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from leading skills expert richard nelson jones this third edition remains the most accessible and practical introduction to the basic counselling skills essential for the helping professions steeped in vivid case examples experimental activities and therapeutic dialogue this book provides a thorough step by step guide to the subject working through each stage of the helping process the key skills covered include starting structuring and summarizing the helping process active listening offering challenges and feedback facilitating problem solving improving clients self talk rules and perceptions coaching demonstrating and rehearsing managing resistance and changing referrals conducting middle sessions and terminating help accessible practical and concise this bestselling

book also discusses ethical issues and dilemmas multicultural and gender aware helping providing a master class for anyone using counselling skills in the course of their work

this practical bestseller from leading expert richard nelson jones introduces the essential counselling skills for the helping professions now in its fourth edition it guides you through the key skills for helping work across a range of settings such as counselling nursing social work youth work education and many more it explores 17 key counselling skills including asking questions monitoring facilitating problem solving negotiating homework each chapter describes a particular skill illustrates it using clear case examples across a range of settings and then helps you consolidate and practise what you ve learned through a set of creative activities further chapters cover professional issues including a new chapter on managing crises and chapters on ethical dilemmas supervision working with diversity and more

basic counselling skills for teachers provides teachers and school staff with an accessible guide and easy to apply skills to providing counselling to students in a school setting it looks at what counselling is and what it is not how to recognise that a student may need counselling creating the right environment and maintaining confidentiality throughout the book tim dansie provides case studies and strategies for teachers that will help them to encourage students to open up and talk whilst having a model to follow outlining a solution focused counselling approach it includes easy to understand chapters on counselling for grief bullying anger anxiety depression friendships career guidance technology addiction concise and practical this book is essential reading for teachers who want to develop their counselling skills and be able to confidently support students in many of the challenges they face on their journey through school

this book is a superb reference for counselling skills trainers and students it presents practical key skills that are described and discussed clearly and concisely dr margaret e smith programme leader university of derby this third edition interestingly adds two relevant sub themes to its impressive range of subject matter the text offers a sound practical and accessible introduction that serves to ground the purpose application and practice of counselling skills gerry skelton social work and counselling educator trainer and practitioner introduction to counselling skills third edition is designed to help readers acquire and develop the counselling skills key to effective helping relationships using an easy to follow three stage model richard nelson jones details each stage in the helping process using examples to demonstrate counselling skills in a variety of contexts showing how skills work in practice and the diversity of issues they can help to address this book covers what counselling skills are improving listening skills assessing feelings thinking and communication improving thinking skills and communication skills conducting sessions ethical issues for the third edition introduction to counselling skills has been fully updated adding new material on relaxation techniques and managing crises combining a clear explanation of skills with a host of practical activities this is the ideal text for introductory courses in counselling skills counselling and other professional areas including health care management education and social work richard nelson jones is a fellow of the british psychological society and of the bacp he divides his time between london and Chiang Mai Thailand

for anyone in a caring facilitative or managing role counselling skills provides a uniquely comprehensive accessible and practical guide to interpersonal helping it introduces a way of working that

is both focused and personalised tailored to an individual client s specific goals and preferences the book will be invaluable to anyone who wants to help others deal with their problems mick cooper university of strathclyde uk not everyone possesses the skills required to ensure that professional communication is compassionate and supportive but the skills can be learned and this book on counselling skills provides just the resource needed its authors have the experience as practitioners and teachers to imbue the text with wisdom derived from life academia and counselling the book is carefully crafted and beautifully written it includes exercises and examples that enhance learning it is comprehensive and completely relevant for anyone who seeks to use counselling skills competently in their work professor sue wheeler university of leicester uk the book offers a sound and accessible introduction for anyone considering formal counselling skills training as a bereavement counsellor i will gladly keep a place for this book on my bookshelf as it offers a useful refresher in basic skills i would certainly recommend it to colleagues within pastoral caring roles and other caring professions sally smith counselling psychology student at the university of wolverhampton uk this bestselling book is designed to help counselling trainees acquire and develop the skills and techniques needed to have therapeutic impact with their clients it also provides those in the helping professions with an easy to follow model of embedded counselling that provides tools and strategies for offering counselling relationships within a diversity of work settings the new edition is thoroughly revised and features nine new chapters addressing such topics as an a z of practical counselling skills dealing with difficult relationships issues caused by cultural diversity or life transitions and issues in loss and bereavement the book also covers key counselling skills such as caring listening questioning and reframing reflection attunement to a client challenging and giving advice building a counselling relationship developing understanding of clients issues resolving difficult feelings and emotions ethical principles of counselling practice working together to change behaviour counselling skills 2nd edition is packed with exercises and information on recent studies to help readers relate theory to their own practice written in an accessible engaging style with numerous case examples this book is suitable for students taking courses or modules in counselling skills counsellors in training and any professionals who may provide counselling support within their roles including teachers doctors community workers social workers and nurses

this book is a comprehensive easy to read introduction to personal counseling written for professional and volunteer counselors and those who train them the chapters describing basic and more advanced counseling skills are arranged in a sequence that is particularly suitable when teaching student counselors to learn and practice using these skills for the first time the authors adopt an integrative approach that allows the reader to learn understand and use skills taken from major counseling approaches and to integrate these into a sequential process that maximizes the possibility of facilitating change in the client of considerable value for new counselors are those sections of the book that describe the fundamental principles of the counseling relationship and explain the theories of change applicable to the various approaches to counseling unique features include a highly practical integrative approach to counseling discussion of the specific skills required for success practical suggestions on ways to learn and develop new skills ways of managing particular situations involving angry depressed grieving and suicidal clients an understanding of the role of a counselorocos supervisor information on practical issues such as keeping records arrangement of the counseling room and ways to look after yourself as a counselor plus practical information on issues of confidentiality and professional ethics additionally there are numerous examples of useful dialogue to illustrate real experiences of and for use in counseling situations including key statements that are highlighted throughout the book for ease of reference this text will serve as a valuable resource for workers in a wide variety of helping professions where counseling skills are

useful such as psychology social work welfare work medicine nursing education and human services

this is a very practical book to support learning and application of communication and basic counselling skills in the wide range of services which offer information guidance support and advice the book enhances the value of even the shortest exchange by showing how essential skills of attention reflective listening and positive use of communication skills support a helping and respectful approach to clients the second edition has been revised to take into account technological developments such as email counselling and the growth of q a on the internet including chat and support groups

provides information for skills development and examples of counseling situations to assist lay counselors living in inuit communities

trust this bestselling resource to provide you with the clearest introduction to the major approaches in counselling written by expert counsellor and bestselling author margaret hough this textbook provides the clearest overview and introduction to the subject it covers the major approaches to the field how they interrelate and how you can put them into practice suitable for a wide range of qualifications from foundation courses to higher education it will help you to understand the nature of counselling the skills you will need to develop and how to overcome the challenges you might face in this rewarding profession this new edition now in full colour provides up to date research on topics such as ethics in counselling and the importance of both supervision and person centred care in residential and hospital settings navigate your way easily with the book s clear language and structure translate theory into practice with realistic case studies exercises and other useful features develop your knowledge with extended coverage of cognitive behavioural therapy brief therapy and online counselling further your understanding with expanded coverage of working with younger clients counselling for trauma and disaster and psychodynamic theories

a practical book to support learning and application of communication and basic counselling skills in the wide range of services which offer information guidance support and advice the content and approach are suitable for professionals within caring services health education and social welfare in face to face interactions and in offering information and help over the telephone the book enhances the value of even the shortest exchange on the telephone by showing how essential skills of attention reflective listening and positive use of communication skills support a helping and respectful approach to clients

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