

Some Important steps in counseling process:

- Identify the problem and make sure that you really know the problem.
- Analyze the forces influencing the behaviour and determine which of these forces you have control over which of the forces the employee has control over.
- Determine if the force has to be modified, eliminated, and enforced.
- During the session, determine what the patient (employee , student...) believes causes the counterproductive behaviour, and what will be required to change it.
- Using all the facts and make a decision or a plan of action to correct the problem. If more counseling is needed, set a firm date and time for the next session.

Questions about the passage

- Answer each of the following questions in less than 40 words:
 - 1- How is it so necessary to identify the client's real problem?
 - 2- What are the forces that are likely to have an impact on the client's life?
 - 3- What precautions counselors should take before making any final decision about the counseling program?
- Use the following expressions in correct sentences:
«have control over»; «make sur that »; «determine what »;«what will be».; «has to be»
- Give a synonym to the following:
«influencing»; «modified»; «believes»; «firm»; «required »;
- Write a short comment on the text and what can be added to it?