

Training on Counselling Practices

TO THE STAFFS OF
SIVA TRUST

COUNSELLING



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Introduction

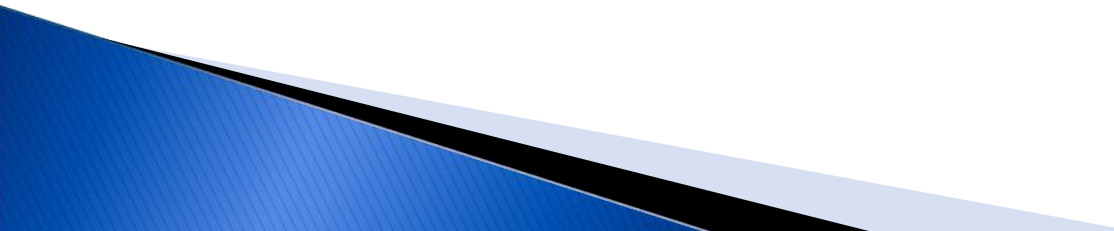
- ▶ Counselling is considered to be the most intimate & vital part of the guidance program. Counselling is as old as society itself. In every day life, we find, counselling goes on at many levels in a family setup, in other words, there is no limit to the problems on which counselling can be offered to the type of person who can render this help.

COUNSELLING

Counselling is a confidential dialogue between a client and counsellor aimed at providing information and behavioural change.

Counselling is the opportunity to talk with a professionally trained counsellor who can offer support, advice and new perspectives on your issues.

Types of counselling

- ▶ Individual Counselling
 - ▶ Group Counselling
 - ▶ Medical Counselling
 - ▶ Psychological Counselling
 - ▶ Family Counselling
 - ▶ Pair Counselling
 - ▶ Community Counselling
 - ▶ Pre-Post Marital Counselling
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The Six Step Process for Counselling

Step 1
Connect



- **Make first contact.**
- **Communicate appropriately.**
- **Establish trust and confidentiality.**

STEP 2
Reassure

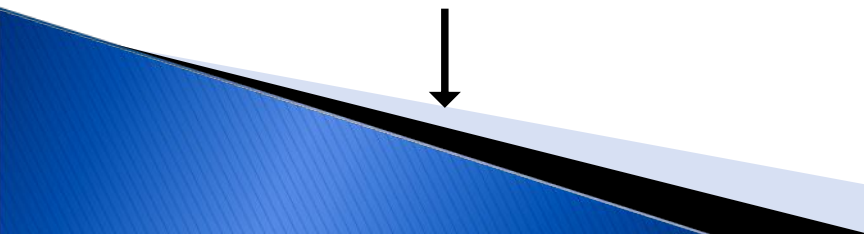


- Be a calming influence.
- Minimize feelings of insecurity.
- Provide accurate information
- Refer to appropriate services.

STEP 3
Stabilize



- Help clients to understand their own reactions.
- Recognize the signs of severe distress.
- Refer to specialists if necessary.



STEP 4
Address Needs
and Concerns



- Gather accurate information.
- Clarify the client's concerns.
- Formulate possible solutions to problems.
- Provide practical assistance to meet needs.



STEP 5
Provide Support



- Help rebuild social networks.
- Encourage clients to seek external support.
- Assist in overcoming 'support obstacles'.

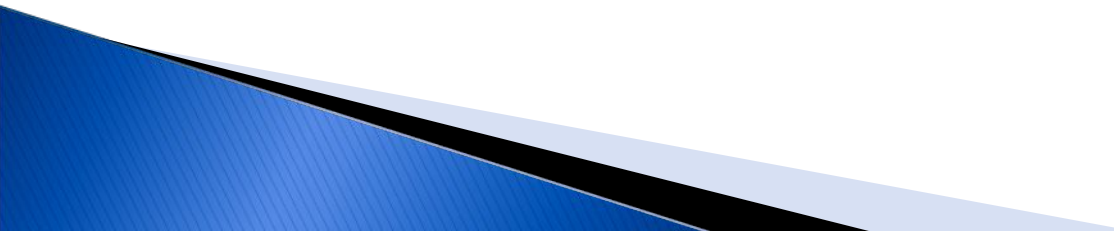


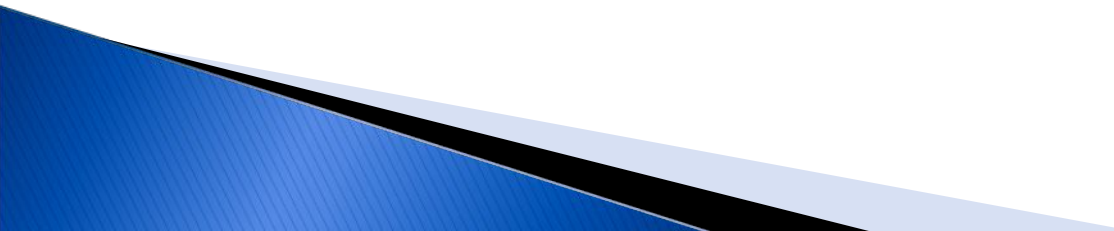
STEP 6
Facilitate Coping

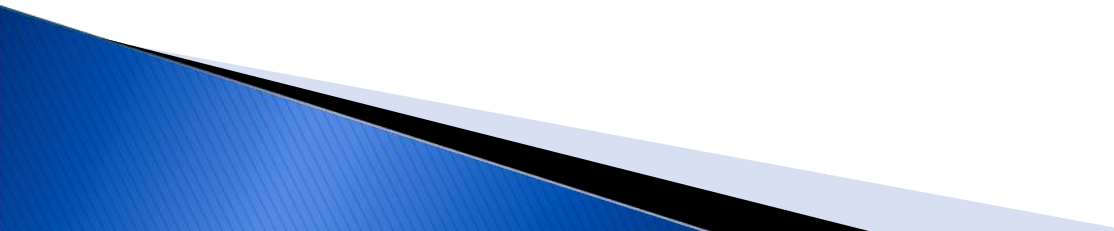


- **Raise awareness of positive coping skills.**
- **Enable clients to identify negative coping.**
- **Help clients to manage anger.**

Limitations of Counsellor

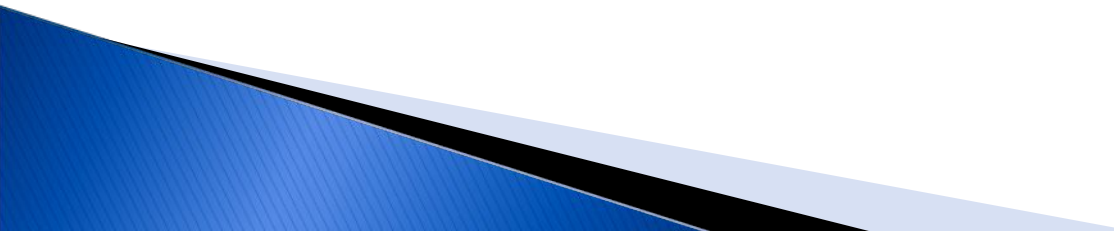
- ▶ A Counsellor offers professional service to anyone regardless of, religion, sex, political affiliations, social or economic status or choice of life style.
 - ▶ A Counsellor Will not accept or offer any gift articles, some other recommendations
 - ▶ A Counsellor will not use his or her counselling relationship to promote personal or business loyalties or interest.
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- ❖ A Counsellor will not attempt to diagnose, prescribe for, treat or advice on problems outside the recognized boundaries of that counsellor 's competence
 - ❖ The essential obligation of counsellor is to respect the integrity and protect the welfare of persons with whom they are working
 - ❖ A Counsellor should not break the confidentiality to convey the clients information by oral and written way.
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- ❖ A Counsellor shall not misuse any client relationship for personal gratification, love, sibling relationship and sexual contact
 - ❖ It is unethical to use undue persuasion to attempt to enforce the acceptance of any counselling services to any individual.
 - ❖ A Counsellor should not take any notes in front of the client.
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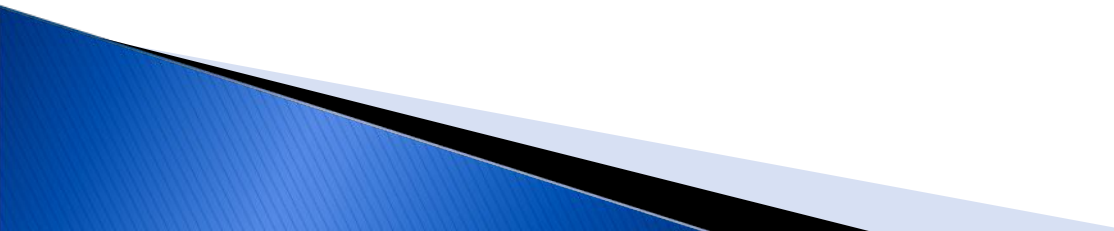
Basic counselling skills

1. RELATE TO THE CLIENT

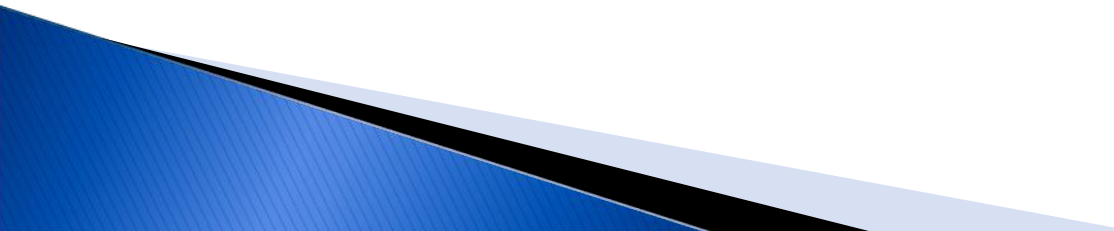
- ▶ Your greeting will be key to making people feel comfortable sharing critical information with you.**
 - ▶ Explain confidentiality to the client.**
 - ▶ Explain your role to the client.**
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2.Observe the client

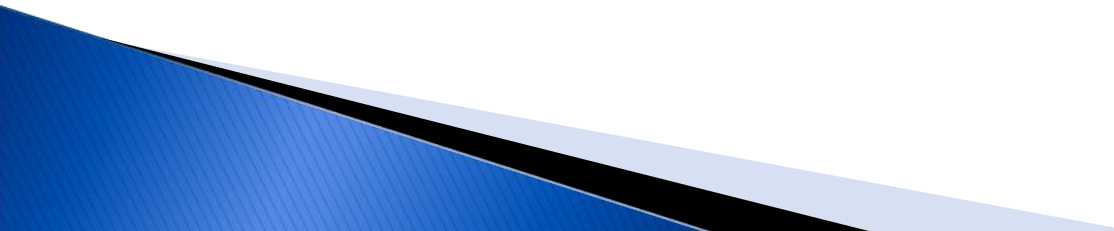
- ▶ Calm down and orient emotionally overwhelmed or distraught individuals. Interact in a non-invasive but compassionate way. Each client is a different client.**
 - ▶ Beware of non-verbal behaviors (facial expressions, physical appearance, body movements) as they may provide valuable clues about how the client is feeling.**
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- ❖ **Ask questions, listen, and respond to each client's own needs, concerns, and situation.**
 - ❖ **Support the client in acknowledging their coping efforts and skills so far.**
 - ❖ **Empower the client by having them take an active role in their recovery.**
 - ❖ **Use clear and simple language; no slang.**
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3. Empathize with the client

- ▶ You empathize with a client when you are able to put yourself in their shoes. Ask yourself questions like: “How would I feel in this situation?” You are deliberately choosing to look at things from client’s perspective NOT yours.**
 - ▶ It is the most important aspect in building a relationship with a client.**
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❖ By being empathetic you are able to communicate that you accept the client's experiences and feelings (not that you necessarily understand it).



Basic counselling skills to be used with children

- ❖ Introduction to skills in counselling children in local context.
- ❖ Counselling environment and misc
 1. The Counseling place
 2. Counsellor's appearance
 3. Visual attraction / disturbance
- ❖ Connection
 1. How to create the sparks between counsellor and child?
 2. Tricks up the sleeves

❖ Subtle and keen observation

1. General observation
2. Behaviors / Motor skills / Play skills
3. Intellectual / thinking / Speech and Language Processes
4. Child's relationship with counsellor

❖ Active listening

1. Body language
2. Creative use of minimal responses
3. Reflection of content / feelings
/content and feelings
4. Summarizing
5. Is the child telling the truth?

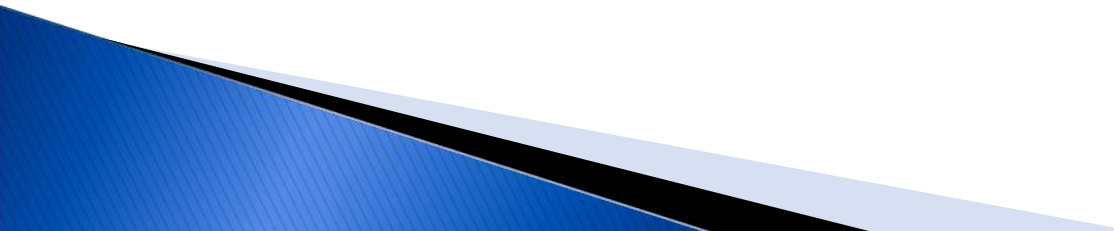
- ❖ Leading and guiding the child in revealing inner feelings.
 1. Heighten use of observation and active listening
 2. Asking questions – open and closed questions / to raise awareness
 3. Use of statements to raise awareness of important issues
 4. Use of media
- ❖ Dealing with Self concept and Self-destructive beliefs
 1. How self concept affects a child
 2. How self destructive beliefs affects a child
 3. Challenging self-concept and self-destructive beliefs as a counsellor

❖ Termination of counselling process

1. Is Termination final?
2. Forewarning
3. Observation of termination signs
4. Long term / short term review
5. Aftermath feelings of Counsellor

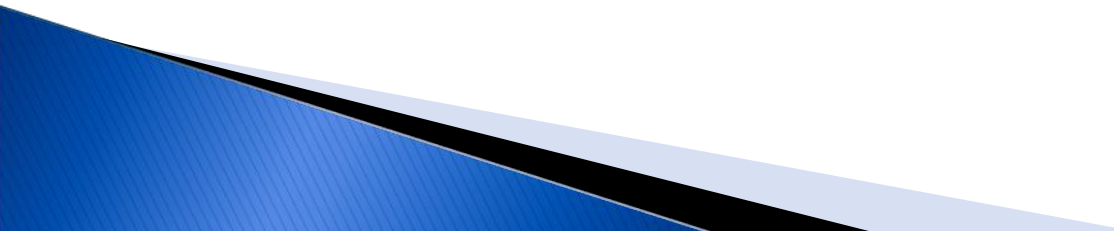
Qualities of a counsellor

1. INTERPERSONAL RELATIONSHIP

- Acceptance
 - Friendly nature
 - Gets along with others
 - Sympathetic understanding
 - Sincerity
 - Tactfulness
 - Respect clients abilities & needs
 - Attentive listener
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2. PERSONAL ADJUSTMENT

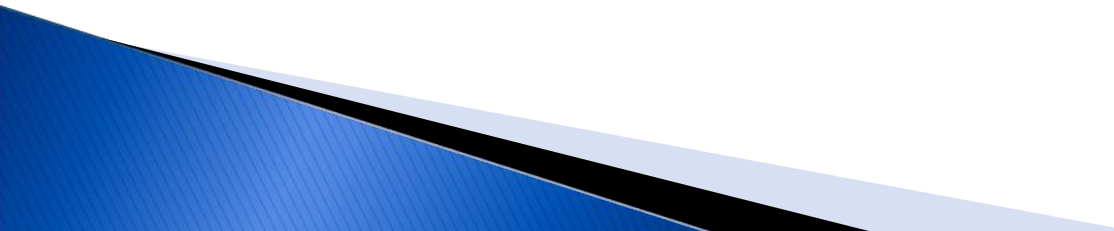
- Shows matured behavior
 - Maintain emotional stability
 - Aware about one's limitation
 - Mentally sound & healthy
 - Highly cultured social interests
 - Ability to work with people
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3. LEADERSHIP

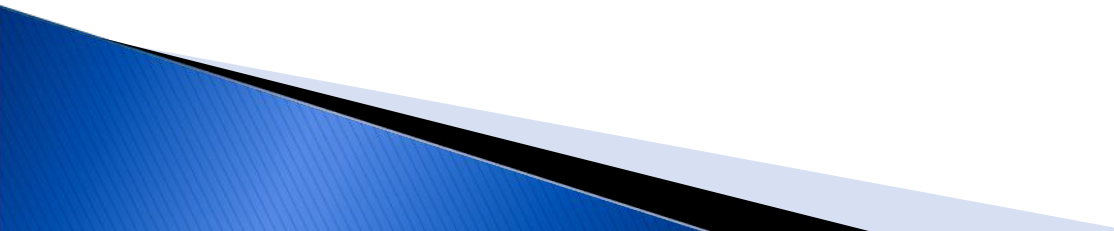
- Ability to stimulate & lead others
- Reinforce important information
- Genuine

4. HEALTH & PERSONAL APPEARANCE

- Pleasing voice
 - Pleasing appearance
 - Honesty
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The main steps in the counselling process are:

- ▶ To help clarify the problem
 - ▶ To identify options open to you in the situation
 - ▶ To work out what you hope to achieve
 - ▶ Identify ways to achieve this goal
 - ▶ Provide support and advice as you work towards your goal.
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Conclusion

conclusion

- ❖ Counseling is a way of working with people who have reached a crisis in their lives. This can take in many forms either relationship difficulties , lack of self esteem, mental health problems etc. Counseling is a way to help you find your own way to lead a more satisfying and fulfilling life