**Building the Counselling Relationship**

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| **Important tips** |
| * **Be prepared** – gather the data prior to meeting.
* **Timely** – keep to appointment times (reschedule if need further time).
* **Time frames** – keep to negotiated time lines.
* **Encourage trials and risks** – set high standards.
* **Document decisions** – keep data on interview – in group folder, on paper and make sure that data is handed in for input.
* **Keep copies** – file in cabinets – one folder per student, one cabinet drawer per AC.
* **Uninterrupted** – the most important thing during an AC session is the session, we are out of the way so interruptions should be kept to a minimum.
* **Open mindedness** – do not judge or make personal comments about the student or their family or family situation.
* **Facilitating** – listen to your client.
* **Parameters** – establish the purpose of the session at the beginning – usually this will be framed by the script.
* **Building self efficacy** – encourage clients to believe in themselves, do not accept “can’t” – encourage” I have not yet” type of thinking.
* **Time** – indicate when you will next be meeting client (not specific).
* Be **honest** and encourage realistic goals with inflating aspirational goals – there are always many ways to achieve an end, but the route taken and the time taken may vary.
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| **Opening a discussion** |
| * **Describe** (neutral) (“When you are in... “So far this year ...).
* **Question** (open ended)(“How do you think.... “What is happening when....).
* **Articulate** (state the issue) (“So the problem is ...“So what you are saying is...).
* **Problem solve** (generate options for addressing the issue: decide on a course of action) (“What can we / do next... “How can we fix this....).
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| **Fronting an issue**  |
| * **Describe** (neutral) (“When...).
* **Effects** (No blame) (Outcome “As a result... Reaction “I felt like...).
* **Specify** (no expectations) (Reasons “because... Change “and what I’d like is...).
* **Consequences** (“When that happens, I... “If....).
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 **Topic/focus of counselling:**

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| **Data** |
| * Quantitative (hard data e.g., test results, scores etc.
* Discuss, analyse and interpret the data together.
* Student achievement and progress data – available through SMS will need to be updated before every session.
* Student feedback – verbal and written, may do evaluation at end of year.
* Feedback from teachers – anecdotal and formal evaluation.
* Feedback from community – evaluation (e.g. at PST interviews?).
* Planning sheets – input data onto SMS (Student Management System).
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| **Goal setting** |
| * **Achievable** be possible.
* **Challenging** extends me.
* **Evidenced**  for design and review /visible signs of working towards goal.
* **Targeted**  meets my needs/ability/unique to.
* **Important** has integrity/impact/matters.
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