

Module Synopsis

PDC1 Certificate in Workplace Counselling Fundamentals

1. Workplace Issues and Job Employment Outlook

This module will introduce students to workplace issues, job employment outlook, and contemporary business issues as an essential information for HR practitioners, middle level executives and managers.

2. Workplace Counselling Skills

This module aims to provide students with a fundamental overview of the principles of counselling and its corresponding skills and techniques. Students will be exposed to common workplace issues such as workplace bullying, discrimination, work under/overload, occupational burnout, etc. and they will learn how to support clients socioemotionally. Ethical principles of counselling will also be covered.

3. Career Counselling Tools and Interventions

This module is designed to help students recognise the evolving career needs of adult workers. The module equips students with career assessment tools and prepares them to conduct career guidance and development activities suitable for their clients.

PDC2 Certificate in Applied Workplace Counselling Skills

4. Applied Positive Psychology in Workplace Counselling

This module provides students with a foundational knowledge on the theory and practical use of Applied Positive Psychology in Workplace Counselling. Students will learn about the real-world impact and benefits of positive psychology for organisations and individuals. They will learn what helps clients flourish at work and in life. This includes resilience, growth mindset, stress management, relationship optimisation, and well-being. Students will have opportunities to practise and apply effective positive psychology interventions in their counselling practice through class demonstrations and activities.

5. Contemporary Approaches to Workplace Counselling

This module is designed to equip students with contemporary tools and interventions to support client's challenges at work and facilitate their exploration of their values, aspirations, work view, and career opportunities. It is split into 3 parts as follows:

Part 1: Mindfulness-based Strategic Awareness Training (MBSAT)

This part offers training to enhance decision making for any person aspiring career transition or sustainable wellbeing at the workplace.

Part 2: Emotional Intelligence

This part introduces and evaluates the competencies of emotional intelligence. Students will be able to describe the difference between intellectual and emotional intelligence.

Part 3: Expressive Arts

This part will uncover the theory of art therapy, movement, play and storytelling as a platform to promote self-reflection through creative expression.

6. Workplace Counselling Practice

This capstone module is a critical component for preparing students to support their clients/staff successfully in the helping relationship through their primary roles as HR practitioners and/or managers. It is a practical module that provides them time to employ their counselling micro skills, receive input on their counselling experience with clients and further develop their workplace counselling skills.