**Counselling session Instructions**

Before taking an online counselling session, it's important to be prepared and create a suitable environment for yourself. Here are some instructions to help you get ready:

1. **Test your equipment**: Ensure that your computer or device, webcam, and microphone are in good working condition. Do familiarize yourself with our App in advance. Test the connection, audio, and video settings to make sure everything is working properly. This will help prevent any technical difficulties during the session.

2. **Find a quiet and private space**: Select a quiet and comfortable location where you can have privacy and minimal interruptions. Inform others in your household about the session and request that they refrain from entering the designated area during that time.

3. **Prepare any necessary materials**: If there are any documents, notes, or materials you wish to discuss during the session, have them readily available. This might include journals, calendars, or any other relevant information that you believe will assist in the counselling process.

4. **Set aside an appropriate amount of time**: Dedicate an appropriate amount of time for the session. Allow for additional time before and after the session to process your thoughts and emotions. Avoid scheduling any activities immediately following the session to ensure you have time for reflection and self-care.

5. **Be open and honest**: Approach the session with an open mind and a willingness to share your thoughts and feelings honestly. Online counselling can be just as effective as in-person counselling when you actively engage and participate in the process.

8. **Join the session early**: Log in to the session a few minutes before the scheduled start time to avoid any last-minute technical issues. This will give you time to troubleshoot any potential problems and ensure that you are ready to begin the session promptly.

9**. In case of not joining on time**: If you are not logged in at the scheduled start time of the session, the counsellor will wait for up to 15 minutes. However, if you do not log in within that time frame, it will be considered that the session has been taken and completed.

If you have a scheduled class, which is missed or cancelled in less than 15hrs notice, it would be considered as the session is taken and done.

Remember, these instructions are provided as general guidelines, and it's important to follow any specific instructions or recommendations provided by your counsellor or therapy provider. Online counselling can be a valuable tool for personal growth and support, so embrace the opportunity and make the most of your session.