

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

**Predmet:** Struktura in postopki svetovalnega procesa  
**Course title:** Structure and Procedures of Counselling Process

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Psihosocialno svetovanje, druga	Program nima smeri	Prvi	Drugi
Psychosocial counselling, master, second	Program has a single course	First	Second

**Vrsta predmeta / Course type** Obvezni / Obligatory

**Univerzitetna koda predmeta / University course code:** SPSP / SPCP

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
40		40			160	8

**Nosilec predmeta / Lecturer:** doc. dr. Primož Rakovec / Assist. Prof. Primož Rakovec, Ph.D.

**Jeziki / Languages:**  
**Predavanja / Lectures:** Slovensko / Slovenian, Angleško / English  
**Vaje / Tutorial:** Slovensko / Slovenian, Angleško / English

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

Pogoj za vključitev v delo je vpis v 1. letnik magistrskega študija.

**Prerequisites:**

Prerequisite for the subject is the enrollment in the 1st year of master study.

**Vsebina:**

**Content (Syllabus outline):**

Vsebinsko je predmet razdeljen na dva glavna sklopa:

1. Strukturo svetovalnega pogovora (faze svetovalnega pogovora in njihove značilnosti, vloga klienta in svetovalca v posamezni fazi, načrtovanje svetovalnega pogovora),
2. Postopke svetovalnega pogovora (ocenjevanje, konceptualizacija primera, vzpostavitev in vzdrževanje svetovalnega delovnega odnosa, motivacijski intervju, uporaba osnovnih veščin in tehnik, zaključevanje svetovalnega pogovora).

Vsebine se obravnavajo glede na kognitivno vedenjski pristop.

The subject is divided into two main sections:

1. The structure of the counselling interview (the stages of the counselling interview and their characteristics, the role of the client and the counsellor in each phase, planning of the counselling interview),
2. Counselling interview procedures (assessment, case conceptualization, establishment and maintenance of a counselling working relationship, motivational interview, use of basic skills and techniques, completion of the counselling interview).

The content is addressed according to the cognitive behavioural approach.

#### **Temeljni literatura in viri / Readings:**

Izbor iz: / Selection from:

ANIĆ, Nada, ur. *Prispevki iz vedenjsko kognitivne terapije. Zbornik I.* Ljubljana: Društvo za vedenjsko in kognitivno terapijo, 2004.

ANIĆ, Nada, JANJUŠEVIĆ Peter. *Izbrane teme iz vedenjsko-kognitivne terapije. Zbornik II.* Ljubljana: Društvo za vedenjsko in kognitivno terapijo, 2007.

BECK, Judith S. *CBT. Basics and Beyond. 2nd Ed.* New York: The Guildford Press, 2011.

BIELING, Peter J., MCCABE Randi E., ANTONY Martin M. *CBT in Groups.* New York: The Guildford Press, 2006.

COREY, Gerald. *Theory and Practice of Counseling and Psychotherapy. 8th Ed.* Belmont: Brooks/Cole, 2009.

COREY, Gerald. *Theory & Practice of Group Counseling. 8th Ed.* Belmont: Brooks/Cole, 2012.

DRYDEN, Windy. *Counselling in a Nutshell.* London: Sage, 2006.

FELTHAM Colin, DRYDEN Windy. *Brief Counselling. A Practical Integrative Approach. 2nd Ed.* Open University Press, 2006.

GERARD, Egan. *The Skilled Helper. 9th Ed.* Belmont: Brooks/Cole, 2010.

HAWKINS, Peter, SHOHET Robin. *Supervision in the Helping Professions*. New York: Open University Press, 2006.

JACOBS, Ed E., MASSON Robert L., HARVILL Riley L., SCHIMMEL Christine J. *Group Counseling. Strategies and Skills. 7th. Ed.* Belmont: Brooks/Cole, 2012.

NELSON-JONES, Richard. *Practical Counselling and Helping Skills. 5th Ed.* London: Sage, 2005.

NEUKRUG, Ed. *The World of the Counselor. An Introduction to the Counseling Profession. 4th Ed.* Belmont: Brooks/Cole, 2012.

ROSENGREN, David B. *Building Motivational Interviewing Skills*. New York: The Guildford Press, 2009.

SHARF, Richard S. *Theories of Psychotherapy and Counseling. Concepts and Cases. 5th Ed.* Belmont: Brooks/Cole, 2012.

SOMMERS-FLANAGAN, John, SOMMERS-FLANAGAN Rita. *Counseling and Psychotherapy Theories in Context and Practice*. New Jersey: Wiley & Sons, Inc, 2004.

#### **Cilji in kompetence:**

Cilj predmeta je teoretično in praktično učenje postopkov procesa psihosocialnega svetovanja, spoznavanje strukture svetovalnega procesa in razumevanje vloge in nalog klienta in svetovalca v procesu psihosocialnega svetovanja.

Učna enota prispeva k razvoju naslednjih splošnih in predmetnospecifičnih kompetenc:

- sposobnost uporabe znanja v praksi in izvirnega, kreativnega reševanja problemov v novih ali neobičajnih kontekstih,
- etična refleksija in zavezanost profesionalni etiki, prevzemanje osebne in družbene odgovornosti, povezane z uporabo osvojenih znanj,
- zmožnost formulirati in uporabiti model psihosocialne pomoči v skladu z izbranim svetovalnim pristopom,
- sposobnost soustvariti svetovalni odnos, izvesti ustrezno svetovalno

#### **Objectives and competences:**

The objective of the course is theoretical and practical learning of the psychosocial counselling process procedures, understanding the structure of the counselling process and understanding the role and tasks of the client and counsellor in the psychosocial counselling process.

Learning unit contributes to the development of generic and subject specific competences:

- the ability to apply knowledge in practice and the ability of creative problem solving in new or unusual contexts
- ethical reflection and commitment to professional ethics, acceptance of personal and social responsibility associated with the use of acquired knowledge
- the ability to formulate and to use the model of psychosocial help in line with selected counselling approach
- ability to co-create counselling relationship, to carry out appropriate

intervenco in obvladati ustrezno zaključevanje svetovalnega procesa

- sposobnost raziskovanja, refleksije in nadzora svoje osebne vpletenosti v postopke psihosocialne pomoči, ki jih soustvarjajo in vodijo

counselling interventions and to master proper termination of counselling process

- the ability to research, reflect and control their personal involvement in the processes of psychosocial help, which they co-create and run

#### **Predvideni študijski rezultati:**

- učinkovito vzpostavljanje svetovalnega delovnega odnosa,
- aplikacija temeljnih postopkov svetovalnega procesa na delo s klienti
- zmožnost analize lastnih reakcij in doživljanja, ki jih imajo v odnosu s klienti
- osvojitve osnovne vrste intervencij in tehnik v kognitivno vedenjskem pristopu
- zmožnost izdelave konceptualizacije primera in načrtovanja svetovalnega procesa
- demonstracija osnovnih tehnik svetovalnega procesa pri delu s klienti

#### **Intended learning outcomes:**

- effective establishment of the counselling working relationship
- application of fundamental methods of counselling process when working with clients
- to analyse their own reactions and experience in the relationship with clients
- to master the various types of intervention and techniques in cognitive behavioural approach
- the ability of case conceptualisation and planning counselling process
- demonstration of basic techniques of counselling process when working with clients

#### **Metode poučevanja in učenja:**

- predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- eksperimentalne vaje, ki vključujejo različne oblike izkustvenega skupinskega dela (skupinske diskusije na podlagi predhodnega študija teoretskih virov, skupinski proces, svetovalno delo v trojkah, intervizije in supervizije, delo v vrstniških skupinah, igre vlog, demonstracije metod in tehnik)
- uporaba spletne učilnice oziroma drugih sodobnih IKT orodij

#### **Learning and teaching methods:**

- lectures with students' active participation (lecture, discussion, questions, examples, problem solving exercises)
- experimental exercises involving various forms of experiential teamwork (group discussion on the basis of previous study of theoretical resources, group process, therapeutic work in threes, interventions and supervisions, work in peer groups, role play, demonstrations of methods and techniques)
- use of online classroom or other contemporary ICT tools

- individualne in skupinske konzultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)	- individual and group consultations (discussion, additional explanation, dealing with specific questions)
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<b>Načini ocenjevanja:</b>	Delež (v %) / Weight (in %)	<b>Assessment:</b>
Ocenjevanje demonstracije pridobljenih svetovalnih veščin in spretnosti. Izdelava komentiranega transkripta odlomka iz svetovalnega dela.	40	Evaluation based on demonstration of acquired counselling skills. Producing commented transcript excerpt from the counselling work.
Pisni izpit.	60	Written exam.
Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.		Grading is in accordance with the Faculty's evaluation Ordinance.

**Reference nosilca / Lecturer's references:**

<p>JEREB, Eva, URH, Marko, STROJIN, Špela, RAKOVEC, Primož. Importance and satisfaction of employees with factors related to job satisfaction: Differences between generation X and Y. V <i>EMAN 2019 Selected Papers – the 3rd International Scientific Conference on Economics and Management</i>, held at Ljubljana, Slovenia 28 March 2019.</p> <p>KRIVEC, Jana, RAKOVEC, Primož. Kognitivno-vedenjski profil stresne izkušnje med slovenskimi študentkami in študenti = Cognitive behavioral profile of stress experience among Slovenian students. <i>Kairos: slovenska revija za psihoterapijo</i>, ISSN 1854-9373. [Tiskana izd.], 2018, letn. 12, št. 1/2, str. 67-86.</p> <p>KRIVEC, Jana, RAKOVEC, Primož. Depresija in njen vpliv na delovno učinkovitost. V RASPOR, Andrej (ur.). <i>S skrbjo za sodelavce do boljših rezultatov podjetja</i>. Dolga Poljana: Perfectus, 2019.</p> <p>MOŽINA, Miran, FLAJS, Tomaž, JEREBIC, Drago, KOSOVEL, Irena, KRANJC, Urška, RAKOVEC, Primož. Čas za zakon je dozorel: uvodnik o novostih glede normativne ureditve psihoterapije in psihosocialnega svetovanja v Sloveniji = The time for the law is now: editorial about the news concerning legal regulation of psychotherapy and psychosocial counselling in Slovenia. <i>Kairos: slovenska revija za psihoterapijo</i>, ISSN 1854-9373. [Tiskana izd.], 2018, letn.12, št. 3/4, str. 7-39.</p>
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MOŽINA, Miran, FLAJS, Tomaž, JEREBIC, Drago, KOSOVEL, Irena, KRANJC, Urška, MILIČ, Alenka, RAKOVEC, Primož. Hrvaška, Malta in Nemčija v letu 2018 sprejele zakone o psihoterapiji: kaj pa Slovenija? = Croatia, Malta and Germany passed psychotherapy laws in 2018: how about Slovenia?. *Kairos: slovenska revija za psihoterapijo*, ISSN 1854-9373. [Tiskana izd.], 2018, letn.12, št. 3/4, str. 245-272.

RAKOVEC, Primož. Vpliv notranjega dialoga svetovalca začetnika na vodenje svetovalnega pogovora = Influence of the novice counsellor inner dialogue on conducting counselling conversation. *Kairos: slovenska revija za psihoterapijo*, ISSN 1854-9373. [Tiskana izd.], 2019, letn. 13, št. 1/2.

RAKOVEC, Primož. The functions of inner dialogue while driving a car. *IASS – Innovative Issues and Approaches in Social Sciences*, September 2019.

RAKOVEC, Primož. Differences between psychotherapy and counselling. Who is looking for and who needs them. *Research in Social Change*, 2019, letn. 11, št. 1, str. 4-18.

RAKOVEC, Primož. *Agresivnost za volanom: vpliv notranjega dialoga na način vožnje*. 1. izd. Ljubljana: Vega, 2019. ISBN 978-961-6991-08-7.