

This assignment is formative assessment and the goal is to give you information on how to answer a question in the exam, thus prepare you for summative assessment. Therefore, I give you in my feedback below an example of how the question could be answered and how to highlight the main aspects. Briefly discuss/give a brief summary or brief overview mean a short written debate where you are using your skill at reasoning, analyse carefully, and present considerations backed up by examples to explain your understanding of a concept, or point out the advantages and disadvantages of a given concept. Everything you include in your answer should help to answer the question and support your view.

Assignment Task:

The micro skills are indicated in the left column of the table below. There are three open columns (Purpose, When it is used and Examples). Use the format and give a brief summary of the micro-skill under each column. Finally, give a brief overview of your understanding of micro-skills.

Feedback discussion:

Micro-skill	Purpose	When it's used	Examples
Clarifying	A skill that enables the counsellor to seek specificity on what the client is thinking, feeling, and experiencing. Clarification is a form of reflection that seeks to eliminate ambiguity, confusion or misunderstanding. In counselling, clarification involves offering back to the client the essential meaning, as understood by the counsellor, of what they have just said. Thereby checking that the counsellor (listener) understanding is correct and resolving any areas of confusion or misunderstanding.	When using clarification, the counsellor has the client clarify vague or ambiguous thoughts, feelings or behaviours by asking the client to restate what s/he has just said or by stating to the client, what the counsellor has understood the client said. Clarifying questions are skills used by counsellors to ensure understanding and obtain essential information. These types of questions are simple inquiries of fact. Clarifying questions helps counsellors to truly listen to clients. The goal of asking a clarifying question is to get additional information so that the counsellor fully understand the client intended message – what they meant to say, which is not always just what they actually said. In addition, these types of clarifying questions should be “heart-based” questions. Meaning, that the intention of the question is not to judge, or to add further content into the conversation. Heart-based questions should only be asked to further understand the information provided by the client. So what is the intent of Clarifying? * Helps counsellors to obtain more information * Allows counsellors to fill in the gaps when the client gives an incomplete message	Examples of Clarifying Questions: Is this what you said...? What resources were used for the project? Did I hear you say...? Did I understand you when you said...? What criteria did you use to...? What is another way you might...? Did I hear you correctly, when you said...? Did I paraphrase what you said correctly?

		* Solicits more detail from the client so the counsellor can get a more clear picture.	
Influencing	Influencing may facilitate change in the way a client chooses to think or act. Influencing skills take a more direct approach to client change, with specific alternatives for actions that can promote change quicker and in some cases be more permanent. Influencing is part of all counselling. Influencing skills are: interpretation/reframing and information giving.	Influencing is generally used when the client is exploring alternative ways of thinking or behaving. Interpretation/reframing encourage the client to view life situations from an alternative frame of reference. This strategy does not change the facts of a situation, nor does it trivialise the hurt or pain the client may be experiencing. Information giving involves providing the client with factual information that may assist them in some way (such as details of a community support group or accommodation option). Sometimes clients are not sure where to start to look for the information they need, so counsellors can help their clients find that starting point. Even if the counsellor only used attending skills to actively listen to the client, being genuinely heard by another person can influence a person's behaviour.	A young person has just started taking drugs. The counsellor discusses the possible long and short term consequences of his/her actions. A client who is upset about having to move away from home is likely to be focusing on the loss of her support network and the familiarity of her community. The counsellor, while acknowledging the client's loss, could reframe the event to be perceived as an opportunity to experience new places, people and things: an opportunity for growth. A counsellor notices the conflict between two parties that have children together. The counsellor discusses the possible long and short term consequences of their conflict on their children.
Paraphrasing	To paraphrase, the counsellor chooses the most important details of what the client has just said and reflects them back to the client. Paraphrases can be just a few words or one or two brief sentences. First of all, it helps the client to feel both heard and understood. The client brings their material, daring to share that with you as counsellor. And you show that you are listening by giving them a little portion of that back – the part that feels the most important. You paraphrase it down. And if you do that accurately and correctly, and it matches where the client is, the client is going to recognise that and to feel heard: 'Finally, somebody is there really listening, really understanding what it is that I am bringing.'	Paraphrasing is not a matter of simply repeating or parroting what the client has stated. Rather it is capturing the essence of what the client is saying, through rephrasing. When the counsellor has captured what the client is saying, often the client will say, "That is right" or offer some other form of confirmation. Paraphrasing - Paraphrasing is one of the competent skills of how you show understanding in active listening. - Repeating back the essence of a client's words and thoughts using the client's main words: the purpose is to check on the clarity of counselor's understanding - Paraphrasing must be decided upon some goals (reinforce, clarify, highlight, double-check, etc.). - The function of paraphrasing is that it acts a promoter for discussion - Focusing only on the verbal content of client's messages is	Client: <i>I have just broken up with Sipho. The way he was treating me was just too much to bear. Every time I tried to touch on the subject with him he would just clam up. I feel so much better now.</i> Counsellor Paraphrase: <i>You feel much better after breaking up with Sipho.</i> You can use the same words. - Client: I feel terrible - Counsellor: You feel terrible. - Client: I heard a noise. - Counsellor: A noise?

		the first step in learning to respond to their voice, body and verbal messages · Excludes understanding of their voices and body messages. · Paraphrasing means rewording (not the same words) speakers' verbal utterances. It is important that you paraphrase because you drive people crazy if you parrot them. However, occasionally same words can be used (see in the example).	
Summarising	Summaries are brief statements of longer excerpts from the counselling session. In summarising, the counsellor attends to verbal and non-verbal comments from the client over a period of time, and then pulls together key parts of the extended communication, restating them for the client as accurately as possible. A check-out, phrased at the end of the summary, is an important component of the statement, enabling a check of the accuracy of the counsellor's response. Summaries are similar to paraphrasing, except they are used less frequently and encompass more information. A summary integrates elements of what the person has been discussing and serves at least three major functions. 1. It may help crystallize in a more coherent and integrated manner what the person has been talking about, and thus helps the person put facts and feelings together. 2. It may serve as a stimulus for further exploration of a particular topic or area. 3. It frequently serves as a necessary perception check for you because it pulls together materials discussed over an extended period of time and allows the client the opportunity to clarify any misconceptions you have in your thinking about him or her.	In a summarisation, the counsellor combines two or more of the client's thoughts, feelings or behaviours into a general theme. Summarisation is usually used as a skill during choice points of a counselling interview in which the counsellor wants to draw connections between two or more topics. Otherwise, when the client appears to be jumping from one topic to another without any particular focus or direction, a summarisation can help the client to decide which topic is most important. Summarisation is also used as a way to close a session. Summarisations are frequently used when: 1. You wish to structure the beginning of a session by recalling the high points of a previous session. 2. The client's presentation of a topic has been either confusing or just plain lengthy and rambling. 3. A client seems to have expressed everything of importance to her or him on a particular topic, and summarising provides closure so you can move on. 4. Plans for taking the next step in counselling require mutual assessment and agreement on what has been learned so far.	Client: <i>I really feel guilty about marrying her in the first place. It was not really for love. It was just the convenient thing to do. I feel like I have messed up her life, and now I feel obligated to her. Starting a family and having children has always been important to me and at my age I feel like I should get started soon. I do not want to be in my seventies before my children graduate from high school. Everything in my life feels so unsettled right now. I just started this new job and it would not start paying good until I get a promotion. In order to get a promotion I know that I will have to work overtime and travel frequently. I just do not think that I can handle all of these responsibilities at the same time.</i> Counsellor: <i>There are a number of areas in your life which make you feel overwhelmed with responsibility. So far, you have indicated that your dissatisfaction with your marriage, the pressure you feel to start a family, and your new job each contribute to the stress you feel. Each area is related to the others by the degree of responsibility you feel and your ability to cope with those responsibilities.</i>
My understanding of Micro-skills is: (short paragraph) Counselling Micro-skills are specific skills a counsellor can use to enhance their communication with clients. These skills enable a counsellor to effectively build a working alliance and engage clients in discussion that is both helpful and meaningful.			

When working with clients, counsellors use a basic set of core micro-counselling skills which assist in developing a therapeutic relationship with the client, and establish a foundation for communication. These skills involve rapport building, the use of active listening, asking open questions, and summarising the information given to them by the client.

The following eight fundamental skills that alone or together can help a client to access their deepest thoughts or clarify their future dreams:

1. Attending Behaviour
2. Questioning
3. Responding
4. Noting and Reflecting
5. Client Observation
6. Confrontation
7. Focusing
8. Influencing

Micro-counselling skills form an integral part of the clinical relationship. It enables trust and rapport as well as more ability to obtain accurate information. Counsellors with empathy, unconditional positive regard and a non-judgemental attitude are essential in the role, and are often better able to quickly establish a positive therapeutic alliance. When coupled with good micro-skills, including Clarifying, Influencing, Paraphrasing and Summarising they are able to accurately convey these positive attitudes.

- Microskills are the basic foundational skills involved in effective helping relationships.
- They are the foundational tools on which the success of interventions with clients may depend
- They help to create the necessary conditions from which positive change can take place
- They provide the client with such alliance building constructs as empathic understanding, genuineness and acceptance, and will greatly facilitate the development of a safe therapeutic environment
- They will aid in establishing rapport with clients