

# INSTITUTE OF SOCIAL WORK

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## INVITATION TO ATTEND SHORT COURSE IN GUIDANCE AND COUNSELING 2022/2023 ACADEMIC YEAR.

### 1. Introduction

The Institute of Social Work (ISW) is one of the public higher learning institutions in Tanzania that was established under the Act No. 26 of 1973 (as amended by the Miscellaneous Act No. 25 of 2002). The major functions of the Institute are to conduct training, research and consultancy in areas of social work and other related fields. Pursuant to its functions, the Institute strives to seek solutions to problems facing the public. Towards this regard, the ISW has realized, in the face of the pertinent social, psychological and economic challenges facing the society today that there is need to conduct short course on guidance and counseling in order to equip different actors with knowledge and skills in addressing the emerging social problems.

### 2. Learning Outcomes

This is a tailor-made and hands on course dealing with real life experiences that addresses contemporary psychosocial problems confronting our communities. On this basis thereof, at the end of the course participants will be able to;

- i. Provide professional guidance and counseling services.
- ii. Differentiate guidance and counseling services.
- iii. Utilize counseling theories for better counseling impacts.
- iv. Manage counseling process in different intervention settings.
- v. Utilize principles, approaches, skills and methods of counseling.
- vi. Keep counseling records accordingly.

### 2. Course Participants

The course is intended to Deans and wardens of students, Counselors, Social Welfare Officers, Care givers, Children's home attendants, Day care givers, Parents and any other person(s) working with people.

### ✓ Course Content

The training will cover the following main topics;

- i. Understanding of Guidance and Counseling.
- ii. Principles of Counseling
- iii. Skills of Counseling
- iv. Theories of Counseling

- v. Methods and Approaches of Counseling.
- vi. Record Keeping in Counseling
- vii. The Process of Counseling
- viii. Myth and misconception in Counseling.

## 5. Course Facilitation

The course will be delivered by highly competent and well experienced facilitators/instructors in guidance and counseling from the Institute of Social Work. Facilitation will adopt participatory training approach where training methods will include simulations, case studies, role play, small group discussion and brainstorming.

## 6. Course Duration, Venue and Modality of Payments

In 2022/2023 academic year, the course will be conducted in the following dates at the Institute of Social Work (in Dar es Salaam).

- First training will take place from 17<sup>th</sup> -22<sup>nd</sup> October, 2022;
- Second training is from 5<sup>th</sup> - 9<sup>th</sup> December, 2022;
- Third training is from 20<sup>th</sup> – 24<sup>th</sup> February, 2023;
- Fourth training is from 3<sup>rd</sup> – 7<sup>th</sup> April, 2023 and
- Fifth training is from 22<sup>nd</sup> – 26<sup>th</sup> May, 2023.

Participant(s) is free to choose when to attend. Fee for the course is **TZS 500,000/=** per participants to cover tuition fee, training materials, breakfast, lunch and certificate of attendance. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course. Payments must be deposited in Institute of Social Work **CRDB Bank using control number provided by the institute**. No cash payment is allowed at the Institute. Early confirmation and registration is highly encouraged and appreciated.

## 7. Contact persons

For more details, please contact the following course coordinator;  
Mr. Richard Mtokambali Haule: [r.haule@isw.ac.tz](mailto:r.haule@isw.ac.tz) 0754092887

Your cooperation is highly appreciated.



**Richard M. Haule**  
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