OVERVIEW

Content:

• Body Language in communication

• Helping others to feel comfortable and to talk more openly and freely

• Developing better listening and observation skills

• Responding verbally – what to say, what not to say

• Building trust and empathy

• Clarifying and understanding the feelings of others

• Helpful and unhelpful questions

Student Support

At South West TAFE we’re here to help you complete your studies happily and successfully.

From the moment you start thinking about course options until you finish, you’ll have access to a range of student support options, covering enrolment, education, social and personal issues, including:

• Jobs and Skills Centre, who can help you with information sessions, fee payment options, TAFE and university pathways, career pathways and campus tours
• A DHHS registered Disability Support Team
• Koorie Liaison Officer
• Student Wellbeing Officer supporting your personal and social needs
• Library and Research Centre
• Bookshop supplying a range of textbooks and stationery
• Student Learning Support including literacy and numeracy

WHAT YOU LEARN

Training covers the use of various counselling skills, providing you with an opportunity to practice these skills in each session. While this course teaches basic counselling skills, it is not a substitute for full counselling qualifications and years of practical experience.

WHAT YOU GET

A practical short course providing introductory training in the interpersonal skills that are essential for basic counselling, and may be applied in other situations where someone requires support and understanding.

TIMES AND VENUE

Delivered 1 evening per week from 5:30pm – 7:30pm.

Refer to the dates tab on our website for upcoming dates or 'Register your Interest' to be notified of more upcoming dates as they are published.

DRESS CODE

Neat Casual

MATERIALS TO BRING

Photo identification (including your date of birth).

Pen and notepaper

CANCELLATIONS

For details regarding the Institute’s Refunds Policy please contact 1300 648 911, refer to our Student Handbook available from the Customer Service Centre at your local campus, or visit our website www.swtafe.vic.edu.au.

FURTHER INFORMATION OR TO ENROL

Please contact 1300 648 911 or visit www.swtafe.vic.edu.au.

DISCLAIMER

All information contained in this brochure was correct at time of printing. South West Institute of TAFE reserve the right to amend costs, subjects or courses as required without notice.