

### INTRODUCTION

We are frequently put in a position of being responsible for any situation and also for supporting the people involved. It is vitally important by systematically developing the skills in counseling, Over the four days participants will be coached to make use of techniques in this course to develop and tone their approach for real life application. Once mastering the counseling techniques, participants will be ready to take your skills to the next level in helping others reach their full potential for success and satisfaction.

### LEARNING OBJECTIVES

On completing this program, participants will:

- The dynamics of counselling practice
- Developing skills in areas such as listening, building trust, raising awareness, questioning, responding and probing
- Ethics in Counselling
- Adopt the characteristics of great counsellors
- Self manage in a challenging situation
- Strategies to understand and handle the language of inner troubles

Methodology:

- Accelerated Training Approach- *Learning Design Re-patterning*
- Problem Based Learning
- Role-Play and Activity
- Case Scenario Analysis

### COURSE OUTLINE

#### Explore the principles of counseling into action

- What is Counselling
- Laying the rules of ethical counseling
- The 3 considerations for applied counselling
- Emotional Investment
- Transference & Counter-Transference

#### Understanding Human Behaviour

- How others affect us
- Problems of Healthy people – Mental Blocks
- Resistance vs Reluctance
- Context of anxiety & fear
- OCD (Obsessive Compulsive Disorder)
- Stressed Clients
- Depressed Clients

#### Our Approach to others

- How we affect others
- Keeping focus – Staying Objective not Subjective
- Clarifying Goals & Objectives for counseling- *“Begin with the end in mind”*
- Making Initial connections
- Understanding your persona
- Vibrations of non-verbal cues
- Developing your listening & succeeding skills
- *“Windows to the soul”*
- Putting your point forward with positive impact
- Defensive Approach
- Assertive Approach
- Charting your process

#### Insight to the Expective Strategy and Interventions

- The Flipside Technique
- What Style Are You?
- Test Your Inert Potential
- Creating a Positive Belief System
- New Behavior Generator
- Expand Your Professional Development
- Balance Your Life!
- Thinking excellence is forever
- Your Action Plan

#### Self care for Pre & Post Counselling

- Perceptual Positioning
- Peripheral visioning
- Innovative Meditation
- Steps to manage counselling stress

# Effective Counselling Workshop

## By Praga



Decide with Confidence

### ABOUT THE TRAINER – MR PRAGA

Praga is a highly interactive and innovative trainer, whose work is mainly based on research and applied knowledge from extensive experiences in benchmarking organizations best practices. His training uniqueness comes from his Accelerated Training Approach which is built on Learning Design Re-patterning Model™ known by many to be entertaining, refreshing, yet filled with success formulas.

Praga is the co-founder of Accelerated Training Approach built on Learning Design Re-Patterning™ Model and a Fellow Member with the Institute of Therapies Management (London).

He holds a Degree in Business and several Diplomas in Psychology and Psychotherapy and a Masters in HRM & Organizational Psychology. He's also a:

- Certified Master Trainer in Psychotherapy
- Certified ATA Master Trainer
- Certified Psychometric Profiling Trainer
- Certified Trainer in Applied Counselling
- Certified Stress Management Trainer
- Certified NLP Master Practitioner
- Certified Master Life Coach
- Certified Behavior Management Specialist.

Praga is the only Singaporean to be certified as a Master Trainer with the Institute Therapist Management of London researching on Human Behavior. Praga travels extensively while working with many supporting partners globally. His expertise in training management are vast and some to name were in developing organizational framework, managing training initiatives, product/course development and customization, training facilitation and conducting needs analysis. teambuilding, among others. She has also worked with the Workforce Development Agency of Singapore to develop training content for the Employability Skills System.

# Effective Counselling Workshop By Praga



Decide with Confidence

**Date:** 25<sup>th</sup> & 26<sup>th</sup> February 2010, 9am – 5pm  
**Venue:** Amara Hotel Singapore

**Fee:** [ ] S\$640 for D&B Subscriber [ ] S\$720 for Non-subscriber  
(Includes materials, refreshments and lunch)

- Approved for SDF Funding (eligibility criteria apply) – Applicable only for Cheque/GIRO payments
- Up to S\$4 per training hour SDF funding for SMEs (eligibility criteria apply)
- Up to S\$2 per training hour SDF funding (eligibility criteria apply)

**EARLY BIRD – Fax in your registration before 25<sup>th</sup> January to receive a 10% off regular fee  
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee**

**Fax the completed registration form to 6778 3853**

## Participant(s) Information

**Name 1:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 2:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_  
**Name 3:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Company's Information

**Name of Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **(Postal Code)** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Liaison Officer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **(DID):** \_\_\_\_\_

## Payment Information

[ ] D&B subscription units (Account no: \_\_\_\_\_)  
[ ] \* Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*  
[ ] \* VISA [ ] Mastercard [ ] Amex  
**Card no:** \_\_\_\_\_ **Expiry date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ *(\*GST applies for cheque & credit card payment)*

## Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company
4. D&B reserves the right to change venue due to unforeseen circumstances.