

# **GUIDANCE AND COUCELLING**

## **Unit 2: Techniques and Procedures of Guidance**

### **2.1 INTRODUCTION**

Children come into the world genetically endowed with all their human potential for growing, developing and learning. You, as a parent or teacher have an exciting opportunity as you become part of a team of adults interacting with young children and stimulating the development of their human potential through careful and thoughtful guidance techniques. A child's natural endowment requires a rich environment with thoughtful nurturing and guidance if the human potential contained in each child is to reach full bloom in order to contribute fully to improve the quality of human life.

Guidance is one of the means employed by educationists to develop the human potential. The child learns from a teacher not only mastery over a subject, but also values, attitudes and habits.

### **2.2 OBJECTIVES**

After going through the unit, you should be able to:

- explain the term techniques of guidance;
- describe the major techniques of guidance;
- enlist different non-standardized and standardized techniques of guidance;
- identify non-standardized and standardized techniques of guidance;
- use different techniques of guidance in school settings; and
- discuss the techniques of guidance in education.

### **2.3 TECHNIQUES OF GUIDANCE**

Guidance is the help given by one person to another in making choices and adjustments and in solving problems. Guidance aims at aiding the recipient to grow in independence and ability to be responsible for one's own self. It is a

service that is universal – not confined to the school or the family. It is found in all sectors of life – in the home, in business and industry, in government, in social life, in hospitals and in prisons; indeed it is present wherever there are people who need help and who provide help.

The techniques which are generally employed by guidance workers for collecting basic data about a person are either standardized or non-standardized ones. The non-standardized techniques are case study, interview, rating scales, questionnaire, observation, sociometry, biography, cumulative record, and anecdotal records.

The standardized techniques are tools of measuring interests, intelligence, aptitudes and personality traits. Both the categories of techniques are used in getting primary data. All the techniques are useful. The only consideration which the guidance worker should keep in mind is that the techniques employed should give reliable and objective information. Standardized tests of intelligence, interests and aptitudes provide reliable and valid information. They are reusable, less time consuming and can be scored easily. Non-standardized techniques used in the study of human beings are also helpful, and sometimes give more useful information than that given by standardized tests. For example, autobiography which is a non-standardized technique does provide clues and insights into the emotional problems of a person as well as hopes and aspirations. Similarly, case study helps the counsellor in understanding the whole individual. The use of a technique, however, depends upon what the guidance worker wants to get out of it.