



# COUNSELING REPORT

The employment-at-will doctrine is the law of Texas, under which an employer has no duty to an employee regarding continuation of employment. *Jones v. Legal Copy Inc., 846 S.W.2d 922 (Tex. App.—Houston [1st Dist.] 1993)* – Grayson College Policies and Procedures, DDC Legal. This document and/or any attachments do not create or imply the creation or alteration of an employee contract.

**Do not use this form for gross misconduct.** With gross misconduct no prior warning is required, because the act of misconduct that was the final incident was so bad, i.e., "gross misconduct" or misconduct per se, that no reasonable employee could have expected anything other than discharge as a result of whatever they did. (Texas Workforce Commission) Immediately place the employee in a leave status and notify the Human Resources Department and the College President. **In the event of gross misconduct please see *The Guidelines for Discipline and Termination.***

## INSTRUCTIONS

1. A warning notice should be issued as soon as possible after a performance/conduct/attendance issue or a policy violation has occurred.
2. Be as specific as possible when completing this form. Include all dates, times and names when appropriate.
3. Have the employee sign this form in the presence of a witness. If the employee refuses to sign have a witness complete section B.

## SECTION A

### I. General Information

Employee: \_\_\_\_\_ Department: \_\_\_\_\_  
Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### II. Incident(s)

- A. Date of Incident: \_\_\_\_\_
- B. Incident (Specify the performance/conduct/attendance problem): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Has the employee been previously warned?  Yes  No

### IV. Discipline Level

- Step 1: Verbal Warning (Employee signature NOT required)  Step 3: Termination  
 Step 2: Performance Improvement Plan and Written Warning

### V. Changes Necessary:

- A. Expectation (Specify the changes that need to be made or skill needed to acquire): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# How To Write A Counselling Report

**H Kauffman**



## **How To Write A Counselling Report:**

**Standards and Ethics for Counselling in Action** Tim Bond, 2000-06-22 SAGE celebrated the 20th Anniversary of the Counselling in Action in November 2008 To view the video click here This book is very comprehensive and a useful addition to the reading list for healthcare students Excellent student text Invaluable text This edition retains the same informative and accessible style and broadly the same order of contents as the First Edition which makes it easy for readers to track down key changes The author's extensive experience in the field of ethics in counselling and his experience as Chair of BACP underpin this updated essential and authoritative Second Edition British Journal of Guidance and Counselling Tim Bond has done a great service to the counselling profession by writing and now updating this book His particular strength must surely be his clarity in acquainting counsellors with the complexities of British law After an introduction he starts with an exploration of the origins and scope of counselling He then exemplifies cases in which a counsellor's personal and professional values collide He has collected together a host of ethical dilemmas that counsellors might have to face Naomi Stadlen Journal of the Society for Existential Analysis This highly acclaimed guide to the major responsibilities which trainees and counsellors in practice must be aware of before working with clients has now been fully revised and updated The Second Edition examines issues fundamental to the process of counselling A wide range of ethical problems are discussed and advice is given for resolving these dilemmas Tim Bond outlines the values and ethical principles inherent in counselling and points out that the counsellor is at the centre of a series of responsibilities to the client to him/herself as a counsellor and to the wider community He covers topics such as confidentiality legal aspects of counselling working with suicidal clients false or recovered memory record keeping and the importance of adequate supervision

**Personal Counseling Skills** Kathryn Geldard, David 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 OCO's 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 [Reporting in Counselling and Psychotherapy](#) Linda Papadopoulou, Malcolm Cross, Robert Bor, 2003-09-02 Trainee therapists need to show practical competence through the production of client reports and case studies Reporting in Counselling and Psychotherapy is a unique hands on guide to this element of practical work Using clinical examples to guide the reader and a detailed analysis of case study and process report writing it will show how to present clear concise and properly presented reports The book will be an invaluable tool not only for those embarking on practical training in psychotherapy counselling and psychology but also for trainers in these areas and for clinicians writing clinical reports or case presentations **The Trainee Handbook** Robert Bor, 2006-03-29 The Trainee Handbook is a supportive guide to the practical technical and administrative issues faced by trainees in counselling psychology and psychotherapy *Reporting in Counselling and Psychotherapy* Linda Papadopoulou, Malcolm Cross, Robert Bor, 2003-09-02 Using clinical examples to guide the reader and a detailed analysis of case study and process report writing this unique hands on guide will show how to present clear concise and properly presented reports [The SAGE Handbook of Counselling and Psychotherapy](#) Colin Feltham, Ian Horton, 2012-03-05 This long awaited Third Edition of The SAGE Handbook of Counselling and Psychotherapy brings together the fundamentals of counseling and psychotherapy theory research skills and practice Editors Colin Feltham and Ian Horton address what every successful trainee or practitioner needs to know do think feel and use in a way that is entirely comprehensive accessible and jargon free Including new material on interpersonal psychotherapy cognitive analytic therapy pluralism and mindfulness as well as body psychotherapy hypnotherapy learning disabilities ADHD and low self esteem this book continues to be essential reading for trainees or experienced practitioners alike **California. Court of Appeal (1st Appellate District). Records and Briefs** California (State)., **Financial report-oakland** ,1982 [Counselling in Independent Practice](#) Gabrielle Syme, 1994 Demonstrates and reflects the care and responsibility that must be taken by anyone considering counselling in independent practice The text is based upon the experiences of the author and explores the practical ethical and personal issues that should be considered before taking such a step [The Stresses of Counselling in Action](#) Windy Dryden, 1995-01-24 Counsellors frequently work with people who are under stress or who are distressed but counselling them can itself be a highly stressful activity This supportive book examines the sources of stress for counsellors and the practical strategies that they can use to overcome it Stress may emerge in the work that counsellors do with specific client groups in the contexts in which counselling takes place and in the educational process both for counsellor educators and for counsellors in training In this book practising counsellors with first hand experience of dealing with stress examine the nature of the stresses that

counsellors face in these different areas detail the typical responses both healthy and unhealthy tha **Annual Report of the Director of Correction** British Columbia. Corrections Branch,1950 **Basic Personal Counselling** David Geldard,1999 This introduction to personal counselling for professional and volunteer counsellors and those who train them covers the specific skills required and includes examples of dialogue to show how counselling skills are implemented in real situations **Annual Report** United States. Office of Education,1878 **Law Institute Journal** ,2003 *Report of the Commissioner of Education* ,1877 **Annual Report of the Commissioner of Education** United States. Office of Education,1878 **Introduction to Clinical Psychology** John Hunsley,Catherine M. Lee,2017-12-08 Introduction to Clinical Psychology An Evidence Based Approach 4th Edition by University of Ottawa authors Catherine M Lee and John Hunsley introduces students to the theories and practices of clinical psychology and conveys the important work done by clinical psychologists This text is designed to be helpful not only to those who will go on to careers in clinical psychology but also to those who will choose other career paths Report of the Commissioner of Education for the year 1876 ,1878 **Reports** American Psychological Association. Project on Scientific Information Exchange in Psychology,1965 Report of the Conciliation Project Unit, University of Newcastle Upon Tyne to the Lord Chancellor on the Costs and Effectiveness of Conciliation in England and Wales University of Newcastle upon Tyne. Conciliation Project Unit,1989

## **How To Write A Counselling Report** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **How To Write A Counselling Report**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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