

1st lesson Effective counselling process steps (Part one)

All consultants want to establish long-lasting relationships with their clients. To achieve that goal, consultant must provide accurate counseling for study broad decisions. You should be willing to put your clients' interests ahead of your desire to collect commissions. Providing misleading information just to get prospective clients to sign up for your service is unethical, something consultant avoids. It will prove counter-productive in the long run.

How do you ensure effective counseling?

To become effective a counselor needs to:

- Listen actively and attentively to build rapport
- Ask clients about their interest and background.
- Maintain a sense of timing as to when to use directive and non-directive counseling.
- Plan, coordinate, and organize the session. Determine the best time to conduct the session.
- Conduct the session using sincerity, compassion, or kindness. This does not mean you cannot be firm or in control.

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Questions about the passage:

- 1- What is the importance of listening during the counseling process?
- 2- What aspects of the client's background should the counselor be most concerned with?

A short paragraph:

write a paragraph not exceeding five lines explaining how the client's problem can be identified.

Exercises:

- 1- give the opposite of the following words: «**unethical** »; «**misleading**» ; «**accurate**»; «**sincerity**»; «**avoid**»
- 2- Use the underlined words in correct sentences (the content must relate to psychology or education).
- 3- Give another title to the text

Answers should be sent to : mansouriabd@yahoo.fr