Certified Counselor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Counselor in Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CSBDC Counseling Techniques**Attachment 3C

**Counseling Checklist**The following conditions will exist as a result of effectively applying the counseling techniques discussed in Module 3, Counseling Techniques:

The setting for the meeting was comfortable and conducive to its purpose.

The expectations of the Client were defined and addresses.

The Business Consultant listened effectively.

The Business Consultant spoke clearly and to the point.

The Business Consultant asked effective questions.

The Business Consultant observed and appropriately responded to non-verbal signals from the Client.

The Business Consultant obtained feedback to confirm understanding and agreement of the matters being discussed.

The Business Consultant and the Client reached a mutually agreed to definition of the problem(s) and specific points of action or solutions.

The Business Consultant empowered the Client by expressing his/her belief that Client was capable of solving their own problems.

By the end of the meeting it was evident that the Client has trust and confidence in the Business Consultant.

By the end of the meeting it was evident that the Client was motivated to action.

By the end of the meeting it was evident that the Client has learned how to approach a problem of this kind in the future and to find a solution.

By the end of the meeting a clear understanding of what actions would be undertaken by the Business Consultant and what actions would be undertaken by the Client, and if any follow-up phone calls or meetings were necessary.

By the end of the meeting it was evident that the Client understood the role and potential of the CSBDC and the Business Consultant.