

## WORKING WITH PEOPLE

### CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
<b>WORKING WITH PEOPLE</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>Class XII</b>	<b>NIL</b>

### Learning Objectives

The learning objectives of this course are as follows:

- To inculcate values in strengthening knowledge and skills in field work practice learning
- To develop aptitude and attitude to work in the field
- To enhance skills of self-awareness, self-development, goal setting and time management

### Learning outcomes

At the end of the semester the students will be able to

- Develop a practical understanding of using different skills while working with individuals and groups
- Develop skills and competencies to work effectively in field settings
- Acquire understanding about self, goal setting, networking, and communication

## SYLLABUS

### Course Content

<b>Unit I: Developing Personal and Professional Self</b>	<b>(No. of hours)</b>
<b>Unit Description:</b> This unit will provide a conceptual understanding of Self-awareness and sensitivity. The students will learn about goal setting, time management and ethics in social work practice.	<b>3</b>
<b>Subtopics:</b>	
<ul style="list-style-type: none"> <li>● Understanding personal self and professional self.</li> </ul>	

<ul style="list-style-type: none"> <li>● Professional Ethics: Responsibility, accountability, loyalty, commitment, cultural sensitivity and competence.</li> <li>● Goal setting and time management</li> </ul>	
<b>Unit II: Planning for Field Work Practice</b> <b>Unit Description:</b> This unit will introduce the students to strategic learning plans required for field work, thematic modules for different target groups and importance of rapport building and communication while working in community.	<b>(No. of hours)</b> <b>4</b> <b>Weeks: IV-VII</b>
<b>Subtopics:</b> <ul style="list-style-type: none"> <li>● Preparation of Field work learning plans and strategies.</li> <li>● Rapport building, initiating dialogues and sustaining communication.</li> <li>● Thematic learning modules for targeted populations: Children, adolescent, youth and elderly.</li> </ul>	
<b>Unit III: Documentation in Field Work</b> <b>Unit Description:</b> This unit will focus on documentation and maintaining records while working with individuals, groups and communities. The students will also learn to develop community profile.	<b>(No. of hours)</b> <b>4</b> <b>Weeks: VIII-XI</b>
<b>Subtopics:</b> <ul style="list-style-type: none"> <li>● Case records</li> <li>● Group work records</li> <li>● Community profile</li> </ul>	
<b>Unit IV: Application of Skills and Techniques</b> <b>Unit Description:</b> This unit will introduce various skills and techniques required in understanding self and mobilising support.	<b>(No. of hours)</b> <b>4</b> <b>Weeks: XII-XV</b>
<b>Subtopics:</b> <ul style="list-style-type: none"> <li>● Understanding Self: Johari Window</li> <li>● Strength and Weakness- SWOT Analysis</li> <li>● Mobilising Community Support: Networking, Advocacy and Public Relation</li> </ul>	

**Practical component (if any) – Unit III & IV application based**

**(30 hours)**

### **Essential readings**

- Datar,S. et al. (2010). Skill Training for Social Workers: A Manual. New Delhi: Sage Publications
- Kumar, S. (2002).Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
- Nair,R., Juvya,S., & Nadkarni,V. (2020). Field Instructions in Social Work Education, The Indian Experience. Routledge India.
- Subhedar, I. S. (2001). Field Work Training in Social Work. New Delhi: Rawat Publications.

- Trevithik, P. (2000). Social Work Skills: A Practice Handbook. Buckingham, Philadelphia: Open University Press.
- Verma, R.B.S. & Singh, A.P. (2013). Standard Manual for Field Work Practicum in Social Work. Lucknow: New Royal Book Company.

### **Suggested readings**

- NAPSWI. (2016). NAPSWI's Code of Ethics for Professional Social Workers in India. New Delhi: National Association of Professional Social Workers in India

### **Examination scheme and mode:**

Evaluation scheme and mode will be as per the guidelines notified by the University of Delhi.