

Counselling Skills For Dummies 2nd Edition

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Counselling Skills For Dummies - Gail Evans 2013-09-30

Discover the practical skills for helping others. Whether you are considering becoming a counsellor, have to provide some form of counselling as part of your job, or are simply interested in communicating well, Counselling Skills For Dummies provides the perfect introduction to the practical basics of counselling. Starting with a thorough guide to the qualities, knowledge and skills needed to become a 'listening helper', the book goes on to provide a framework for a counselling session, helping you to successfully manage a potentially daunting process. Counselling Skills For Dummies, 2nd Edition: Illustrates how you can create a positive relationship between listener and speaker Teaches you how to structure a helping conversation Explains how asking the right questions are important to the progression of the relationship between speaker and listener Shows how you can better understand yourself, which is a crucial step in ensuring that you break down your own barriers to listening

Counselling Skills and Theory 5th Edition - Margaret Hough 2021-08-27

Trusted author Margaret Hough updates this bestselling resource that will provide you with the clearest introduction to the major approaches in counselling. Easy to read, clear and concise, this full colour updated edition will take you from learning to application with a variety of group tasks and case studies to explore and evaluate. - Explore the new extended sections on Cognitive Behaviour Therapy, Neuroscience, and Cultural Diversity and Counselling to highlight new approaches, developments and research. - Consolidate learning with new student exercises - now over 70! - Translate theory into practice with new case studies, including some that will illustrate the problems clients experienced during Covid-19, with special reference to emotional and psychological effects of lockdown - Understand the ways in which neuroscience helps us understand the beneficial effects of counselling and psychotherapy with the regular references throughout the book.

Counselling Skills for Dietitians - Judy Gable 2016-02-16

The third edition Counselling Skills for Dieticians has been fully revised and updated to reflect the recent developments, research and interests in the field. It explores the skills required for dietetic counselling, and includes frequent examples of dialogue from patient consultations, as well as exercises and activities so that the reader can undergo experiential learning relevant to their practice. Includes examples from daily practice to illustrate the difficulties encountered by dietitians and demonstrate the application of counselling skills Clearly explains theoretical models of accepted counselling practice underpinning the skills described Has been updated to include additional information on topics such as assertiveness skills and eating distress Addresses practical and psychological issues faced by dietitians and patients Includes the latest research evidence for counselling skills in dietetic practice Draws upon research evidence, theory and experience from the fields of psychotherapy and counselling Now provides access to a range of supportive online material including videos of consultations, case studies and resources for trainers

Counselling Skills for Social Work - Lisa Miller 2011-11-14

Praise for the first edition: 'The content of the book is excellent.... The strength lies in its detailed application of ideas to practice. The use of the case material to illustrate application is excellent and works well.' - Helen Cosis-Brown, University of Middlesex This new edition of Counselling Skills for Social Work argues that good counselling skills are at the heart of effective social work practice. Building on the success of the first edition, this core textbook brings a range of therapeutic models, with their theoretical underpinnings and skills,

directly into a social work context. By looking at how the underlying theory can be applied to professional practice, chapters identify the key skills which can be employed for the most effective social work intervention. Key features of the book include: - a practical skills-based approach; - a focus on service-user experiences and a range of case-studies drawn from a variety of 'real-life' settings; - a new chapter dedicated to counselling young people; - chapter content is linked to the most recent NOS and GSCC guidelines structuring training and practice; - end-of-chapter Reflective Questions and Tips for Practice summarising the key theoretical concepts and their applications. Written in a lively and engaging style this updated new edition will be an invaluable text for undergraduate students in social work. It will also be useful for qualified practitioners to enhance understanding of communication and the process of change through the medium of counselling skills.

British History For Dummies - Seán Lang 2011-02-08

History is always a popular subject and British history has created some of the most lively and fascinating stories there are! Britain as we know it today has been shaped by centuries of political turmoil between state and church, as well as international conflicts, making its history a fascinating insight into how modern Britain has emerged. For this special, hardback edition of British History For Dummies, we've added over 100 black and white and colour photos for an even more explosive experience of British history. British History For Dummies Illustrated Edition: British history is still a major topic of interest, emphasised by the continual TV coverage and documentaries Inside you'll find rip-roaring stories of power-mad kings, executions, invasions, high treason, global empire-building and forbidden love- not bad for a nation of stiff upper lips! Includes fascinating information in the fun For Dummies style- from the Stone Age right through to modern day Britain and everything in between! Provides the ultimate British history experience and the hardback format with over 100 illustrations make it the perfect gift for amateur historians

Skills in Person-Centred Counselling & Psychotherapy - Janet Tolan 2012-01-20

This book has already helped thousands of beginning practitioners understand the subtleties of the person-centred approach and develop skills in person-centred counselling practice. Now in its second edition, this step-by-step guide takes the reader through the counselling process, providing advice on how to structure and manage therapeutic work in ways which are thoroughly grounded in person-centred principles. Janet Tolan defines the key tenets of the approach - psychological contact, congruence, empathy and unconditional positive regard - and demonstrates how they are used effectively in a range of counsellor-client interactions. Describing all aspects of the therapeutic relationship from the initial meeting to ending the relationship well, this new edition contains new chapters - 'Debates and Developments in Practice' and 'Edgy and Ethical Issues'. This book is an ideal introduction for beginners and for more experienced therapists who want to extend their range. Janet Tolan is a Consultant and Private Practitioner in Manchester. She has worked extensively in education and training, most recently as leader of the Counselling and Psychotherapy Masters programme at Liverpool John Moores University.

Business NLP For Dummies - Lynne Cooper 2009-01-12

Achieve business success with Neuro-linguistic Programming People around the globe use NLP to improve their communication skills, build rapport, make positive changes, and accomplish their goals. When used in a business context, NLP techniques can transform both your own and your team's performances. This practical guide to NLP at work will help you increase your flexibility, become more influential, and achieve professional

success, whatever your career. • Use NLP techniques in the workplace – overcome barriers to success and develop a winning mindset • Build effective working relationships – improve your communication skills and create rapport with your colleagues • Lead people to perform – enhance your ability to inspire peak performance • Make changes that drive success – set and achieve ambitious goals

Essential Interviewing and Counseling Skills - Tracy Prout, PhD 2014-03-27

Print+CourseSmart

Positive Psychology For Dummies - Averil Leimon 2012-02-27

Why do some people achieve greater success and happiness than others? The key is positive psychology. For most of its history, psychology has focused mainly on the darker side of human behaviour - depression, anxiety, psychosis and psychopathic behaviour. In 1998, Martin Seligman became president of the American Psychological Association and inspired a movement to focus on the positives in human behaviour. Positive Psychology For Dummies: Taps into the burgeoning media focus on happiness and positive mental attitude Provides key information on the origins, theory, methods, practitioners and results of positive psychology Demonstrates how to understand what makes you tick, how to hone positive emotions and how to use positive philosophy for success in both your personal and working lives. Is perfect for a wide audience, from those wanting to get more out of their life, to psychology students or counsellors About the author Gladeana McMahon is co-author of Performance Coaching For Dummies. She is regarded as one of the UK's top ten coaches. Averil Leimon is co-author of Performance Coaching For Dummies. She is a business psychologist and a leading UK leadership coach.

Peer Counseling - Vincent J. D'Andrea 1996

This remains the best (and only) handbook for learning to be a peer counselor. After years of success with their first editon, the editors have updated and greatly expanded Peer Counseling with new chapters by additional contributors. This new edition provides the basics of rapidly training college students and others in: Listening skills -- Crisis counseling -- Counseling skills Cultural and ethnic perspectives -- Resident advisors Suggested training curriculum Chapters from new contributing authors help reflect changes in the work of the average college campus peer counselor: Ethical considerations -- Making referrals -- Date rape -- Sexual orientation -- HIV antibody test counseling Complete with bibliography and index

Philosophy For Dummies - Martin Cohen 2012-01-24

Confused by metaphysics? In a muddle with aesthetics? Intimidated by Kant? Then look no further! Philosophy For Dummies, UK Edition is a complete crash-course in philosophical thought, covering key philosophers, philosophical history and theory and the big questions that affect us today. Tying in with standard UK curricula and including core topics such as logic, ethics and political philosophy, this impartial, expert guide cuts through the jargon to give you the facts. Whether you're a philosophy student or a complete beginner, Philosophy For Dummies, UK Edition will get you thinking and talking about philosophy in no time, and with maximum confidence.

Emotional Freedom Technique For Dummies - Helena Fone 2010-12-29

A member of the Energy Therapies family - which includes, acupuncture, acupressure and shiatsu - Emotional Freedom Technique is a simple and increasingly popular self- development therapy used to treat a wide range of physical and emotional issues. Popularised by figures including Paul McKenna, EFT is based on the theory that negative emotions are caused by disturbances in the body's energy. Often referred to as acupuncture without needles, EFT involves locating and tapping on meridian points in the body while thinking of a negative emotion and using positive suggestion and thoughts to alter the body's energy flow, restore balance and reprogram thought processes. This no-nonsense guide introduces readers to the theories and methods behind the technique and shows them how to use it to reduce the physical and emotional impact of a wide range of issues including, depression, fears, phobias, anger, addictions, sleeplessness and pain. It's simple, safe, anyone can practice it at home and with EFT For Dummies readers can banish bad habits for good. Includes information on: The path to emotional freedom - explaining EFT Understanding your emotions Basic EFT tapping routines Improving emotional health with EFT Practising EFT on yourself and others Helena Fone is a registered EFT practitioner and trainer and an advanced hypnotherapist. She has a diploma in advanced holistic hypnotherapy and practices CBT and NLP. Find out more about Helena at www.EFTRegister.com

Essential Interviewing and Counseling Skills, Second Edition - Tracy A. Prout, PhD 2021-08-11

The only comprehensive interviewing and counseling text grounded in a strong multi-theoretical foundation Structured around CACREP standards, Essential Interviewing and Counseling Skills Second Edition uniquely encompasses both theory and practice from the perspectives of a diverse array of theoretical schools and practice strategies. While continuing to disseminate counseling fundamentals, the second edition focuses extensively on the acquisition of robust interviewing and counseling skills including special preparation for the initial assessment and counseling session. It is also distinguished by its integration of cognitive behavioral and psychodynamic therapy approaches. Throughout, the text emphasizes the importance of multicultural humility and a multicultural orientation to counseling—including challenging students to examine their own backgrounds and biases. This latest edition also addresses key aspects of telehealth that have come to the fore during the COVID pandemic. The use of case examples throughout highlights multiple theoretical approaches and illustrates how to integrate a wide range of perspectives. With an emphasis on counseling clients from diverse cultural backgrounds, each chapter focuses on strategies for working with varied populations, with an emphasis on intersectionality. The authors consider many forms of diversity including race, ethnicity, immigration, and country of origin along with age, gender, sexual orientation, religion, language, and physical and cognitive abilities. Purchase includes digital access for use on most mobile devices or computers. Updates to the instructor's resources include an Instructor's Manual, Power Points and a new test bank. New to the Second Edition: Includes a new chapter on Theoretical Integration of Approaches in Counseling New discussions on how to successfully use telehealth for interviewing and counseling Includes "Hot off the Press" boxes highlighting cutting edge research to inform strategies for counseling and professional development The entire text has been updated with the latest research and clinical references. Key Features: Includes an emphasis on multicultural competence and humility throughout the text and features a "Spotlight on Culture" focusing on specific cultural considerations in each chapter Provides a balanced, integrated theoretical and practical approach to interviewing and counseling with a focus on skills development Discusses evidence-based practice, assessment, diagnosis, and when/how to end treatment Teaches the fundamental skills of empathy, active listening, treatment planning and developing a strong therapeutic alliance with the client

Integrative Counselling Skills in Action - Sue Culley 2011-03-31

'As a counsellor, supervisor and trainer I find this book such an excellent resource. It is invaluable in my teaching as well as supporting learning in supervision. Culley and Bond use their extensive experience as practitioners to demystify potentially complex ideas, instead presenting them in an accessible and engaging way. Counselling skills are described clearly and case study material is relevant to practice. The third edition brings new and contemporary content that further enhances the value of the book. Buy it now!' - Dr Andrew Reeves, Counsellor, Supervisor, Trainer and Editor of Counselling and Psychotherapy Research journal. Integrative Counselling Skills in Action, third edition, is a bestselling introduction to the core counselling skills. It takes you step-by-step through the skills and strategies needed at each stage of the counselling process -- beginning, middle and end - using illustrative case examples and providing practical checklists and summaries. New to the third edition: · Negotiating and managing a counselling contract · Using self-disclosure · Preparing for and using supervision · An example of supervision included in extended case study · A new preface Integrative Counselling Skills in Action is used by many thousands of students and practitioners who need guidance on using counselling skills in a variety of helping settings.

Emotionally Focused Couple Therapy For Dummies - Brent Bradley 2013-07-15

A practical, down-to-earth guide to using the world's most successful approach to couple therapy One of the most successful therapeutic approaches to healing dysfunctional relationships, emotionally focused couple therapy provides clients with powerful insights into how and why they may be suppressing their emotions and teaches them practical ways to deal with those feelings more constructively for improved relationships. Unlike cognitive-behavioural therapy, which provides effective short-term coping skills, emotionally focused therapy often is prescribed as a second-stage treatment for couples with lingering emotional difficulties. Emotionally Focused Couple Therapy For Dummies introduces readers to this ground-breaking therapy, offering simple, proven strategies and tools for dealing with problems with bonding, attachment and emotions, the universal cornerstones of healthy relationships. An indispensable resource for readers who

would like to manage their relationship problems independently through home study Delivers powerful techniques for dealing with unpleasant emotions, rather than repressing them and for responding constructively to complex relationship issues The perfect introduction to EFT basics for therapists considering expanding their practices to include emotionally focused therapy methods Packed with fascinating and instructive case studies and examples of EFT in action, from the authors' case files Provides valuable guidance on finding, selecting and working with the right EFT certified therapist

Counselling Skills - Traci Postings 2021-10-20

This counselling skills book will equip you with the necessary knowledge, skills and qualities to work with people in a range of different roles and settings. It defines counselling skills and introduces key skills including: listening and responding skills, empathy and different models, tools and techniques. Further chapters explore the importance of skills practice and self-awareness; ethics, boundaries and confidentiality; working remotely; working with difference and diversity, and different professional roles. Throughout, case studies show you how these skills can make a difference in practice, while exercises, including a student journal feature, help you reflect on your own attitudes to enhance your reflective practice. This book is an accessible guide to the BACP counselling skills competence framework for trainee counsellors and those using counselling skills as part of another professional role.

The Ancient Greeks For Dummies - Stephen Batchelor 2011-02-15

The civilisation of the Ancient Greeks has been immensely influential on the language, politics, educational systems, philosophy, science and arts of Western culture. As well as instigating itself as the birthplace of the Olympics, Ancient Greece is famous for its literature, philosophy, mythology and the beautiful architecture to which thousands of tourists flock every year. This entertaining guide introduces readers to the amazing world of the Ancient Greeks. It offers a complete rundown of Greek history alongside fascinating insights into daily life in Ancient Greece and a captivating overview of Greek mythology. Readers will discover how this ancient culture came to be the cornerstone of Western civilisation and the enormous influence it has had on our language, politics, education, philosophy, science, arts and sport. The history of Ancient Greece remains a wide topic of interest, particularly renowned for its influential and diverse culture This basic guide will allow greater access to this vibrant area of study, and provide a distinct and light-hearted approach to this vast area history Covers dozens of topics, including; the early civilisations, war & fighting, home & family, day-to-day life and much, much more! About the author Steve Batchelor is a lecturer in Classics at Richmond College and has been teaching ancient history for 10 years. He has written reviews for various publications, including History Today, and he has also been involved in running guided historical tours of Greece.

COUNSELLING SKILLS FOR MANAGERS, Second Edition - SINGH, KAVITA 2015-06-30

Exhaustive work pressures, unmanageable deadlines, and over-stressed work schedules, often lead a manager to a situation, where he/she fails to perform upto his/her potential. At that point of time, counselling becomes mandatory for mental healing and positive outlook. In the second edition, the book continues to focus on counselling concepts by delving on the issues of termination and follow-up, while discussing Counselling Procedures. The concept of REBT (Rational Emotive Behavioural Therapy) has been examined to help the counsellors improve or enhance the behaviour of clients through counselling. While discussing organizational application of counselling skills, a detailed analysis dealing with clients in crisis and trauma has been deliberated, that has a great relevance in today's challenging environment. Further, a section has been specifically devoted to 'Counselling Women', as they have to encounter different kinds of issues in both personal and professional lives. A comprehensive model of ethical decision-making has been added into the chapter, 'Ethics in Counselling'. The book is designed for the postgraduate students of management and organizational psychology. Besides, the book will also be useful for the practising managers and counsellors.

Self-Hypnosis For Dummies - Mike Bryant 2010-12-01

Self-Hypnosis For Dummies is your hands-on guide to achieving your goals using hypnosis. Whether you want to lose weight, overcome anxiety or phobias, cure insomnia, stop smoking, or simply stop biting your nails, this guide has it covered! The reassuring and straight-talking information will help you harness the power of your mind and re-train your subconscious to think in more healthy and constructive ways, and to overcome specific issues, such as anxiety and paranoia, and break bad habits, such as smoking. The easy-to-follow style will guide you through every step of the process, empowering you to take control and start

making changes right away.

Counselling Skills For Dummies - Gail Evans 2013-07-23

Discover the practical skills for helping others. Whether you are considering becoming a counsellor, have to provide some form of counselling as part of your job, or are simply interested in communicating well, *Counselling Skills For Dummies* provides the perfect introduction to the practical basics of counselling. Starting with a thorough guide to the qualities, knowledge and skills needed to become a 'listening helper', the book goes on to provide a framework for a counselling session, helping you to successfully manage a potentially daunting process. *Counselling Skills For Dummies, 2nd Edition*: Illustrates how you can create a positive relationship between listener and speaker Teaches you how to structure a helping conversation Explains how asking the right questions are important to the progression of the relationship between speaker and listener Shows how you can better understand yourself, which is a crucial step in ensuring that you break down your own barriers to listening

Counselling Skills and Theory - Margaret Hough 2010

Previous ed.: London: Hodder Arnold, 2006.

Introduction to Counselling Skills - Richard Nelson-Jones 2004-12-08

'As a course book or an aide to individual learning this book contains a wealth of information and guidance based on years of study and practice. It is easy to use because it is clearly signposted. I particularly like the way the author addresses the range of issues a student needs to consider before embarking on a counselling course. The structure of building block by block, skill by skill simplifies assessment' - *Counselling and Psychotherapy Journal* Good counselling skills are the key to effective helping relationships. *Introduction to Counselling Skills, Second Edition* is designed to help readers' acquire and develop these skills, using an easy-to-follow, three-stage model. Drawing on many years experience as a counsellor, trainer and writer, Richard Nelson-Jones describes in detail each stage in the helping process and gives examples to show how the skills work in practice. The examples also demonstrate the variety of contexts in which counselling skills are commonly used, as well as the diversity of issues and problems they can help to address. The book covers: } what counselling skills are } how to conduct sessions } ways to clarify and expand your understanding } how to improve your listening skills } ethical skills. *Introduction to Counselling Skills, Second Edition* is full of practical features designed to aid learning, including activities related to the particular skill being described, learning outcomes, examples, summaries and a glossary of key terms. For this, the Second Edition, the book has been fully up-dated and new material has been added on the diversity of helpers and clients, the use of training groups and supervision. Combining a clear explanation of skills, with a host of practical activities, *Introduction to Counselling Skills, Second Edition* is the ideal text for introductory courses in counselling skills, counselling and many other professional areas including health care, management, education and social work.

Counselling Skills: A Practical Guide For Counsellors And Helping Professionals - McLeod, John 2011-10-01

This second edition is a step by step practical guide to counselling skills for trainees and practitioners. It presents key skills clearly and concisely.

Counseling Skills for Teachers - Jeffrey A. Kottler 2007

Publisher description

Personal Counseling Skills - Kathryn Geldard 2008

This book is a comprehensive, easy-to-read introduction to personal counseling written for professional and volunteer counselors and those who train them. The chapters describing basic and more advanced counseling skills are arranged in a sequence that is particularly suitable when teaching student counselors to learn and practice using these skills for the first time. The authors adopt an integrative approach that allows the reader to learn, understand, and use skills taken from major counseling approaches, and to integrate these into a sequential process that maximizes the possibility of facilitating change in the client. Of considerable value for new counselors are those sections of the book that describe the fundamental principles of the counseling relationship, and explain the theories of change applicable to the various approaches to counseling. Unique features include: a highly practical integrative approach to counseling; discussion of the specific skills required for success; practical suggestions on ways to learn and develop new

skills; ways of managing particular situations involving angry, depressed, grieving, and suicidal clients; an understanding of the role of a counselor/supervisor; information on practical issues such as keeping records, arrangement of the counseling room, and ways to look after yourself as a counselor; plus practical information on issues of confidentiality and professional ethics. Additionally, there are numerous examples of useful dialogue to illustrate real experiences of and for use in counseling situations, including key statements that are highlighted throughout the book for ease of reference. This text will serve as a valuable resource for workers in a wide variety of helping professions where counseling skills are useful such as psychology, social work, welfare work, medicine, nursing, education, and human services."

Counselling Skills and Studies - Fiona Ballantine Dykes 2014-09-22

Are your students looking to use counselling skills to enhance their existing helping role or wanting to take the first steps towards becoming a professional counsellor? Well look no further! This practical guide will provide them with the ideal 'way-in', showing them what helping and counselling is all about. Part 1: Counselling Skills will introduce students to the underpinning knowledge and practical tools needed to develop a range of helping skills for use in a variety of helping roles, showing them what it means to work safely and ethically. Part 2: Counselling Studies will help students take their understanding further by considering in detail important theories and professional issues, preparing them to work as a professional counsellor. Part 3: Counselling Study Skills will offer practical advice and hints and tips to help students make the best start on their counselling portfolio, including journal and essay writing skills, research skills and how to get inspired and overcome blocks to their learning. Packed full of practical activities and written in a supportive conversational style, this book is essential reading for anyone wanting to learn counselling skills or embarking on their first stage of training to be a counsellor.

Counselling Skills in Context - Members British Association 2001-06-29

Published in association with the BACUP, this textbook provides the required knowledge for counselling skills qualifications. The book relates to the activity of counselling skills and addresses the context and roles in which these skills are used. Each chapter of the book contains information and practical activities which are designed to test knowledge. The book offers comprehensive coverage of the following areas: ? Ethics and processes, including the description of the difference between counselling skills and counselling. ? Life stages. ? Theoretical perspectives. ? Values, attitudes and beliefs. ? Listening skills. ? Settings. ? Bullying and harassment. ? Mentoring. The book is ideal for students on counseling skills courses and those using counseling skills in a variety of different environments.

Growing Your Own Fruit and Veg For Dummies - Geoff Stebbings 2012-01-24

Save money and eat fresh with this hands-on guide to home-growing Growing you own produce is the only way to enjoy delicious, garden-fresh fruit and veg all year round. This practical manual gives you the lowdown on everything from finding the right tools and choosing which plants to grow, to nurturing your crops and bringing in your first harvest. The easy-to-follow advice will help you get started straight away and become a confident and successful kitchen gardener. • Get going with growing – discover which plants are best for you and how to make the most of your outdoor space • Prepare your plot – learn how to set up and maintain healthy beds for your fruit and vegetables • Grow tasty veg – choose your favourite veggies from asparagus and broccoli to courgettes, sweet corn and many more • Grow your own fruit salad – get quick results from fast-growing berries and learn to nurture slow-growing tree fruit and exotic greenhouse produce

Psychology For Dummies - Adam Cash 2013-06-21

Understand why you feel and act the way you do Psychology For Dummies is a fun, user-friendly guide to the basics of human behavior and mental processes. In plain English—and using lots of everyday examples—psychologist Dr. Adam Cash cuts through the jargon to explain what psychology is all about and what it tells you about why you do the things you do. With this book as your guide, you'll: gain profound insights into human nature; understand yourself better; make sense of individual and group behaviors; explore different approaches in psychology; recognize problems in yourself and others; make informed choices when seeking psychological counseling; and much more. Shows you how understanding human psychology can help you make better decisions, avoid things that cause stress, manage your time to a greater degree, and set goals Helps you make informed choices when seeking psychological counseling Serves as an invaluable supplement to classroom learning From Freud to forensics, anorexia to xenophobia,

Psychology For Dummies takes you on a fascinating journey of self discovery.

Low-Cholesterol Cookbook For Dummies - Dr. Sarah Brewer 2009-02-24

In the UK, 7 out of 10 people over the age of 45 have high cholesterol levels (Bupa 2007). Although there are no clear symptoms, high cholesterol levels have been associated with heart disease and stroke – two of Britain's biggest killers. There are several factors that can cause high cholesterol; an unhealthy diet, being overweight and a lack of exercise are three of the main contenders. As a result, some of the best ways to control and reduce cholesterol levels are losing weight, eating a heart-healthy diet and taking regular exercise. Although eating healthily may sound simple, it's often difficult to know which foods to avoid when trying to lower cholesterol. Fully adapted for the UK market, Low-Cholesterol Cookbook For Dummies reveals which food you should eat and helps readers make small changes to their diet to achieve big results. Low-Cholesterol Cookbook For Dummies includes: The latest dietary and medical information on cholesterol and how to control it Over 90 delicious recipes as well as low fat cooking techniques and ways to lower cholesterol on a daily basis Sensible advice on finding the right foods when shopping, planning menus, and adapting recipes to suit family and friends.

Career Counselling - Robert Nathan 2005-11-15

Praise for the First Edition: `For those of you who wonder if the counselling approach is of much use for career guidance, this book should be informative. The importance of working with insight into client feelings is exemplified by insights into the need to address and work through feelings so that blocks to career interest and good decision-making can be overcome... The book outlines basic counselling skills and more complex ones and many straightforward exercises; ways of generating career options; career drivers and satisfiers; decision-making exercises; and guidelines for investigating careers... This text has made me more aware of the importance of thinking in terms of counselling and group counselling in the work I do relating to careers' - Guidance Matters Career counselling is often mistakenly described as giving people advice on finding the best career path. This fully revised and updated second edition of Career Counselling explains what career counselling actually is, why people seek it, and indicates the many contexts where it is used. It describes in detail the skills, tools and techniques of career counselling, useful to both professional career counsellors and those for whom career counselling is just part of their work. This practical guide examines the issues typically brought to career counselling, and includes a completely new chapter on the role of career counselling within organisations. Other areas covered include: o the dilemmas of independent and in-house career counsellors o screening and contracting o ways of facilitating decision-making and managing `blocks' o self-management and continuing professional development. Career Counselling, Second Edition stresses the importance of adopting a `whole person' approach whilst maintaining a career focus. Illustrated throughout by case studies from the authors' experience, the book draws on approaches ranging from the humanistic work of Carl Rogers to solution-focused counselling. The book contains an invaluable resources section and includes a brand new appendix containing photocopiable exercises which practitioners and their clients can use in conjunction with their counselling sessions. Robert Nathan is Managing Director of Career Counselling Services, London.

Counselling and Helping - Richard Velleman 2010-02-01

This new edition is an indispensable introduction to the core principles of counselling for those interested in counselling and those considering training. It describes the main styles of counselling, provides an excellent framework for helping, and introduces some of the approaches and key tools used within a counselling relationship Offers a stimulating and highly accessible introduction to the key aspects of counselling Recurring case studies to illustrate clearly the practical application of the range of styles and approaches in counselling and experiential exercises are included in each chapter to facilitate the reader's learning and understanding Guides the reader, in a straightforward, readable style, through the main issues that arise within counselling/helping relationships A book to enthuse, excite and empower those contemplating counselling training, or those who have embarked on a course and want a broad introduction

Counselling Skills and Theory 4th Edition - Margaret Hough 2014-06-06

Trust this bestselling resource to provide you with the clearest introduction to the major approaches in counselling. Written by expert counsellor and bestselling author Margaret Hough, this textbook provides the clearest overview and introduction to the subject. It covers the major approaches to the field, how they

interrelate and how you can put them into practice. Suitable for a wide range of qualifications from Foundation courses to Higher Education, it will help you to understand the nature of counselling, the skills you will need to develop and how to overcome the challenges you might face in this rewarding profession. This new edition, now in full colour, provides up-to-date research on topics such as ethics in counselling and the importance of both supervision and person-centred care in residential and hospital settings. - Navigate your way easily with the book's clear language and structure - Translate theory into practice with realistic case studies, exercises and other useful features - Develop your knowledge with extended coverage of cognitive behavioural therapy, Brief therapy and online counselling - Further your understanding with expanded coverage of working with younger clients, counselling for trauma and disaster and psychodynamic theories

Cognitive Behavioural Therapy For Dummies - Rob Willson 2010-08-26

An updated edition of the bestselling guide on reprogramming one's negative thoughts and behaviour Once the province of mental health professionals, CBT (or Cognitive Behavioural Therapy) has gained wide acceptance as the treatment of choice for anyone looking to overcome anxiety, manage anger, beat an addiction, lose weight or simply gain a new outlook on life. Written by two CBT therapists, this bestselling guide helps you apply the principles of CBT in your everyday life-allowing you to spot errors in your thinking; tackle toxic thoughts; refocus and retrain your awareness; and finally, stand up to and become free of the fear, depression, anger, and obsessions that have been plaguing you. Includes tips on establishing ten healthy attitudes for living as well as ten ways to lighten up Helps you chart a path by defining problems and setting goals Offers advice on taking a fresh look at your past, overcoming any obstacles to progress as well as ways to maintain your CBT gains Includes new and refreshed content, including chapters on how to beat an addiction and overcome body image issues With indispensable advice on finding your way out of the debilitating maze of negative thoughts and actions, the book is brimming with invaluable suggestions that will have even a confirmed pessimist well armed for the journey forward.

Selecting Effective Treatments - Linda Seligman 2011-10-19

A systematic, research-based approach to the diagnosis and treatment of the major mental disorders found in the Diagnostic and Statistical Manual of Mental Disorders This thoroughly revised and updated edition of Linda Seligman's classic book, *Selecting Effective Treatments* combines the latest research on evidence-based practices with practical, how-to information on implementation. Filled with numerous illustrative case studies and helpful examples, this Fourth Edition features expanded coverage of: Trauma and its effect across the lifespan, suicide assessment and prevention, and new treatment approaches, including mindfulness Childhood disorders, including autism spectrum disorders, bipolar disorder, ADHD, and attachment disorder Grief, loss, and bereavement Diagnosis and treatment of depression, borderline personality disorder, the schizophrenia spectrum disorders, and the bipolar disorders With a new discussion of treatment strategies for dual diagnosis, *Selecting Effective Treatments*, Fourth Edition provides a pathway for treatment of mental disorders based on the most recent evidence-based research, while at the same time recognizing that the diagnosis and treatment of mental disorders are part of a dynamic and evolving field that embraces individuality and personalization.

Work-Life Balance For Dummies - Jeni Mumford 2012-02-27

A recent survey conducted by Unversum Communication found that work-life balance is No.1 on the list of short-term career goals amongst professionals. But while work-life balance is an increasingly popular term, many of us are still unsure about how to achieve it, or lack the confidence to approach employers to negotiate flexible working hours. *Work-Life Balance for Dummies* will offer readers advice and simple strategies to achieve more balance whatever their situation. Discover how to: Work out your priorities Put off

procrastination and improve your time management Move your boss towards work-life balance Cast your net wider and change jobs and employers Plan a relocation About the author Jeni Mumford is the author of *Life Coaching For Dummies*. She is a personal life coach who works with both individuals and organisations on personal development. She runs holistic coaching events in the UK and Italy and is an accredited NLP practitioner.

Cognitive Behavioural Therapy Workbook For Dummies - Rhenia Branch 2012-02-20

Dozens of practical exercises and easy to perform techniques for banishing negative thoughts before they take hold Whether you're trying to overcome anxiety and depression, boost self-esteem, beat addiction, lose weight, or simply improve your outlook, cognitive behavioural therapy (CBT) offers a practical, sensible approach to mastering your thoughts and thinking constructively. In this updated and expanded edition of the companion workbook to their bestselling *Cognitive Behavioural Therapy For Dummies*, professional therapists Rhenia Branch and Rob Wilson show you, step-by-step, how to put the lessons provided in their book into practice. Inside you'll find a huge number of hands-on exercises and techniques to help you remove roadblocks to change and regain control over your life. *Cognitive Behavioural Therapy Workbook For Dummies, Second Edition*: Develops the ideas and concepts that presented in the bestselling *Cognitive Behavioural Therapy For Dummies, Second Edition* and provides exercises to put those ideas into practice Features a range of hands-on CBT exercises and techniques for beating anxiety or depression, boosting your self-esteem, losing weight, or simply improving your outlook on life Rhenia Branch and Rob Willson are CBT therapists at the Priory Clinic in London, and the authors of *Cognitive Behavioural Therapy For Dummies*.

Counselling Skills For Dummies - Gail Evans 2010-12-07

Whether you are considering becoming a counsellor, have to provide some form of counselling as part of your job, or are simply interested in communicating well, *Counselling Skills For Dummies* provides the perfect introduction to the practical basics of counselling. Starting with a thorough guide to the qualities, knowledge and skills needed to become a 'listening helper', the book goes on to provide a framework for a counselling session, helping you to successfully manage a potentially daunting process. It illustrates how you can create a positive relationship between listener and speaker and how asking the right questions is so important to the progression of that relationship. It also shows how you can better understand yourself, which is a crucial step in ensuring that you break down your own barriers to listening.

Basic Counselling Skills - Richard Nelson-Jones 2003

Basic Counselling Skills is a step-by-step guide for all who use counselling skills as part of their role. Counselling skills are used by professionals and volunteers to help others in a wide range of circumstances and settings - including health care, social work, education and agencies which provide specific advice and support to the public. This book supports the training and practice of such helpers, by providing a straightforward introduction. Divided into concise learning units, the book describes each skill and gives examples of its use in practice. Activities are also provided for practicing skills as they are introduced.

Basic Counselling Skills - Richard Nelson-Jones 2015-11-12

This practical bestseller from leading expert Richard Nelson-Jones introduces the essential counselling skills for the helping professions. Now in its fourth edition, it guides you through the key skills for helping work across a range of settings, such as counselling, nursing, social work, youth work, education and many more. It explores 17 key counselling skills, including: -asking questions -monitoring -facilitating problem solving - negotiating homework Each chapter describes a particular skill, illustrates it using clear case examples across a range of settings and then helps you consolidate and practise what you've learned through a set of creative activities. Further chapters cover professional issues including a new chapter on managing crises and chapters on ethical dilemmas, supervision, working with diversity and more.