

## **Abstract**

Following bachelor's thesis is devoted to methodological aspects of the career counseling. It deals with the terminological discussion of counseling-related concepts and its areas of application in the context of adult education. The thesis is focused on a counseling process, structure, tools and specifics in career counseling. It provides an analysis of wide range of counseling tools from basic counseling techniques to specific digital and complex means. Practical implementation of the tools is illustrated with a case study within which two counseling programs for the long-term unemployed are compared.

## **Keywords**

Counseling, guidance, counseling in further professional education, career guidance, counseling process, counseling tools