

**KMC 1083: Basic Helping Skills
SEMESTER I, 2016/2017
Course Planning**

Week	Day/Date	Topic	Mode/Note
1	(Week 1) 5 th -11 th Sept 2016	Warm Up Session/Introduction <ul style="list-style-type: none"> • Ice Breaking • Course Outline • Course Planning • Assessment/Evaluation 	Briefing
2	(Week 2) 12 th -18 th Sept 2016	Unit 1 Effective Helper <ul style="list-style-type: none"> • Definition of helper • Types of effective helper • Helping process • Helping stages 	Lecture & Discussion
3	(Week 3) 19 th – 25 th Sept 2016	Unit 2 Model and Theories <ul style="list-style-type: none"> • Model and theories • Person Centred Theory • Cognitive Behavioural Therapy • DAISE Model 	*12 th Sept 2016 (Monday) Hari Raya Qurban (Eid Al-Adha) *16 th Sept2016 (Friday) Hari Malaysia
4	(Week 4) 26 th Sept - 2 nd Oct 2016	Unit 3 Helping Relationship <ul style="list-style-type: none"> • Helping relationship skills • Effective communication • Non-verbal cues communication • Verbal messages • Cognitive message 	*2 nd Oct 2016 (Sunday) Awal Muharram

5	(Week 5) 3 rd – 9 th Oct 2016	Unit 4 Helping Skills <ul style="list-style-type: none"> • Minimal response • Restate • Paraphrase • Clarify • Checking • Reflection • Questioning • Summarizing 	Lecture & Discussion
6	(Week 6) 10 th -16 th Oct 2016	Unit 5 - Ethics in Helping Process <ul style="list-style-type: none"> • Ethics : APA • Case • Intake • Establishing relationship • Rapport • Attending • Approaches • Phase • Closing 	
7	(Week 7) 17 th – 23 rd Oct 2016	Mid-Semester-Exam	Exam <u>Due Date:</u> Individual Assignment
8	(Week 8) 24 th – 30 th Oct 2016	Mid Semester Break	
9	(Week 9) 31 st Oct – 6 th Nov. 2016	Group Class Live Presentations (Group 1,2,3,4,5)	Presentation <u>Due Date:</u> Group Assignment

10	(Week 10) 7 th – 13 th Nov 2016	Group Class Live Presentations (Group 6,7,8,9,10)	<u>Due Date:</u> Reflection Journal & Group Short Video Presentation
11	(Week 11) 14 th – 20 th Nov 2016	Role Play	Role Play & Discussion
12	(Week 12) 21 st – 27 th Nov 2016	Role Play	
13	(Week 13) 28 th Nov - 4 th Dec 2016	Live Helping Session (Final Exam Evaluation)	Exam *12 th Dec. 2016 (Monday) Prophet Muhammad's Birthday
14	(Week 14) 5 th -11 th Dec 2016	Live Helping Session (Final Exam Evaluation)	
15	(Week 15) 12 th -18 th Dec 2016	Live Helping Session (Final Exam Evaluation)	
(Week 16) 19 th – 25 th Dec 2016		Revision Week *25 th Dec 2016 – Christmas (Sunday)	
(Week 17) 26 th Dec 2016 – 1 st Jan 2017		Final Examination Weeks	

- **Due Date for the Assessment Submission is:**
The Class Day on the required week, before 5.00pm, at the FCSHD Office
(Make sure it is endorsed with the date & time)