

UNIT NO 2

OCUPATIONAL INFORMATION ,PROCESS AND TECNIQUES

2.1 Process of guidance

2.2 Adjustative Guidance ,Identification of mal adjusted children and principle of dealing with them

2.3 Techniques of Guidance - Home visit , Interview ,Observation

2.4 Collection ,need sources and methods of classification of Occupational information

2.5 Job profiles

2.6 Job Satisfaction

2.1 Process of Guidance

Process of Guidance is deals with personal and Group Guidance .

1. Personal Educational Guidance
2. Personal Educational -Techniques
3. Group Guidance
4. Techniques of Group Guidance

Personal Educational Guidance

- Educational Achievements
- Characteristic of personality
- Attitude
- Aptitude
- Intellectual level
- Special psychological abilities
- Health and Educational Guidance
- Economic Condition
- Family Background

Techniques

1. Interview
2. Register the collective information
3. Psychological test

Group Guidance

Group Guidance is any group enterprises in which the primary purpose is to assist each individual in the group to solve his problems and to make his adjustment. JONES

समूह मार्गदर्शन म्हणजे कोणतीही सामुहिक कृती किंवा उपक्रम, ज्या मध्ये समूहातील प्रत्येक व्यक्तीला तिचे प्रश्न सोडवण्यासाठी सहकार्य करणे हा मुलभूत प्राथमिक हेतू असतो

Guidance in a groups situation usually is thought of as referring to those guidance service that are made available by school personnel to large or small groups of pupils --
-CROW AND CROW

समूहातील मार्गदर्शनाचा विचार करताना नेहमीच शाळेतील व्यक्तींनी विद्यार्थ्यांच्या मोठ्या किंवा लहान गटासाठी उपलब्ध करून दिलेल्या मार्गदर्शन सेवांचा संदर्भ दिला जातो.

Group Guidance - Types

- Subject Teaching
- Basic curriculum class
- School
- Special group
- Clubs

Objectives

1. to help to solve the problems of students
2. to help for self reliance
3. to create atmosphere for personal counselling

- Scope and problems of group Guidance
- Educational planning and project
- Society
- Luxurious time
- Employments opportunity
- Economic and vocational

Techniques of Guidance

- Home visit
- Interviews
- Observation
- Occupational information
- Case study
- Cumulative record
- Socio metric technique
- Questionnaire
- Rating scale
- Anecdotal

Home visits-----

1.Purpose of home visits

- a) Parents concern
- b) Teacher concerns

2.Initial visits

- a) Staff preparation
- b) Including purpose of visit
- c) Review child records , family history and cultural background
- d) Develop the tentative plan for visit
- e) arrival - 1.set the tone 2.During the visits
- f) Contains the aggression
- g) Concluding the visits
- h) Cancelled visits
- i) Suggestions
- j) Advantages
- k) Disadvantages of home visits

Interview-----

Definitions--

#” interview is an formal ,in - depth conversation conducted to evaluate the applicants acceptability”

समान उद्दिष्टासाठी दोन किंवा अधिक व्यक्तीमध्ये झालेली भाषिक किंवा अभाषिक आंतरक्रिया

Elements of interview

- a) Fix aim
- b) To develop rapport
- c) Its central
- d) Validity
- e) Knowledge about interview
- f) Face to face to communication
- g) Objectivity
- h) The process of interview

Purpose and functions of interview—

1. Face to face talk
2. To collect the information to the interviewee
3. To impart the information to the interviewee
4. To motivate the interviewee and enable him to take interest in himself
5. To help the interviewee ----educational, vocational ,.....problems and adjustments

Steps in interviews---

1. Preparation for interview —A) schedule B) physical setting C) Organising material D)pre-interview conversation E) establishing the rapport

2. Unfolding the problems

- a) Observation
- b) Listening
- c) Talking

3. Joint working the problem

- a) Sympathy c) personal reference d) non personal reference e) reference to counselee's words
- b) Assurance f) threat g)approval

4. Closing the interview

5. Evaluation and follow up --- subject matter covered during interview

- *Problem or reason for interview*
- *Previous work history*
- *Educational history*
- *Hobbies ,interest*
- *Family back ground and situation*
- *Social activities*
- *Physical condition*
- *Self evaluational personalities and abilities*

Advantages of interview---

- i. *It is natural like conversation.*
- ii. *It can be used as variety of purpose*
- iii. *It can be practice on illiterate person*
- iv. *Interview is relatively conduct*
- v. *It helps to counselee to understand himself and herself to solve the problems*
- vi. *It is most flexible and dynamic way of understanding the individual as whole*
- vii. *Face to face contact gives very useful clues about the client personality*
- viii. *It is mostly used in guidance*

Limitations / disadvantages -

- A. It is a subjective
- B. Time consuming
- C. It is place in an artificial situations
- D. It needs expert which are generally not available
- E. Sometimes it is difficult to interpret the result of interviews
- F. Degression may be takes place during the and spoil our results
- G. the personal bias makes the interview less reliable and valid
- H. The usefulness of an interview is less

Thank you

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect against the white background.





