



NEW

INTERPERSONAL AND COUNSELLING SKILLS

**A RANGE OF ONE-DAY COURSES
AVAILABLE ON CD ROM**

Buy a single CD-ROM, and, over a 12-month period, run your chosen course **as many times as you want, with as many participants as you want**

Comprehensive disc contents include: **course materials, trainee handouts, tutor notes, and even attendance certificates**

Designed to assist counselling, training and programme managers provide **interpersonal skills training** in their area, workplace or college

Course contents aimed at **professionals working in all sectors**, including corporate, charity, health, social care and education

Deliver Your Own Courses
All necessary materials on a single CD

NEW RANGE OF INTERPERSONAL AND COUNSELLING SKILLS COURSES

With the increasing demand for up-to-the-minute listening and helping skills in a wide range of environments, and the need to ensure staff is trained reasonably and **cost-effectively**, CSCT is pleased to offer our new programme of one-day counselling and interpersonal skills courses available in CD Rom format.

These courses have been particularly developed with market need in mind, and respond to the latest developments in the field of interpersonal and counselling skills training. They enable you, an organisation's training manager or a training centre's programme manager, to offer quality, effective courses to your staff or local business people with minimum advance investment or effort.

Just purchase one of CSCT's courses on the varied range of topics below, use the CD Rom to download the fully comprehensive course materials and you're ready to start training!

Course titles:


- ❑ **CSCT Introduction to Interpersonal Skills: Listening and Helping for Professionals**
- ❑ **CSCT Introduction to Loss and Grief Listening and Helping Skills**
- ❑ **CSCT Introductory Helping Skills: Working with Young People**
- ❑ **CSCT Solution-Focused Helping Skills**
- ❑ **CSCT Managing Stress**
- ❑ **CSCT Managing Anger**
- ❑ **CSCT Working with Difference**
- ❑ **CSCT Communicating Across Cultures**
- ❑ **CSCT Working in the Global Village**

Every course CD contains:

- ❑ **Course presentation** in a variety of formats to suit different styles (OHP slides, PowerPoint presentation).
- ❑ **Trainee handouts** ready to print.
- ❑ **Full course notes for tutor** enabling timed, step-by-step delivery of the course – no further planning or preparation required.
- ❑ **Course certificate templates** to hand out to successful participants.
- ❑ **Comprehensive instructions to download each file and document.** And if you run into any difficulties we are available on 0870 163 6900 to guide you through.


And remember: **Once you have purchased the course, you are licensed for a 12-month period to run it as many times as you want, with as many participants as you want!**

EXAMPLES OF PRESENTATION SLIDES

Listening Practice 


In Pairs:

- Helpful Listening
(5 mins each + 5 mins feedback)



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Listening and Responding (1)



- How do I usually listen to others?
- How do I know that I have heard and understood what the other person said?
- How do I like other people to listen and respond to me?

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EXAMPLES OF DELIVERY NOTES FOR TUTOR

Slide 14	<p>Listening Practice </p> <p>In Pairs:</p> <ul style="list-style-type: none"> • Helpful Listening (5 mins each + 5 mins feedback) 	<p>11.45-13.00</p>  <p>Listening Practice (approx. 20 mins)</p> <p>Helpful Listening</p> <p>5 mins each, 5 mins feedback (pairs)</p> <p>Feedback in whole group.</p>
Slide 15	<p>Listening and Responding (1)</p>  <ul style="list-style-type: none"> • How do I usually listen to others? • How do I know that I have heard and understood what the other person said? • How do I like other people to listen and respond to me? 	<p>Listening and Responding Skills (approx. 10 mins)</p>  <p>Discuss in small groups</p> <ul style="list-style-type: none"> • How do I usually listen to others? • How do I know that I have heard and understood what the other person said? • How do I like other people to listen and respond to me? <p>The following are some of the qualities that come across in a good listener:</p> <p>Attentiveness, openness, non-judgmental attitude, hope, supportiveness, empathy. You and your workshop participants may think of others.</p>

Please note that these are examples of formatting. Presentation of some courses may differ, and course outlines for each specific course are available for further inspection.

COURSE PRICES

- 1 course, any title **£175 + VAT = £205.63**
 2 courses, any titles **£300 + VAT = £352.50** (£50 discount)
 3 courses, any titles **£400 + VAT = £470.00** (£125 discount)

ABOUT CSCT

CSCT has a proven track record of creating, administering and supporting counselling and interpersonal skills training courses. Our highly experienced team of academic experts produce fully comprehensive materials, and we are committed to providing high quality training programmes that reflect current thinking and research in the field and meet the changing needs of our clients. Our materials give both tutors and participants confidence and peace of mind through timed sessions, individual and group exercises, topics for further discussion, points for reflection and discussion, etc.

With more than two decades working with the education, public and private sectors in the UK and Europe – and having trained over 50,000 participants in that time – we understand fully the demands and needs of counselling training.

ORDERING

I would like to order the following interpersonal / counselling skills courses on CD Rom:

	(please tick)
CSCT Introduction to Interpersonal Skills: Listening and Helping for Professionals	<input type="checkbox"/>
CSCT Introduction to Loss and Grief Listening and Helping Skills	<input type="checkbox"/>
CSCT Introductory Helping Skills: Working with Young People	<input type="checkbox"/>
CSCT Solution-Focused Helping Skills	<input type="checkbox"/>
CSCT Managing Stress	<input type="checkbox"/>
CSCT Managing Anger	<input type="checkbox"/>
CSCT Working with Difference	<input type="checkbox"/>
CSCT Communicating Across Cultures	<input type="checkbox"/>
CSCT Working in the Global Village	<input type="checkbox"/>

Name: _____ Job Title _____

Organisation: _____

Address: _____

Postcode: _____

Daytime Tel _____ Email Address: _____

I enclose a cheque for £_____ made payable to **CSCT Interpersonal Skills Ltd.**

Please debit £ _____ from my Mastercard/Visa/Delta/Switch/Solo.

Card no:

Start Date: / Exp Date: / Switch only - Issue No:

I would like you to invoice me and I attach a Purchase Order, number _____

Name & tel. of invoicing contact: _____

(We regret we cannot raise invoices without an official purchase order number)

Tick here if you do not wish to receive information on future CSCT materials, courses and events.



**For course outlines and further information: 0870 163 6900,
info@counsellingtraining.com - www.counsellingtraining.com**