

a. Charter of professional activities

Counsellor with Advanced Federal Diploma of Professional Education and Training

		Scope of activities ↓	Activities →	1	2	3	4
Basic principles	A	Perception and reflection	A1. Perceive and guide oneself	A2. Describe and recognize disruptive influences	A3. Perceive clients (Issues, resources, context)	A4. Reflect during the counselling session about the counselling process	
	B	Communication	B1. Conduct counselling sequences	B2. Conduct counselling interviews	B3. Apply conversation techniques	B4. Address and moderate conflicts	
	C	Relationships	C1. Establish contacts	C2. Establish and shape relationships	C3. Clarify relationships and handle conflicts	C4. End professional relationships	
	D	Role	D1. Describe one's basic attitude	D2. Clarify roles and tasks in the counselling process	D3. Reflect on one's own role and develop it further	D4. Recognize and respect limits	
	E	Approach	E1. Provide a theoretical foundation for their counselling activities	E2. Explain the guiding theoretical principles for their activities	E 3. Formulate an approach to counselling	E 4. Challenge the approach to counselling and develop it further	
	F	Marketing und Administration	F1. Coordinate product, price, placement and promotion of the services coherently	F2. Publicize an offer of counselling services	F3. Organize counselling sessions (scheduling, documentation of clients)	F4. Draw up a budget, billing, book keeping	
Counselling process	G	Preparation	G1. Clarify the initial situation	G2. Formulate the request and objectives	G3. Reach agreement about the cooperation	G4. Prepare counselling sessions	
	H	Execution	H1. Start the counselling process	H2. Organize the counselling process	H3. Conclude the counselling process		
	I	Conclusion	I1. Evaluate the process and draw conclusions	I2. Ensure quality and develop it further			