

# Certificate in People-Helping Skills

## A 2-Day Orientation Programme On Counselling & Life Skills Management

### COURSE OUTLINE

#### Day 1 - An Overview of Counselling

1. Counselling Skills & Practice:
  - Self Awareness in Counselling:
  - Understanding Clients
    - *Exploring Clients' Personal Values, Perceptions and Openness*
2. Interpersonal Helping Skills & Crisis Intervention
  - Managing Counsellor-Client Relationship Process - Resistance & Transference
  - Rapport-Building Process In Counselling Interviews
  - Principles of Empathetic Responding



#### Day 2 - Dynamics of Counselling

1. Emotional Quotient (EQ) & Family Dynamics in Social Services Settings
  - Basics of Emotional Intelligence
  - Three Dimensions of Self-Orientation
    - *Cognitive, Emotive & Affective*
  - Emotional Components of EQ Harmony
2. Understanding Personality Types in Helping Relationships
  - Understanding Personality Preferences & Dynamics
  - Establishing Effective Relationship Management

Date : 2 days (Friday & Saturday)

Time : 9am to 5pm

Training Cost: **S\$400.00** per person (incl. Materials & Lunch)

\*After VCF grant: \$80 Net per person (conditions apply)

**80% VCF Pre-Approved!**

#### Testimonials from Past Participants:

"The Certificate Programme helped me learn something totally different from my day job. I now understand helping tools that I can apply daily, to my work and family life. ~ Lucy Tan

"This programme allowed me to understand what it takes to become a counsellor and how to start a career in counselling." ~ Andrew Loh



**FAMILY LIFE CENTRE**

"...in the interest of others..."

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