



## Counselling Fundamentals in the Workplace: A Comprehensive Counselling Methodology

By David McNorton

Management Books 2000 Ltd, 2000. Paperback. Book Condition: new. BRAND NEW, Counselling Fundamentals in the Workplace: A Comprehensive Counselling Methodology, David McNorton, This is a book written specifically for the manager, supervisor or other professional needing greater understanding and skill in counselling. Specialist training in this area of work is often complex and time consuming, going beyond what is essential for most workplace counselling situations. Bringing over ten years of experience working as both counsellor and as a trainer of counselling in industry, David focuses on the essentials of workplace advice and guidance, basing his book on his highly successful 'Counselling in the Workplace' courses. The book offers a careful balance between theory, skills and practical examples to help the beginner or the partly-experienced in providing a realistic service for a range of counselling situations. It covers: a comprehensive counselling methodology; how to develop the most useful counselling attitude; skills in gaining rapport, questioning and information gathering; assessing the counselling needs of the 'client'; differences between supportive, problem solving and therapeutic counselling.



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