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.