

Facilitated by: Mike Stuhldreier and Gene Semchych

January 31, 2005 and February 1, 2005

Professional Counsellors and Psychotherapists apply established techniques to the prevention, assessment and treatment of biopsychosocial and spiritual concerns. Adherence to standards of professional practice protects and enhances client wellness while doing no harm. The following skills and abilities describe the core competencies necessary for safe and effective practice.

Describe Theoretical Approaches  
A

Describe cognitive-behavioral modality A1	Describe affective modality A2	Describe psycho-dynamic modality A3	Describe family systems modality A4	Describe integrative modality A5	Describe holistic modalities A6
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Conduct Client Needs Assessment  
B

Conduct an interview B1	Use counselling assessment tools B2	Clarify presenting problem B3	Explain scope of practice B4	Evaluate fit with scope of practice B5	Summarize needs B6	Assess psycho-social developmental stages B7	Identify barriers B8
Perform suicide screening B9	Screen for signs of mental illness B10	Screen for signs of addictive behaviors B11	Assess and report risk situations B12	Identify and clarify client goals B13	Explain and propose treatment options B14	Describe benefits of counselling B15	Formulate agreement or contract with client B16

Develop a Therapeutic Relationship  
C

Develop rapport C1	Create a safe environment C2	Develop trust C3	Describe client confidentiality C4	Demonstrate sincerity C5	Demonstrate an unconditional positive regard C6	Demonstrate micro attendance skills C7	Clarify client expectations C8
Identify transference and counter-transference C9	Demonstrate empathy C10	Establish professional boundaries C11					

Employ Counselling Interventions  
D

Identify therapeutic practices specific to client goals D1	Set measurable outcomes D2	Implement therapeutic practices D3	Evaluate efficacy of treatment D4	Employ one-to-one counselling techniques D5	Develop client accountability D6	Identify client's supports and strengths D7	Prepare for closure D8
Initiate referrals D9	Support and encourage emotional expression D10	Validate client D11	Distinguish patterns D12	Demonstrate objectivity D13	Identify need or timing for referrals D14		

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**Manage Cases**  
E

Document client contact E1	Locate and document additional data / information E2	Assemble client case file E3	Manage records E4	Formulate billing practices E5	Set up safeguards for records E6	Apply security protocols for case files E7	Use standard reporting protocols E8
Manage crises E9	Identify and use resources E10	Conduct case conference E11	Collaborate with other service providers E12	Document case notes E13	Document assessment notes E14	Identify and document referral options E15	Appraise need for follow-up E16

**Demonstrate a Commitment to Professional Practice**  
F

Operate within scope of practice F1	Employ standards F2	Demonstrate ethical behavior F3	Demonstrate a commitment to continuing education F4	Identify personal biases and beliefs F5	Operate in a non-judgmental manner F6	Apply current laws and regulations F7	Defend theoretical approach to treatment F8
Protect client confidentiality F9	Demonstrate a willingness to elicit constructive feedback F10	Demonstrate sensitivity to diversity issues F11	Recognize the value of client diversity and individuality F12				

**Demonstrate Communication Skills**  
G

Demonstrate active listening skills G1	Demonstrate probing techniques G2	Demonstrate reflective listening G3	Demonstrate therapeutic questioning techniques G4	Describe defense mechanisms G5	Identify and interpret non-verbal communication G6	Manage personal non-verbal communication G7	Use counselling terminology G8
Use terminology appropriate to audience G9	Write technical and non-technical documentation G10	Read and interpret clinical materials G11	Read and comprehend DSM G12	Demonstrate assertiveness skills G13	Demonstrate conflict resolution skills G17		

**Demonstrate Wellness Practices**  
H

Demonstrate time management skills H1	Identify personal stressors H2	Identify need for and seek help H3	Identify personal boundaries H4	Identify signs of burn out H5	Develop and describe a personal stress management plan H6
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