



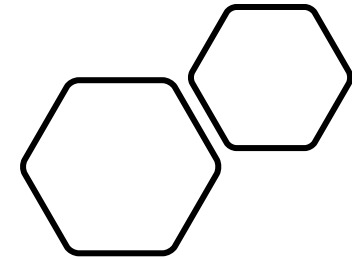
Online & Telephone Counselling Certificate Course

Course Prospectus



PENNY, Devon UK

*“They leave no stone unturned as far as giving you the right information to help you become an informed counsellor. I have used Counselling Tutor since the beginning of my journey studying to become a counsellor, I am now in my second year of private practice.” - **PENNY**, Devon UK*



* Introduction

This course has been designed to give you the necessary skills and underpinning knowledge to practise safely and ethically, while also taking account of current pressures on your time and finances.

We have worked intensively to provide an expert-designed and led online course, tailored not only to your learning needs but also to your budget.

* Who this course is for

- ✓ Qualified counsellors and psychotherapists
- ✓ Counselling students (Diploma Level) who are client facing or working towards placement

(Note: Students check with your course provider that you may work online or via telephone)

If you wish to enroll for this course, click here:

<https://counsellingtutor.com/online-and-telephone-counselling-course/>

If you are a student and your are not on a level 4 or equivalent, this course will not a good fit for you.

The course teaches how to transfer face-to-face skills to work online or via telephone.



SHANNE, West Yorkshire UK

The course is packed full of all the information and knowledge you need to give you the skills to take your practise online.

The learning is very comprehensive and both Rory and Ken explain things in a manner which is serious, factual and informative as well as including the right amount of humour and anecdotes from their own experiences and practices."

- **SHANNE**, West Yorkshire UK



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* Features of the Course

- ✓ **80 hours** of guided tuition, exercises and buddy training – **all online**, accessed via a secure portal
- ✓ Total flexibility to **study at your own pace**
- ✓ Blended learning to **accommodate varied learning styles**, including visual, auditory and kinaesthetic
- ✓ Supporting documents and **experiential work** to reinforce your learning
- ✓ **A completion certificate** to evidence your learning and CPD equivalent to **80 hours of CPD**



* Course Aims

1. To support you in transferring your existing face-to-face counselling skills to online and telephone working
2. To help you develop an ethical and professional presence online
3. To connect you with a buddy with whom you can practise using both asynchronous and synchronous online communication tools
4. To encourage you to develop personally as well as professionally, through reflecting on your thoughts and feelings regarding online and telephone working
5. To develop your skills in communicating online with fellow professionals using discussion forums
6. To give you an enjoyable and informative learning experience



LYN, Devon UK

Before I started the course, I thought to myself 'how hard can it be', I had no idea all the considerations and complexities involved. I am so pleased I attended the course, my insights into telephone and on-line counselling have increased 100-fold. I now feel competent and confident with 'holding' my clients in a different therapeutic space. - LYN, Devon UK

* What you will need

All you need in order to participate in the course are:

- ✓ access to a computer and the internet for the duration of course activities
- ✓ a buddy to practise with: you might choose either a peer you already know or else you can find a new buddy on the dedicated course-specific private group on *Facebook, which you'll be invited to join
- ✓ an interest in and commitment to learning more about online and telephone counselling.

*You do not need to be on Facebook to benefit from this course.

But if you are on Facebook, please join our course-specific private group. There, you'll be able to discuss your learning, raise any questions and – importantly – find yourself a course buddy to practise your practical skills with. This will help build your professional confidence and technological competence for when you first counsel a 'real' client online or by telephone.





PAUL, Thirsk UK

* Your CPD Certificate

Once you have completed all modules of the course, you will be able to download your CPD certificate as evidence of your learning, which you can use to meet your ethical body's annual requirement.

*As a qualified practitioner in PP, this course is not only helping me to reflect and adapt to working online, but also has given me so much accessible content and learning that has helped me to reflect and re-evaluate my whole practice. Amazing value for money - **PAUL**, Thirsk UK*



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* What other course members have said

You can read feedback on how participants have found the course at

<https://counsellingtutor.com/testimonials-online-and-telephone-counselling-course/>

We hope you will share your experience of the course when you graduate the course.



If you think you know how to make the switch then think again. This in depth, practical course will make you aware of all the essentials that keep you the professional in the relationship. From technology to taking payment no enquiry was too small!

Lucy, *Cleveland USA*

If you wish to enroll for this course, click here:
<https://counsellingtutor.com/online-and-telephone-counselling-course/>

* Course Recognition



National Counselling Society (NCS)

This course has been **awarded Quality Checked training recognition** by the **National Counselling Society (NCS)**.



Association for Counselling & Therapy Online (ACTO)

Counselling Tutor is a **recognised ACTO Online Training Provider** and this course **enables the graduate to join ACTO level 1 membership**.



* COURSE STRUCTURE

MODULE 01

How Does Online And Telephone Differ From Face-to-face Counselling

Topics

- ✓ Online mind set
- ✓ Benefits and challenges
- ✓ Suitability/assessment
- ✓ Synchronous vs asynchronous communication
- ✓ Disinhibition effect
- ✓ Online contracting
- ✓ Your relationship with technology
- ✓ Clients relationship with technology
- ✓ Using the right technology



* COURSE OVERVIEW

MODULE 02

Working Ethically and Legally



Topics

- ✓ Ethical and legal requirements
- ✓ Best fit for the client?
- ✓ Working within your jurisdiction
- ✓ Insurance considerations
- ✓ Online confidentiality
- ✓ Data protection
- ✓ Our disclaimer if things go wrong



* COURSE OVERVIEW

MODULE 03

Managing Risk

Topics

- ✓ Referrals
- ✓ Black hole effect
- ✓ Emergency contacts i.e. Samaritans
- ✓ Risk management
- ✓ Therapist's boundaries



* COURSE OVERVIEW

MODULE 04

Transferring Skills into an Online Environment

Topics

- ✓ Effectiveness of online therapy
- ✓ Telephone counselling – therapist considerations
- ✓ Clients seeing themselves – what we need to know
- ✓ Text counselling – therapist considerations
- ✓ Working without visual clues



* COURSE OVERVIEW

MODULE 05

Therapist Specific Considerations

Topics

- ✓ Online presence
- ✓ Supervision
- ✓ Self care
- ✓ Endings
- ✓ Evaluation forms



* COURSE OVERVIEW

MODULE 06

Into Practice and Beyond



Getting experience