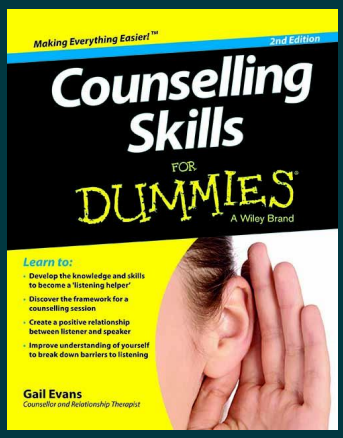
WILEY



Counselling Skills for Dummies, 2ed

By Gail Evans

Paperback 9788126545346 ₹429.00

Pages: 352

Description

Whether you are considering becoming a counsellor, have to provide some form of counselling as part of your job, or are simply interested in communicating well, Counselling Skills For Dummies provides the perfect introduction to the practical basics of counselling. Starting with a thorough guide to the qualities, knowledge and skills needed to become a ˜listening helper', the book goes on to provide a framework for a counselling session, helping you to successfully manage a potentially daunting process.

Counselling Skills For Dummies, 2nd Edition:

• Illustrates how you can create a positive relationship between listener and speaker

• Teaches you how to structure a helping conversation

• Explains how asking the right questions are important to the progression of the relationship between speaker and listener

• Shows how you can better understand yourself, which is a crucial step in ensuring that you break down your own barriers to listening

About the Author

Gail Evans

Gail Evans is a BASRT (British Association for Sexual and Relationship Therapy) Accredited

Table of Contents

Introduction

Part I: Focusing on Yourself First

Chapter 1: Introducing Counselling Skills

Chapter 2: Understanding Yourself through Personal Development

Chapter 3: Taking Care of Yourself

Chapter 4: Maintaining Good Practice

Part II: The Listening Helper

Chapter 5: Being a Listening Helper

Chapter 6: Qualities, Skills, and Knowledge for Listening

Chapter 7: Recognising Your Own Barriers to Listening

Part III: Structuring a Helping Conversation

Chapter 8: Establishing a Helping Relationship

Chapter 9: Stage One: Beginning the Discussion

Chapter 10: Stage Two: Deepening Understanding

Chapter 11: Stage Three: Working with Action and Endings

Part IV: Understanding People and Problems

Chapter 12: Being Prepared for Common Personal Problems

Chapter 13: Understanding People from a Social Perspective

Chapter 14: Understanding Individuals from a Psychological Perspective

Part V: Handling Challenges

Chapter 15: Coping with Different Types of Helping Conversations

Chapter 16: Dealing with Difficulties

Part VI: The Part of Tens

Chapter 17: Ten or So Key Counselling Skills

Chapter 18: Ten Resources for Improving Your Counselling Skills

Chapter 19: Ten Great Counselling Books

Part VII: Appendixes

Appendix A: Case Studies and Discussion

Appendix B: Becoming a Counsellor

Index

To purchase this product, please visit:
https://www.wileyindia.com/counselling-skills-for-dummies-2nd-ed.html

Scan to buy