



# Essential Counselling Skills Course

## 4 – 5 June 2020

### Introduction

Being able to effectively apply counselling skills is a valuable asset for any career that involves helping and guiding others. Whether it is in the healthcare setting, education, social work, human resource, or any area of work that involves people development, it seeks to equip you with the skills to be effective in improving the quality of life of others.

This course focuses on the helping process and the development of individual self-awareness in the helping relationship. It provides clear and employable insights, such as, building self-awareness, useful engagement tools, and ethical considerations in the process.

### Course Objectives

You will learn the essential nuts and bolts of counselling, from understanding what counselling is, to acquiring effective counselling skills, and applying a problem-solving structure to facilitate positive intervention. Different methodologies including role plays will be used to bring home the range of counselling skill sets.

### Target Audience

Healthcare Professionals

### Course Outline

- Introduction to Counselling
- Person of a helper: Building self-awareness
- Seven Principles of Casework
- Basic Attending Behaviours
- Basic Listening Skills
- Role Play I
- The Problem Solving Approach (PADI)
- Role play II and III
- Reflection

### Course Details

Date	: 4 – 5 June 2020
Duration	: 2 days
Time	: 9.00 am - 5.00 pm
Venue	: Academia
Fee	: S\$ 500 per pax (SingHealth)
(incl of 7% GST)	S\$ 550 per pax (Regular)
With <b>VCF Funding*</b> :	
	S\$ 385 per pax (Singaporean/PR)
	S\$ 495 per pax (Foreigner)

*\*For NCSS member Agencies and MSF-funded Agencies only. Should PGAHI's reimbursement with NCSS be unsuccessful, the balance of course fees will be billed to the participant's organisation.*

### Teaching Faculty

This course will be facilitated by any two of the following trainers.

**Esther Chan Shin Nee**  
Principal Medical Social Worker  
Singapore General Hospital

**Low Hui Ching**  
Principal Medical Social Worker  
Singapore General Hospital

**Tan Lee Ling**  
Senior Medical Social Worker  
Singapore General Hospital

**Patricia Jin Huixia**  
Senior Medical Social Worker  
Singapore General Hospital

### Registration

Ms Amelia Lim  
Email: amelia.lim.j.t@sgh.com.sg



### Quick links

[FAQs](#)

[PGAHI Programmes](#)

[Training Calendar and Directory](#)

**SGH  
PGAHI**POSTGRADUATE  
ALLIED HEALTH INSTITUTE**Registration Slip**

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**Submit your registration form to Ms Amelia Lim at [amelia.lim.j.t@sgh.com.sg](mailto:amelia.lim.j.t@sgh.com.sg) by **4 May 2020**!**

The information provided for course registration is true and accurate to the best of my knowledge. Submission of any false information will render my application void with no refund of registration fee. Submission of my professional certification or qualifications for auditing purpose may be required.

By registering for the course, you agree to the [Terms & Conditions](#) of PGAHI.

**Quick links:** [FAQs](#), [PGAHI Programmes](#), [Training Calendar and Directory](#)

**PARTICIPANT'S PARTICULARS**Name *(to be reflected on cert)*:

Contact no.:

Email:

Profession:

☐ AHP *(please indicate)*: \_\_\_\_\_ ☐ Doctor ☐ Nurse ☐ Others: \_\_\_\_\_

Department:

Organisation:

PRN/ MCR/ Nursing no. *(if applicable)*:

Any cancellation or replacement must be conveyed to PGAHI in writing. A cancellation fee of 50% of course fee will be charged if the cancellation is made before **4 May 2020**. There will be no refund of course fee for cancellation on or after **4 May 2020**. PGAHI reserves the right to cancel the course and fully refund the amount of registration fee paid to the participants should unforeseen circumstances necessitate it.

- ☐ For **cheque payment**, please issue a **crossed cheque** payable to “**Singapore General Hospital Pte Ltd**” and mail the cheque attention to **Ms Amelia Lim, SGH-PGAHI, 20 College Road, Academia, Level 2, Singapore 169856**.
- ☐ For **invoice to organisation**, please complete the below billing details:

**BILLING DETAILS**

Bill to:

Billing address:

Attention invoice to *(name & department)*:

Email of addressee:

Contact no. of addressee:

- ☐ I consent to Singapore General Hospital and its related corporations (collectively ‘SingHealth’), their agents and SingHealth’s authorised service providers collecting, using, disclosing and/or processing my personal data, in order to send me marketing materials, etc.

I confirm and agree that my consents granted herein do not supersede or replace any other consents which I may have previously provided to SingHealth in respect of my personal data, and are additional to any rights which SingHealth may have at law to collect, use or disclose my personal data.

By providing the information set out in this form and submitting the same to you, I confirm that I have read, understood and consent to the SingHealth Data Protection Policy, a copy of which is available at <http://www.singhealth.com.sg/pdpa>. Hard copies are also available on request.