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## Demystifying the Counseling Process: A Self-Help Handbook for Counselors

By King, Arlene

Pearson, 2000. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Most chapters begin with Introduction and conclude with Summary Activities. 1.What's It All About? 2.First Contact. Agency Setting. School Setting. Corporate Setting. Private Practice. Terminating the Initial Contact. 3.Counseling Begins in Earnest. The Physical Setting. Note Taking. Taping the Counseling Session. Opening the Initial Counseling Session. Opening Subsequent Sessions. Time Management. Time Efficiency. The Last Five Minutes. 4.Basic Counseling Procedures. Building Trust. Silence. Catharsis. Listening and Decoding. 5.Critical Counseling Procedures. Questioning. Focusing. Confronting. 6.Lifetime Tools to Teach. Decision Making. Communication Skills. 7.Questionable Counseling Procedures. Leading. Advice Giving. Sarcasm. Self-Disclosure. Describing Techniques. Facilitating Awareness. Celebrating Clients. 8.Grammatically Correct vs. Effective Counseling. Imperatives. That's Who I Am. Needs and Wants. Feelings and Thoughts. Guilt. Absolutes. Pronouns. Application to More Effective Counseling. 9.Terminating the Counseling Relationship. Moral and Ethical Aspects. Lack of Progress. Pre-Set Allowable Counseling Sessions. Terminating a Successful Experience. Cold Turkey vs. a Weaning Process. Saying Good Bye. 10.The Melting Pot vs. The Melange. The Challenge. Meeting the Challenge. Barriers to Success. A Basic Paradigm. Evaluating Success. 11.Integrating Methodology with the Art of Counseling. The Basic Ingredient. Nurture vs. Nature. Style. Communicating Caring. 12.Taking

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