

Nadine  
Couldn't get hold  
of you so get this appointment.  
Hope it's ok. If not  
let me know.  
Hope you're feeling better  
Bob M.

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SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: COUNSELLING SKILLS II  
Code No.: CCW 409-2  
Program: CHILD CARE & ADOLESCENT WORKER  
Semester: FOUR  
Date: JANUARY 16, 1984  
Author: BOB METCALFE

New: \_\_\_\_\_ Revision: ↓

Approved: N Koch \_\_\_\_\_  
Chairperson Date

Counselling Skills II  
COURSE TITLE

CCW 409-2  
COURSE CODE

Instructor: Bob Metcalfe  
E465  
949-2050, ext. 293

Times: Monday evenings - 6:30 - 9:30 p.m.  
January 16th to April 9th

Prerequisite: Counselling Skills I

Nature of Course: As a follow-up to Counselling Skills I, this course is designed to promote further exploration of dimensions of helping. New skills in influencing and directing clients toward identified goals will be built onto the existing framework of attending skills. Both client-centred skills and directive dimensions are examined.

The focus on the student's self-awareness and skill development will be central to this course. Students must be willing to take personal risks in this course - however, it is not a therapy group for the participants.

Practicums and self-directed learning with video feedback will be featured.

Objectives:

1. Solidify skills in attending behaviour.
2. Develop skills in various dimensions of influencing behaviour.
3. Develop skills in analysing and evaluating counselling behaviour (i.e. "reading" behaviour).
4. Develop skills in self-perception, self-awareness and values clarification.
5. Develop an ability to integrate skills into a unified approach in helping and counselling.
6. Develop an eclectically-based, theoretical framework for counselling (Egan).
7. Integration of skills of self-directed learning.

Learning Resources:

Provided by the College - VTR equipment, facilities  
- LRC, etc.

Provided by the students:

1. Egan, G. The Skilled Helper. Monterey, Calif: Brooks-Cole, 1975 (2nd ed.)
2. Evans, D., et.al. Essential Interviewing. Monterey, Calif.: Brooks-Cole, 1979.
3. Audio - cassette recorder.
4. 3-ring binder

Methodology:

- a) There will be several "streams" of study including:
  - i) Assigned readings and exercises from and related to the required texts.
  - ii) Group and individual activities and exercises in self-awareness and attitude/values clarification.
  - iii) Activities and exercises in the skills and dynamics of individual and group counselling interactions, processes and goals.
  - iv) Video-based study program, including pre-programmed video demonstrations, and use of the video-recording equipment for the student to practise, evaluate and demonstrate their developing skills.
- b) Some activities will involve total class participation, but for much of the course, the class will be subdivided into a number of smaller study groups. (Approx. 6-7 students in each study group).
- c) Each study group will have its own schedule of activities and events in order to maximize the use of time, space and equipment.
- d) Much of the work done by the study groups must be self-directed as the instructor will be working with one group at a time. To facilitate this, each group will have a "facilitator" or leader assigned for each activity/exercise (on a rotating basis).

- e) Each 'facilitator' will have complete instructions for each activity he/she is leading and will be evaluated by his/her study group and the instructor on his/her performance as group leader.
- f) The schedule for each study group will work out to a minimum of 30 hours of exercises and activities in the classroom. (There will be considerable out-of-class requirements). The total time allotted for the course will exceed that 30 hour time, so it is possible that a study-group might not be in actual attendance for all of the allotted course hours.
- g) Attendance and participation are crucial and mandatory. Because of the total time available, there is no reason for a student not to take part for the required minimum of 30 hours.
- h) It is absolutely vital that each study group work effectively as a unit. This is not to imply that there will not be conflict, dissension or differences among the group members. However, it is essential that the group work together to recognize, accommodate and resolve those differences. Success in this program will depend on reciprocal effort, investment, sincerity and participation.
- i) RULES REGARDING CONFIDENTIALITY APPLY AT ALL TIMES.

Anyone not adhering to the rules of confidentiality will not be permitted to continue participating in the course activities.

#### Requirements:

##### 1. A Counselling Notebook and Journal

- a) The Notebook section will include completed counselling notes and exercises.
- b) The Journal section will include:
  - Value clarification exercises and evaluations.
  - Activity self-evaluations
  - Feedback evaluations.
  - Final Summary of Personal Gains and/or Losses.

(More details will be provided regarding the Notebook & Journal contents, requirements and due-dates.)

- c) The Notebook/Journal will be graded by the instructor

2. Group Video Project

Each study group will prepare a video-tape presentation to demonstrate (to the entire class) a number of counselling skills and practices. (to be assigned by the instructor)..

(More details regarding this video-tape will be provided at a later date)

The group video project will be presented to the entire class and will be evaluated/graded by both the class and the instructor.

15%

3. Audio-Tape Counselling

a) Each student will submit a taped counselling session (audio) of 20-40 minutes.

b) Tape to be with anybody except a CCW student. The student helper should endeavour to appropriately use the skills studied to date.

Thus, there should be elements of what Egan calls "exploration" and "understanding" reflected in the helping session. Goal setting could be one aim, but whether the helper actually works on the "action" stage is optional.

So, try to find someone who will let you work with them!

Audibility is crucial.

Absolute confidentiality is expected.

c) The due date will be provided later.

15%

4. Audio-Tape Critique

Each student will be required to 'critique' the audio-tape counselling submission of another student. The content and form of this critique will be provided at a later date.

5%

5. Test

The date and form of the test will be provided later.

15%

6. Participation

Please note the comments regarding participation above (Methodology). Among the factors considered in arriving at a grade for this component will be:

- a) Attendance
- b) Effort in all activities/exercises/requirements.
- c) Performance in all activities/exercises/requirements.
- d) Professional attitudes and approaches to the course components.
- e) Peer and Instructor evaluations.

35%

7. Note:

A STUDENT MUST COMPLETE AND PASS EVERY MAJOR REQUIREMENT OF THIS COURSE IN ORDER TO PASS THE WHOLE COURSE.

8. Major Course Requirements & Grading

- 1) Notebook/Journal 15%
- 2) Group Video Project 15%
- 3) Audio-Tape Submission 15%
- 4) Audio-Tape Critique 5%
- 5) Test 15%
- 6) Participation 35%