

HOPE FOR ETERNITY MINISTRY

HEM SCHOOL OF COUNSELLING



CERTIFICATE IN COUNSELLING

COMPILATION OF LECTURES

BOOK ONE (Module 1): FOUNDATIONS OF COUNSELLING

WEEKLY PROGRAM

Monday: Lecture

Tuesday: Practical Exercise

Wednesday: Feedback from practical Exercise

Thursday: Lecture

Friday: Practical Exercise (students)

Saturday: Feedback from Practical Exercise

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TABLE OF CONTENTS

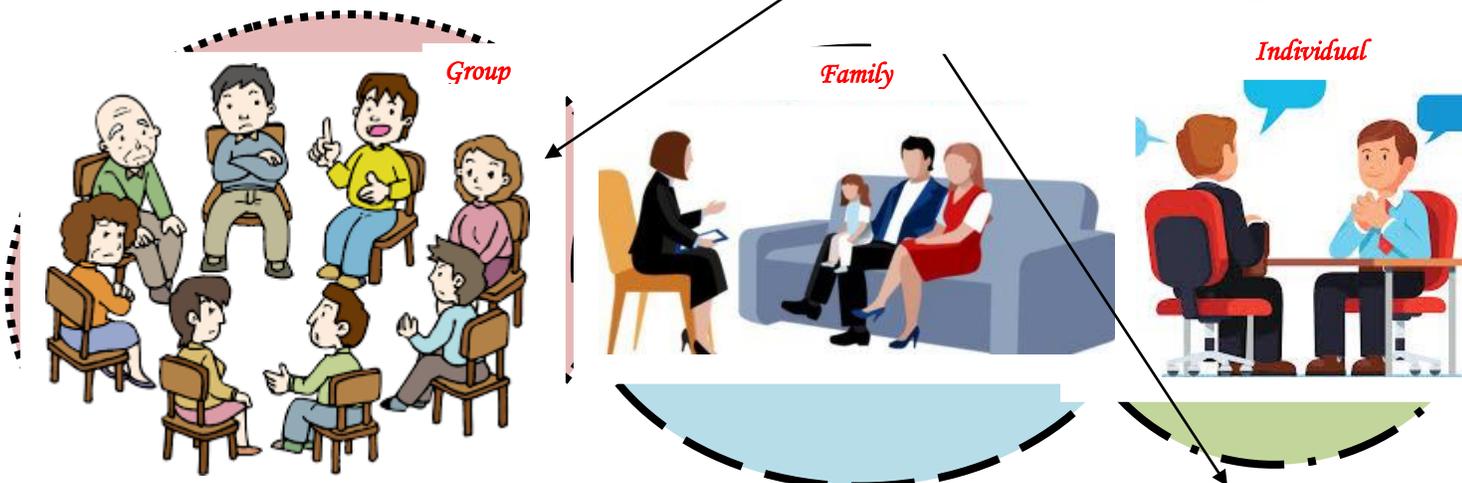
TABLE OF CONTENTS	2
LESSON 1: UNDERSTANDING COUNSELLING	3
Lecture 1: Definition of counselling.....	3
Lecture 2: Goals of counselling.....	5
Lecture 3: Scope of counselling	7
Lecture 4: Understanding “counsellor”	9
LESSON 2: IMPORTANCE OF COUNSELLING	11
Lecture 5: Necessity of Counselling.....	11
Lecture 6: Need of counselling in the church.....	13
LESSON 3: GUIDANCE AND COUNSELLING	16
Lecture 7: Guidance and counselling	16
LESSON 4: ETHICS IN COUNSELLING	18
Lecture 8: Values and principles in counselling	18
Lecture 9: Moral qualities, misconduct and malpractice in counselling	20

LESSON 1: UNDERSTANDING COUNSELLING

Lecture 1: Definition of counselling

Counseling is:

- a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals” (AASCB, 2010).
- a relational process based upon the ethical use of specific professional competencies to facilitate human change.
- when we meet with someone who is a qualified counsellor trained in listening and talking.



Common elements of counseling definitions:

- ✓ profession
- ✓ Counselling encompasses various subspecialties:
- ✓ persons who are considered to function within the normal range:
- ✓ theory based and takes place in a structured setting.
- ✓ process in which clients learn how to make decision and formulate new ways of behaving, feeling and thinking
- ✓ deals with personal, social, vocational empowerment, and educational concerns.

GENERAL QUESTIONS

1. What is a profession?
2. What is a relational profession?
3. What is a relational process?
4. What is a counselor?
5. What is a qualified counselor?

Counseling is a developmental process, in which one individual (the counselor) provides to another individual or group (the client), guidance and encouragement, challenge and inspiration in creatively managing and resolving practical, personal and relationship issues, in achieving goals, and in self-realization.

Lecture exercise

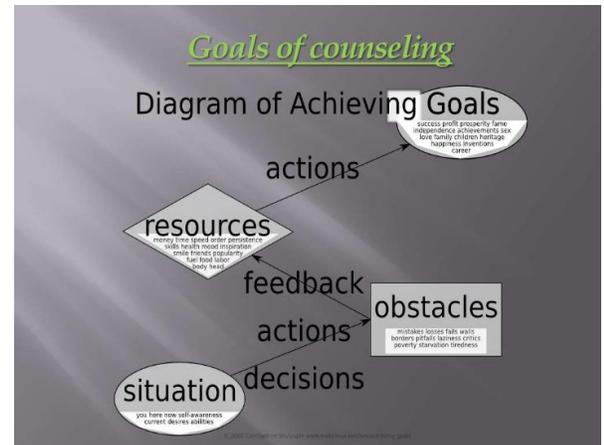
Practical Questions (To be answered and share on whatsapp'group)

1. a) Have you ever heard of counselling before?
b) If yes to question 1, what do you know counselling is?
2. a) Have you ever sought counselling services?
b) If yes to question, how many times?
c) What problems have you got?
d) To whom have you gone?
e) How did he/she help you?
3. a) Have you ever provided services you called counselling?
b) For how long have you done counselling?
c) With reference to the above definition, were those services "counselling services"?
d) If no to d, what do you think was that?
4. What questions does this lecture raises in you?

Lecture 2: Goals of counselling

Immediate goals include:

- ✓ helping the person do what is in his best interest;
- ✓ the reduction of emotional distress;
- ✓ increased self-knowledge, and
- ✓ improved relations with others.



Most important long-term goals:

- ✓ **Facilitating Behaviour Change:** enable clients to live more productive and satisfying life.
- ✓ **Improving Relationships:** all relationships across the board; becoming effective in interpersonal relationships;
- ✓ **Enhancing Coping Skills:** helping individuals to cope with new situations and challenges.
- ✓ **Promoting Decision Making:** assisting individuals to make good decisions; helping them to realise the consequences of their decisions; explore a range of options; enable clients to see how their emotions and attitudes and values influence their decisions and choices.
- ✓ **Facilitating the Client's Potential:** improving personal effectiveness; learning to use abilities and interests to one's potential emphasis on "whole wellness" emotional, spiritual, physical and mental; aid them in realising their potential.



GENERAL QUESTIONS

1. What is a goal?
2. What is a help?
3. What is behavior cane?
4. What is decision making?
5. What is clients' potential?

The ultimate goal of counseling is to enable the individual/group (client) to make critical decisions regarding alternative courses of action without outside influence. Counseling will help individuals obtain information, and to clarify emotional concerns that may interfere with or be related to the decisions involved.

Lecture exercises

Practical Questions (To be answered and share on whatsapp'group)

1. *Have you ever done counselling or something related to "counselling"?*
2. *If yes, how did you call the persons who came to see you?*
3. *What problems did they address to you?*
4. *How did you help them? (Choose two cases and give how you addressed them)*
5. *How is the situation of persons you helped?*
6. *What does this lecture raise in you?*

Lecture 3: Scope of counselling

Scope: the extent of the area or subject matter that something deals with or to which it is relevant

Four aspects of scope of counseling:

1. Concerns: (What?)

- ✓ **Abuse** (Emotional, Mental, Physical, Sexual)
- ✓ **Addictions** (Alcohol, Drugs, Exercise, Gambling, Shopping, Smoking, Sex, Work)
- ✓ **Anger management**
- ✓ **Bereavement and loss**
- ✓ **Depression**
- ✓ **Eating Disorders** (Anorexia, Binge Eating Disorder, Bulimia and Compulsive Overeating)
- ✓ **Low self esteem and confidence**
- ✓ **Relationships** (Couple's counseling, divorce counseling, issues around sex/intimacy, infidelity)
- ✓ **Stress** (Money, health, relationships, work)
- ✓ **Trauma** (Experiencing/witnessing accidents, attacks, abuse, violence, wars, natural disasters etc)
- ✓ **Post-traumatic Stress Disorder (PTSD)**

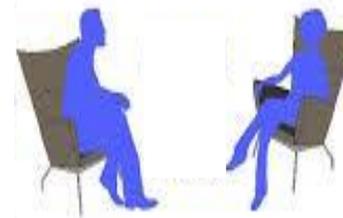
2. Places of opportunity (where?)

- ✓ Hospitals
- ✓ Detoxification Centers
- ✓ Mental Health Facilities & Agencies
- ✓ Residential Care Facilities
- ✓ Halfway Houses
- ✓ Geriatric-Related Facilities
- ✓ VA Medical Hospitals and Outpatient Clinics
- ✓ Correctional Facilities and/or Prisons
- ✓ Retail Businesses
- ✓ The Educational System
- ✓ Career Centers
- ✓ Rehabilitation Centers & Agencies
- ✓ Nonprofit or Social Service Agencies
- ✓ Religious Institutions
- ✓ Public or Private Practice

WHAT?

WHERE?

NEED TO TALK?



3. Classification:

- ✓ Individual Counseling
- ✓ Couples Counseling
- ✓ Family Counseling
- ✓ Group Counseling

HOW?

4. Most approaches of growth and problem-solution used:

- ✓ providing them with opportunities to learn new skills and coping mechanisms;
- ✓ examining past patterns to help them assess in a healthier way their current/ past relationships, decision-making, and family dynamics;
- ✓ better understanding their strengths and abilities to manage life challenges which can be very important in achieving their therapeutic goals.



Scope of Practice

The counselling profession:

- ✓ *Works in the domains of cognition, emotion, expression, somatics, human development, behaviour, learning, and interactive systems;*
- ✓ *Works in the best interest of individuals, couple, families, groups organizations, communities, and the public-at-large.*

Lecture exercises

Practical Questions (To be answered and share on whatsapp'group)

1. *Have you ever done service related to counselling?*
2. *If yes, what are the major problems tackled?*
3. *What kind of clients? If worked in institution/organisation, mention its type.*
4. *How do you find the scope of counselling?*
5. *What are the questions does this lecture raise in you?*

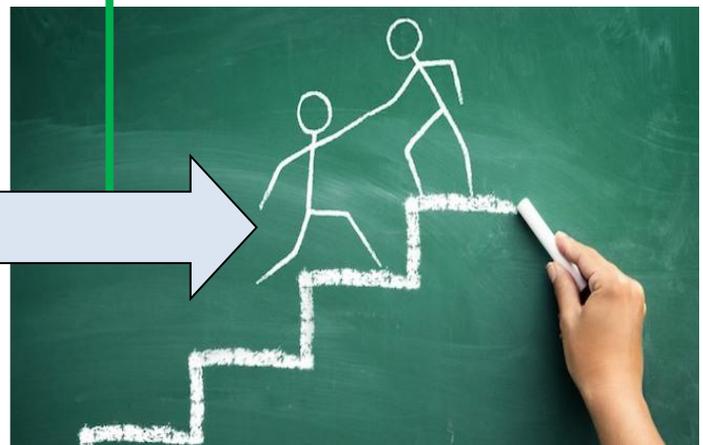
Lecture 4: Understanding “counselor”

A counselor is a person who:

- ✓ Understands the feelings of a client and treats it as fact
- ✓ Keeps all information confidential
- ✓ Facilitates discussions on the issues in question
- ✓ Builds self-esteem of the client
- ✓ Reassures if the client is insecure
- ✓ Solicits the client’s own feelings and ideas for solutions
- ✓ Be empathetic to the client and show care
- ✓ Has patience
- ✓ Does not get distracted during interaction with client
- ✓ Builds confidence
- ✓ Considers the client’s long and medium term goals
- ✓ Avoids acting like an expert
- ✓ Has a BIG ear and SMALL mouth so is able to listen more than speak.

Qualities of a good counselor:

- ✓ Patience
- ✓ Good Listening
- ✓ Observant
- ✓ Warm
- ✓ Knowledgeable
- ✓ Having empathy with the patient/client
- ✓ Maintaining a therapeutic relationship with a patient
- ✓ Confidentiality
- ✓ Personal integrity



Professional counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish **mental health**, wellness, education, and career goals. **Professional counselors** work with clients on strategies to overcome obstacles and personal challenges that they are facing.

Lecture exercise

Practical Questions (To be answered and share on whatsapp'group)

1. *Have you ever done service related to counselling?*
2. *If yes, what are the qualities helped you to provide those services?*
3. *Do you find those qualities enough to you to be a good counsellor?*
4. *What do you say about qualities of a good counsellor?*
5. *What are the questions does this lecture raise in you?*

A self-assessment to be answered directly to the Director of HEM School of Counselling? +256-783-929-070 (Whatsup).

Based on qualities of a good counsellor, make an assessment of your qualities. What do you have? What don't you have?

This self-assessment is compulsory to every student. Be objective. It will help you to improve your personality to prepare you becoming a effective counsellor.

Failure to do this exercise may exclude you from HEM School of Counselling as it is part of students' preparation to become good counsellor.

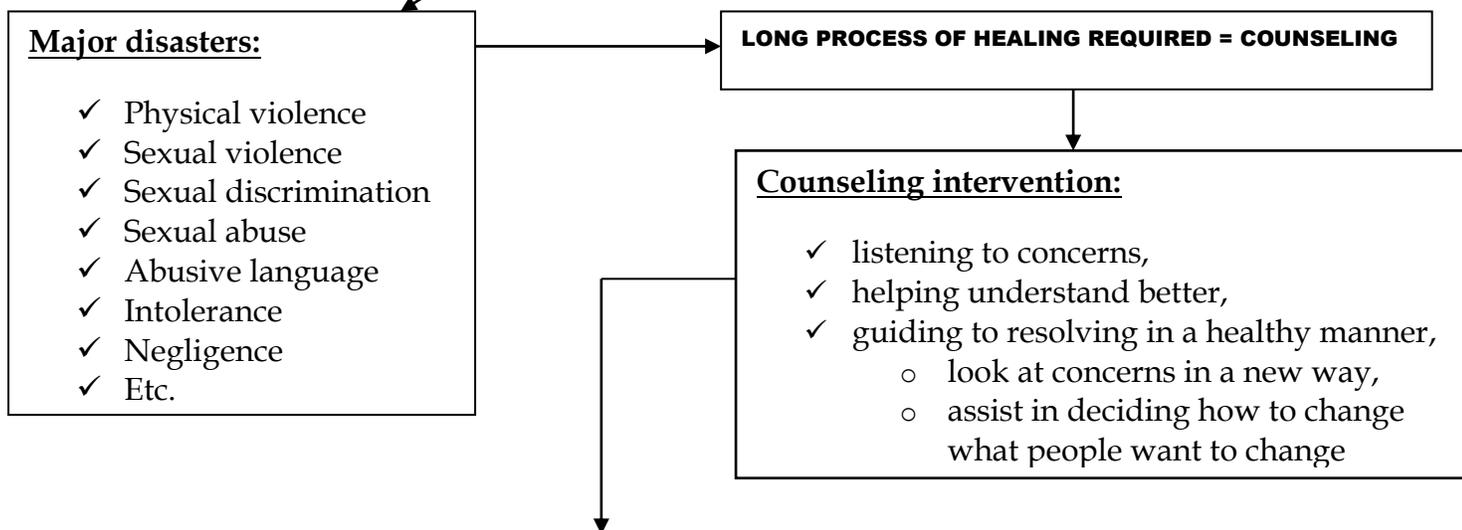
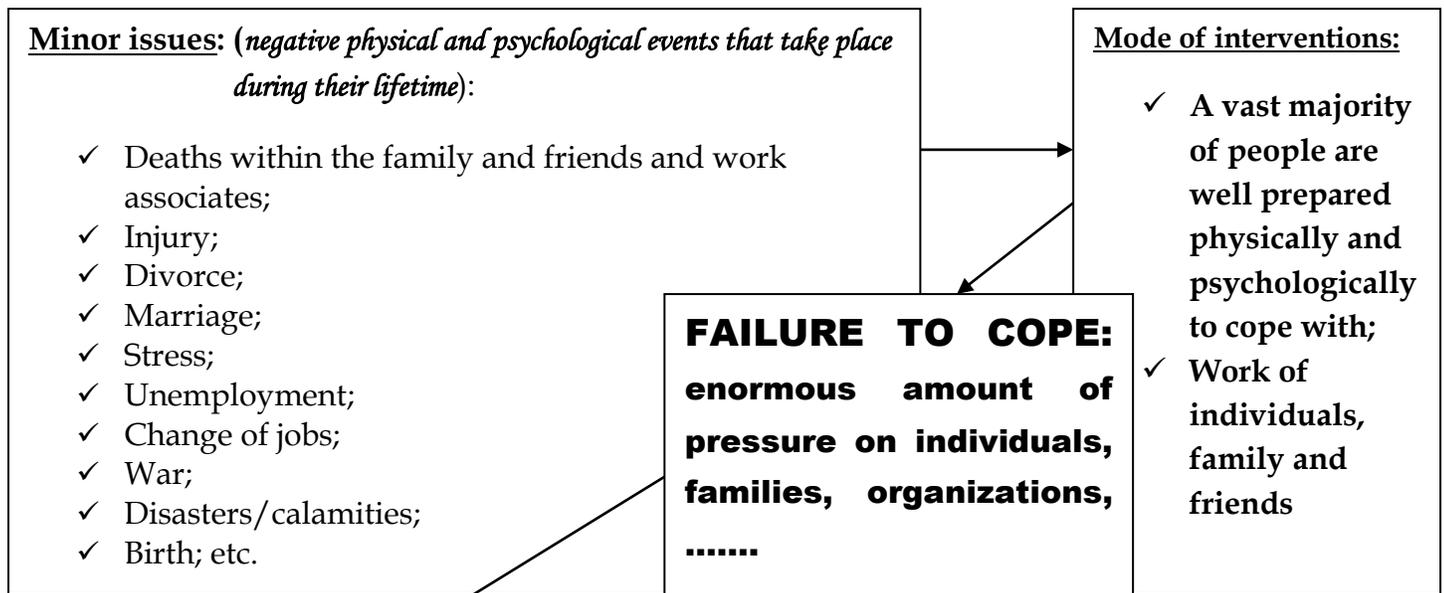
Also needed your:

1. Names
2. Phone number
3. Profession/ work

Note: The information will be kept with professional confidentiality.

LESSON 2: IMPORTANCE OF COUNSELLING

Lecture 5: Necessity of Counselling



DOUBLE GAIN OF COUNSELING INTERVENTION

Client's gain:

- ✓ Feel better about yourself.
- ✓ Feel more at peace.
- ✓ Feel more successful and more joyful.
- ✓ Feel more connected to others.
- ✓ Reduce stress at home, in the workplace, or in relationships.
- ✓ Reducing emotional worries or stressors.
- ✓ Work through your problems with a skilled and compassionate professional counsellor.
- ✓ Identify the goals that you have in life, as well make new goals that you want to achieve.
- ✓ Learn new behaviours or responses to situations.
- ✓ Establish healthy and efficient ways and techniques for reaching your goals.
- ✓ Understand your own thoughts, feelings, and responses.
- ✓ Understand your loved ones and your relationships with them.
- ✓ Develop a safe and friendly listening ear.
- ✓ Speak with a skilled professional about your fears and perceptions of the world, and others.
- ✓ Feel safe about expressing any personal troubles or private concerns.
- ✓ Work towards greater self-fulfilment.

Student's / counselor's gain:

- improved communication and interpersonal skills
- greater self-acceptance and self-esteem
- ability to change self-defeating behaviors/habits
- better expression and management of emotions, including anger
- relief from depression, anxiety or other mental health conditions
- increased confidence and decision-making skills
- ability to manage stress effectively
- improved problem-solving and conflict resolution abilities

Counseling provided by trained professionals can make a profound impact on the lives of individuals, families and communities.

Lecture exercise

Note: This exercise is done on you, your home and your home area.

Practical Questions (To be answered and share on whatsapp'group)

1. *What are the problems found on you, your home, your home area you consider minor?*
2. *What are the problems found on you, your home, your home area you consider major?*
3. *How do you usually cope with your minor problems and those of your family? How do you proceed in case of failure?*
4. *How do you usually cope with your major problems and those of your family? How do you proceed in case of failure?*
5. *Is counselling necessary to you, your family and your home area? If yes, why?*
6. *What questions does this lecture raise in you?*

Lecture 6: Need of counselling in the church

Motivation:

- ✓ Most pastors realize the importance of the pulpit ministry but some have not fully considered the significance of the counseling ministry;
- ✓ It has been said that a minister who does not place a strong emphasis on counseling is only “half a minister.”
- ✓ The signs of a healthy personality in a pastor/church leader:
 - the desire to reach out beyond one’s self
 - to become a blessing to others



Some basic reasons why counseling is so important in the church:

- ✓ **it focuses on the needs of individuals:** Pulpit preaching is a blessing, but it may not always meet one’s specific needs.
- ✓ **it enables one to work on highly personal problems**
- ✓ **it is two-way communication:** the counselee as well as the counselor talks. And we do not grow or change much unless we are given the opportunity to discuss our problems thoroughly.
- ✓ **it has a depth aspect:** sometimes our efforts are, at best, only superficial. But work with individuals is more thorough. The client gains a much greater depth of understanding. This brings about sounder and more permanent solutions.

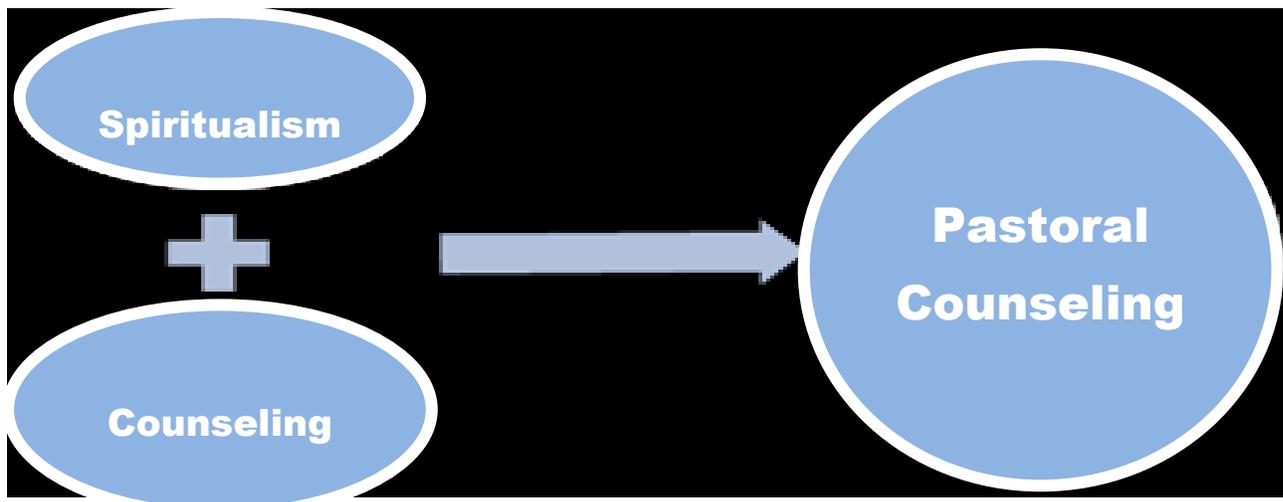


How a Christian leader can improve his/her “counselor personality”?

- ✓ *People usually turn to someone they know;*
- ✓ *People take their problems to someone they like;*
- ✓ *People take their problems to someone they respect;*
- ✓ *People are most likely to seek help from Christian leaders who indicate their interest in counseling;*
- ✓ *People turn for counseling to someone whom they feel is competent;*
- ✓ *People take their problems to someone who observes professional ethics;*
- ✓ *People turn to the counselor who knows God.*

Attention:

- ✓ Pastoral care and counselling are valuable instruments but quiet different;
- ✓ **Pastoral** counselors can help assess and treat patients reflecting their spiritual beliefs;
- ✓ **pastoral counselors** help their clients on problems they are capable of handling using counseling knowledge and skills and have a moderate viewpoint on theology;
- ✓ **Pastoral Counseling** is a vocation in ministry.



Pastoral care consists of helping acts, done by representative persons, directed towards the healing, sustaining, guiding, reconciling and nurturing of persons whose troubles and concerns arise in the context of daily interactions and ultimate means and concerns.

Christian counseling is an activity which seeks to help people towards constructive change and growth in any or every aspect of their lives, through a caring relationship and within agreed relational boundaries, carried out by a counselor who has a Christian worldview, values and assumptions.

Churches commonly provide a variety of services to their congregations that include ministry, schooling, and counseling.

Lecture exercise

Practical Questions (To be answered and share on whatsapp'group)

1. Do you agree counselling is important in the church?
 - a) If Yes, give your own reasons.
 - b) Can you differentiate pastoral care and counselling? (at least 4 elements)
2. Are pastors and church leaders you know qualified to counsel?
3. If Yes, give traits of counselling observed in tem.
4. If No, what do they miss to become professional counsellors?
5. What does this lecture raise in you?

LESSON 3: GUIDANCE AND COUNSELLING

Lecture 7: Guidance and counselling

Guidance and Counseling complement each other though there are some differences.

GUIDANCE:

✓ **Definition:**

- a kind of advice or help given to the individual especially students, on matters like choosing course of study or career, work or preparing for vocation, from a person who is superior in the respective field or an expert,
- the process of guiding, supervising or directing a person for a particular course of action.

✓ **Aim:**

- making students or individuals aware of the rightness or wrongness of their choices and importance of their decision, on which their future depends.

COUNSELING:

✓ **Definition:**

A therapy, in which a person (client) discusses freely about his/her problems and share feelings, with the counselor, who advises or helps the client in dealing with the problems,

✓ **Focus:**

A person's strengths, assets, environmental interactions, educational background, career development and personality.

✓ **Aim:**

Discussing problems which are related to personal or socio-psychological issues, causing emotional pain or mental instability that makes you feel uneasy.



Guidance and Counseling is defined as a planned and organized work aimed at assisting the trainee to understand himself/herself and his/her abilities and develop his/her potentialities in order to solve problems and achieve psychological, social, educational and professional compatibility, and also to achieve objectives within the framework of teachings.

Comparison Chart between Guidance and Counseling

Basis for Comparison	Guidance	Counseling
Meaning	Guidance refers to an advice or a relevant piece of information provided by a superior, to resolve a problem or overcome from difficulty.	Counseling refers to a professional advice given by a counselor to an individual to help him in overcoming from personal or psychological problems.
Nature	Preventive.	Remedial and Curative.
Approach	Comprehensive and Extroverted.	In-depth and Introverted.
What it does?	It assists the person in choosing the best alternative.	It tends to change the perspective, to help him/her get the solution by himself/ herself.
Deals with	Education and career related issues.	Personal and socio-psychological issues.
Provided by	Any person superior or expert.	A person who possesses high level of skill and professional training.
Privacy	Open and less private.	Confidential.
Mode	One to one or one to many.	One to one.
Decision making	By guide.	By the client.

Lecture exercise

Practical Questions

1. *What have you practiced you think are under guidance and counselling?*
2. *Based on problems found in your family, work place, church, social environment, what do you prefer between "Guidance and Counselling"? Explain your answer.*
3. *What do you think is commonly practiced in churches between "Guidance and counselling"?*
4. *With reference to question 3, what is more needed than the other? Explain your position.*
5. *What does this lecture raise in you?*

LESSON 4: ETHICS IN COUNSELLING

Lecture 8: Values and principles in counselling

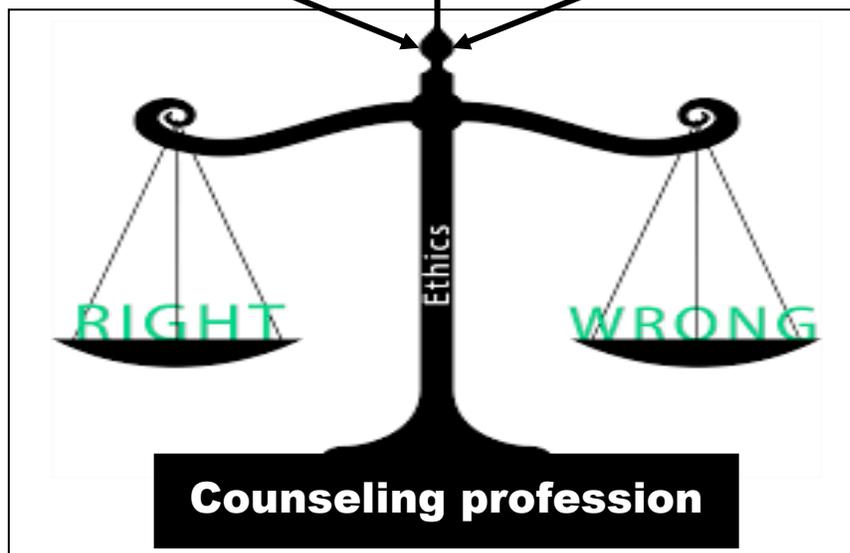
- ✓ **Professional values** in counseling are a way of living out **ethical** principles which are a means to protect the welfare of the client and counselors by clearly outlining what is appropriate.
- ✓ **A principle:** a fundamental truth or proposition that serves as the foundation for a system of belief or behavior or for a chain of reasoning.

Fundamental values of counseling:

- ✓ Respecting human rights and dignity,
- ✓ Protecting the safety of clients,
- ✓ Ensuring the integrity of practitioner-client relationships,
- ✓ Enhancing the quality of professional knowledge and its application,
- ✓ Alleviating personal distress and suffering,
- ✓ Fostering a sense of self that is meaningful to the person(s) concerned,
- ✓ Increasing personal effectiveness,
- ✓ Enhancing the quality of relationships between people,
- ✓ Appreciating the variety of human experience and culture,
- ✓ Striving for the fair and adequate provision of counseling services

Principles of counseling:

- ✓ **Being trustworthy (fidelity):** act in accordance with the trust placed in them.
- ✓ **Autonomy:** develop a client's ability to be self-directing within therapy.
- ✓ **Beneficence:** acting in the best interests of the client based on professional assessment.
- ✓ **Non-maleficence:** avoiding sexual, financial, emotional or any other form of client exploitation. The practitioner has an ethical responsibility to strive to mitigate any harm caused to a client even when the harm is unavoidable or unintended.
- ✓ **Justice:** being just and fair to all clients and respecting their human rights and dignity.
- ✓ **Self-respect:** the practitioner appropriately applies all the above principles as entitlements for self.



The **core values** of the counselor are a set of attitudes and skills which have a special regard for the integrity, authority and autonomy of the client and are firmly based on the counselor having total respect for universal human rights and for the person and cultural differences.

Professional ethics in counseling establishes a baseline for common decency, respect, fairness, and integrity in given business area. They provide a basis for positive and shared expectations about the nature of products and services.

Lecture exercise

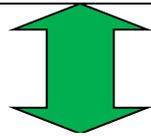
Practical Questions (To be answered and share on whatsapp'group)

1. *Look at ethical values in counselling:*
 - a) *Which ones do you feel comfortable to adopt? Explain.*
 - b) *Which ones do you find not easy to adopt? Explain.*
2. *Look at ethical principles in counselling:*
 - a) *Which ones do you feel comfortable to follow? Explain.*
 - b) *Which ones do you find not easy to follow? Explain.*
3. *With a critical eye of counselling (so-called counselling) practices in your church, work place, family, social environment;*
 - a) *Are ethical values in counselling observed by practitioners?*
 - b) *What are the ethical principles in counselling mostly observed by practitioners?*
4. *What are ethical principles in counselling have you observed in other profession?*
5. *What does this lecture raise in you?*

Lecture 9: Moral qualities, misconduct and malpractice in counselling

Personal moral qualities to which counselors are strongly encouraged to aspire include:

- ✓ **Empathy:** the ability to communicate understanding of another person's experience from that person's perspective.
- ✓ **Sincerity:** a personal commitment to consistency between what is professed and what is done.
- ✓ **Integrity:** commitment to being moral in dealings with others, personal straightforwardness, honesty and coherence.
- ✓ **Resilience:** the capacity to work with the client's concerns without being personally diminished.
- ✓ **Respect:** showing appropriate esteem to others and their understanding of themselves.
- ✓ **Humility:** the ability to assess accurately and acknowledge one's own strengths and weaknesses.
- ✓ **Competence:** the effective deployment of the skills and knowledge needed to do what is required.
- ✓ **Fairness:** the consistent application of appropriate criteria to inform decisions and actions.
- ✓ **Wisdom:** possession of sound judgment that informs practice.
- ✓ **Courage:** the capacity to act in spite of known fears, risks and uncertainty.



Professional Qualities:

- He knows the demands and responsibilities of the counselling profession.
- He knows the aims and objectives of counselling.
- He is aware of the steps and techniques involved in the counselling process.
- He has the best interest of the counselee in mind and receives the trust of the counselee.
- He is confident and well versed in the methods and approaches of counselling

Qualities of a Good Counsellor...

- | | |
|---|--|
| G – Good technical knowledge | C – Confidentiality maintenance |
| O – Obtaining appropriate information from the patient | O – Observant |
| O – Objectively answering questions | U – Unbiased |
| D – Demonstrating professionalism | N – Nonjudgmental |
| | S – Sensitive to the needs of the patient |
| | E – Empathetic |
| | L – Listens carefully |
| | L – Lets the patient make decisions |
| | O – Open minded |
| | R – Respects the rights of the patients |

Conclusion

In addition to all qualities mentioned above, the counselor must have qualities of a good personality, good character and wholeness philosophy, health, emotional stability, approachability, intelligence, broad knowledge and interest in guidance and personal working conditions and understanding of social economic conditions. In short a counselor should have qualities of head and heart. It is wiser to "counseling is more a heart-matter than a head-matter".

Professional misconduct in counseling:

- ✓ Any counselor who is missing some of the above discussed qualities shall fall into professional misconduct.

Professional malpractices in counseling include, but are not restricted to:

- ✓ Incompetence
- ✓ Negligence
- ✓ Recklessness
- ✓ The provision of inadequate professional services



Lecture exercise

Practical Questions (To be answered and share on whatsapp'group)

5. Look at qualities of a professional counsellor above:
 - c) Do you observe all of the in your daily practices or work?
 - d) If No, list your professional malpractices and/misconduct based on the above qualities.
6. Do you find the above qualities easier to have?
7. If No to 2, what is needed?
8. Choose 3 best qualities you find in you.
9. What do you think are the 3 best qualities that make the foundation of counselling?
10. What does this lecture raise in you?