategies.
2. participate in simulation exercise in the classroom to conduct learning assessment of oneself with respect to a concept thereby preparing a questionnaire on learning and development of an individual.
3. develop a learning and development module on the basis of selected strategies in the previous exercise.
4. to compare different learning requirements of individuals in the organisations as per their individual learning abilities.
5. to restructure the strategies after assessing the learning and development report

#### **Suggested Readings**

- A.K. Narayana Rao (2002) Guidance and counselling, APH Publishing Corporation, New Delhi.
- Bernard, H.W. & Fullner, D.W. (1987); Principles of Guidance, A Basic Text (Indian Education), New Delhi: Allied publishers Pvt.Ltd.,
- Carson, B. (2021). L&D's Playbook for the Digital Age. United States: American Society for Training & Development.
- Clifford, J., Thorpe, S. (2007). Workplace Learning and Development: Delivering Competitive Advantage for Your organisation. United Kingdom: Kogan Page.
- Mishra , R.C. (2005); Guidance & Counselling (2 vols); New Delhi: APH, Publishing Cooperation.
- Parry-Slater, M. (2021). The Learning and Development Handbook: A Learning Practitioner's Toolkit. India: Kogan Page.
- Page-Tickell, R. (2018). Learning and Development: A Practical Introduction (Vol. 15). Kogan Page Publishers.

#### **Notes:**

- 1. Suggested readings shall be updated and uploaded on the college website from time to time.**
- 2. Examination scheme and mode shall be as prescribed by the Examination branch, University of Delhi from time to time.**