

# 100-Hour Basic to Advanced Counselling Skills Diploma Program

 **Duration:** Monday to Friday | 4th August – 19th December 2025

 **Time:** 5:00 PM – 6:00 PM IST

 **Mode:** Live Online + Recordings, PDF Toolkit, Worksheets

 **Format:** Theory + Live Demos + Peer Practice + Supervision + Portfolio

## Program Overview

This program transforms learners into confident, ethically sound, and well-trained counseling professionals. Whether you're just starting or already in the field, this 20-week course teaches practical, research-based tools across **beginner to advanced levels**, preparing you to handle real client situations with clarity and compassion.

## Weekly Syllabus Breakdown (100 Hours | 20 Weeks)

### Week 1: Introduction to Counseling

- What is Counseling?
- History, scope, purpose, roles
- Types of counseling settings

### Week 2: Counselor Identity

- Self-awareness & emotional maturity
- Core qualities of a counselor
- Ethics, professionalism, self-reflection

### Week 3: Communication Skills

- Verbal & non-verbal cues
- Barriers to listening
- SOLER technique

### Week 4: Rapport & Reflection Techniques

- Building trust and warmth
- Paraphrasing, summarizing, reflecting feelings
- Empathy in practice

### Week 5: Counseling Session Structure

- Beginning, middle, closing
- First session do's and don'ts
- Session flow models

## ✓ **Week 6: Intake & Goal Setting**

- Intake form essentials
- Building SMART goals collaboratively
- Identifying presenting problems

## ✓ **Week 7: Ethics & Boundaries**

- Confidentiality, consent, documentation
- Boundary violations, power dynamics
- Dual relationships

## ✓ **Week 8: Burnout & Supervision**

- Counselor self-care
- Supervision models
- Countertransference management

## ✓ **Week 9: Humanistic Counseling**

- Carl Rogers & person-centered therapy
- UPR, congruence, active listening
- Case applications

## ✓ **Week 10: CBT & REBT**

- Thought distortions
- ABCDE model
- Cognitive restructuring techniques

## ✓ **Week 11: Gestalt & Existential Approaches**

- Empty chair technique
- Here-and-now focus
- Freedom, choice, and meaning-making

## ✓ **Week 12: Trauma-Informed Counseling**

- Window of tolerance
- Grounding techniques
- Psychoeducation in trauma

## ✓ **Week 13: Case Formulation (5-P Model)**

- Predisposing, Precipitating, Perpetuating, Protective, Presenting

- Case notes
- Timeline building

### **Week 14: Documentation Techniques**

- SOAP notes
- DAP notes
- Session summary and logs

### **Week 15: Handling Emotions in Sessions**

- Managing tears, shutdown, and flooding
- Validation and holding space
- Safety planning

### **Week 16: Difficult Client Situations**

- Silence, resistance, defensiveness
- Session boundaries
- Professional detachment

### **Week 17: Inclusive Counseling Practice**

- LGBTQIA+ affirmative therapy
- Multicultural sensitivity
- Language, gender, belief consideration

### **Week 18: Family & Adolescent Counseling**

- Parenting styles
- Adolescent psychology
- Family dynamics and genograms

### **Week 19: Peer Counseling & Supervision**

- Peer-led role-plays and feedback
- Observation and critique
- Shadowing ethics and documentation

### **Week 20: Final Projects & Viva**








- Final therapy plan submission
- Case portfolio review
- Oral presentation and trainer feedback

## **Skills You Will Master**

- Active listening and reflection
- Rapport building and session planning


- Theoretical integration (Humanistic, CBT, REBT, Gestalt)
- Documentation (SOAP, DAP, 5-P formulation)
- Working with diverse clients
- Managing real-life therapy challenges
- Peer counseling and supervised observation

## **Certification & Deliverables**






-  **100-Hour Diploma Certificate**
-  **Therapist Toolkit** (30+ worksheets & tools)
-  **Peer Counseling Reflection Letter**
-  **Supervised Shadow Counseling Certificate (10 Hours)**
-  **Letter of Recommendation (Top 5 Performers)**
-  **Final Therapy Plan + Case Portfolio PDF**
-  **Viva Voce Feedback Sheet**

## **Fees & Enrollment**

**Course Fee:** ₹9,500 INR Only

 **Early Bird Bonus:** Enroll before **25th July** and receive FREE entry to an exclusive live workshop:  
“Real Client Case Simulations: Learn from Mistakes”

## **Final Submissions Required**

-  3 Case Formulations
-  1 Final Therapy Plan
-  Peer Counseling Reflection Sheet
-  Shadow Counseling Observation Report
-  Viva Presentation (Oral + Slide Format)