



## 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Counselling Report Template

**S Ben Porath**



## **Counselling Report Template:**

*Reporting in Counselling and Psychotherapy* Linda Papadopoulos, Malcolm C. Cross, Robert Bor, 2024-12-30 Showing practical competence through the production of client reports and case studies is a key aspect of training therapists and other mental health professionals This Classic Edition of *Reporting in Counselling and Psychotherapy* offers 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 shows readers how to present clear concise and properly presented reports This book remains 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 *Clinical Supervision in Alcohol and Drug Abuse Counseling* David J. Powell, 2007-07-20 The perfect handbook for the clinical supervisor Nancy Waite O'Brien director Education and Training Betty Ford Center An outstanding contribution to the professional well being of the addiction field Thomas McGovern editor *Addiction Treatment Quarterly* Forever useful S Beckett education and training coordinator National Association of Alcohol and Drug Abuse Counselors **Mental Health Assessment, Prevention, and Intervention** Jac J.W. Andrews, Steven R. Shaw, José F. Domene, Carly McMorris, 2022-07-12 This book presents and integrates innovative ways in which the disciplines of school clinical and counseling psychology conceptualize and approach mental health assessment prevention and intervention for promoting child and youth well being It describes a synthesized model of clinical reasoning across school clinical and counseling psychology that demonstrates how decisions are made with respect to assessment prevention and intervention across situational contexts to ensure successful outcomes for children and youth In addition the volume examines theoretical empirical and practical frameworks and methods with respect to addressing the mental health and well being needs of children and adolescents within and across school clinical and counseling psychology disciplines In addition the book presents transformative constructivist multicultural innovative and evidenced based approaches for working with children and youth as well as their families relative to the identification of mental health concerns enhanced service system integration social justice and advocacy This book is an essential resource for researchers clinicians therapists practitioners and graduate students in clinical counselling and school psychology social work educational psychology child and adolescent psychiatry developmental psychology pediatrics and all interrelated disciplines **Handbook of Professional and Ethical Practice for Psychologists, Counsellors and Psychotherapists** Rachel Tribe, Jean Morrissey, 2015-01-30 Closer regulation of psychological counselling means that an awareness of the professional legal and ethical considerations is vital The second edition of *Handbook of Professional and Ethical Practice* offers a clear stimulating and structured introduction to a number of contemporary issues of professional and ethical practice Rachel Tribe and Jean Morrissey have brought together updated re written and new contributions from professionals in the interrelated fields of psychology psychotherapy and counselling which illustrate the professional and ethical dilemmas

involved in mental health practice Academic and clinical experiences are skilfully combined with personal reflection to produce a comprehensive resource that addresses challenges that therapeutic practitioners are faced with on a daily basis Each chapter places particular emphasis on the current codes of practice and ethical principles underpinning safe ethical practice and the implications for practitioners Comprehensive coverage of the legal clinical and ethical considerations involved in research and training is provided and the reflective questions at the end of every chapter serve to prompt further discussion of the issues Chapters are enhanced by clinical vignettes that illustrate the particular issues at hand as well as detailed bibliographies that point the reader towards the latest literature on the subject The book is divided into 5 sections Professional practice and ethical considerations Legal considerations and responsibilities Clinical considerations and responsibilities Working with diversity professional practice and ethical considerations Research Supervision and Training This new updated edition reflects the changes in the environment in which therapists and psychologists work Covering a wide range of perspectives clinical settings and client populations Handbook of Professional and Ethical Practice 2nd edition will be an invaluable source of both information and inspiration to psychologists counsellors psychotherapists and practitioners of diverse orientations and stages of professional development and to those interested in a contemporary multi disciplinary approach to best practice in mental health

The Handbook Of Transcultural Counselling And Psychotherapy Lago, Colin, 2011-10-01 This fascinating book examines recent critical thinking and research findings in the field of transcultural counselling and psychotherapy

Using an ISA Mobile App for Professional Development Graham Passmore, Julie Prescott, 2022-04-29 Building on our prior ISA based Palgrave pivot the aims of the book are twofold One to showcase a newly developed App as a tool in the use of Identity Structure Analysis ISA for researchers interested in identity Second the book will focus on the use of a counselling supervision ISA instrument in order to highlight the benefits of ISA for professional development PD for any profession The idea is that any researcher interested in professional and or personal development would be able to use the proposed book to aid them in either a supervision style process of development or the more standard one to one annual biannual approach to PD Through using ISA in PD the book and its attendant analyses will encourage discussion facilitate openness and highlight potential issues that may lead to burnout mental health issues leaving a profession or additional risks That is the book will be oriented to informing researchers as to the potential ISA the App and the supervision instrument hold for directing PD

Doing Research in Counselling and Psychotherapy John McLeod, 2014-11-30 From leading researcher and bestselling author John McLeod this substantially rewritten and restructured third edition is the most accessible and comprehensive how to guide on conducting a successful research project in counselling and psychotherapy Taking you step by step through the research process this new edition includes A list of 9 basic principles for doing meaningful and practically useful research Chapters on basic research skills developing a research question critically evaluating research studies compiling a research proposal using qualitative and quantitative

methods and fulfilling the requirements of ethics committees Chapters on 5 main types of research product that can be accomplished by novice researchers qualitative interview studies systematic case studies practice based outcome research autoethnographic inquiry and publishable literature reviews Guidance on how to get your work published Supported by a companion website offering relevant journal articles sample ethical consent forms links to open access research tools and more this is an indispensable resource for any counselling trainee or practitioner learning about the research process for the first time John McLeod is Emeritus Professor of Counselling at the University of Abertay Dundee Counseling Theories and Techniques for Rehabilitation and Mental Health Professionals, Second Edition Fong Chan, PhD, CRC,2015-02-18 Print

CourseSmart Canadian Journal of Counselling ,2005

### **International Handbook for Policy Research on**

**School-Based Counseling** John C. Carey,Belinda Harris,Sang Min Lee,Oyaziwo Aluede,2017-10-04 This handbook examines policy research on school counseling across a wide range of countries and offers guidelines for developing counseling research and practice standards worldwide It identifies the vital role of counseling in enhancing students educational performance and general wellbeing and explores effective methods for conducting policy research with practical examples Chapters present the current state of school based counseling and policy from various countries focusing on national and regional needs as well as opportunities for collaboration between advocates and policymakers By addressing gaps in policy knowledge and counselor training the Handbook discusses both the diversity of prominent issues and the universality of its major objectives Topics featured in this handbook include The use of scoping reviews to document and synthesize current practices in school based counseling Contemporary public policy on school based counseling in Latin America Policy capacity building and school based counseling in Eastern Southern Africa Public policy policy research and school counseling in Middle Eastern countries Policy and policy research on school based counseling in the United Kingdom Policy research on school based counseling in the United States The International Handbook for Policy Research in School Based Counseling is a must have resource for researchers graduate students clinicians and related professionals and practitioners in child and school psychology educational policy and politics social work psychotherapy and counseling as well as related disciplines

**Resources in Education** ,2001

### **The Handbook of Professional Ethical and Research Practice for**

**Psychologists, Counsellors, Psychotherapists and Psychiatrists** Rachel Tribe,Jean Morrissey,2020-03-25 This exciting new edition provides an overview of the main professional ethical and research issues that are required knowledge for counsellors therapists psychologists and psychiatrists engaging in therapeutic or clinical work These issues form part of the curriculum and practice requirements of all the major counselling psychotherapy psychology and psychiatry professional organisations including BACP BPS HCPC RCP UKCP IACP IPS and IAHIP Divided in six clearly defined sections this book will provide a comprehensive overview of all the major professional practice and ethical issues in one edited volume The authors are well known experts in their fields and their work has been brought together with clarity and helpful features including

reflective questions and case vignettes This new edition has also been updated to include content on social justice community psychology and professional guidelines reflecting the latest academic research and clinical developments This book is unique in the breadth of issues covered and its focus on therapeutic practice It will be of interest to practitioners and students of psychotherapy counselling and psychiatry **Unexpected Death in Childhood** Peter Sidebotham, Peter

Fleming, 2008-02-04 For families who have experienced the death of a child their private tragedy is all too often exacerbated by an inappropriate or incompetent professional response For the professional charged with the responsibility of having to deal with unexpected child deaths such as a pediatrician a police officer or social worker this title offers guidance on how to respond adequately to this tragic event but also places the subject in a larger social context examining the history epidemiology causes and contributory factors surrounding the death of a child The book also covers the prevalence and types of death the role of the police in an unexpected child death how to support families how to undertake a serious case review and how to prevent child deaths in the future Part of the prestigious NSPCC Wiley Series in Safeguarding Children The Multi Professional Approach **Personal Finance Law Quarterly Report**, 1973 Counselling Skills: Theory, Research and Practice 3e John McLeod, Julia McLeod, 2022-02-09 An ideal companion for any therapy programme Dr Marcella Finnerty IICP College President Dublin Ireland This text really is a must have for all involved in working with others to empower and enable through a collaborative process Prof Andrew Reeves Professor in Counselling Professions and Mental Health University of Chester and BACP Senior Accredited Counsellor Psychotherapist UK For students of counselling and psychotherapy this is an invaluable resource that you will keep returning to during and beyond training Nicola Blunden Director of Studies Person Centred Pluralist Counselling Metanoia Institute UK Essential reading for any student trainee or experienced professional in the field Hanne Weie Oddli PhD Clinical psychologist and Associate professor at the Department of Psychology University of Oslo Norway Counselling Skills Theory Research and Practice provides comprehensive coverage of all aspects of the development of interpersonal helping skills used by counsellors psychotherapists life coaches mental health workers and practitioners in allied fields of practice Distinctive features of its approach to this topic include Attention to the cultural and historical aspects of counselling skills Tailored support for evidence based practice Grounding in training models such as self practice and deliberate practice This new edition contains a wide range of learning tasks and reflection points to enable readers to work individually or with learning partners to deepen self awareness theoretical understanding and practical skills Specific chapters focus on Theoretical frameworks for making sense of counselling skills Listening empathy and shared understanding Nonverbal and embodied presence Dealing with difficult situations in counselling This book is a must have for students and trainees who are in the process of acquiring and developing counselling psychotherapeutic and helping skills as well as a staple resource for experienced practitioners wishing to review and consolidate their skills Julia McLeod is Lecturer in Counselling at Abertay University Dundee UK She has been a counselling

trainer and tutor with students from many different backgrounds as well as having extensive experience as a therapist and supervisor John McLeod is Emeritus Professor of Counselling at Abertay University Dundee and Visiting Professor at the Institute for Integrative Counselling and Psychotherapy in Dublin Ireland A leading figure in the field of counselling and psychotherapy research his recent work has focused on the development of a flexible pluralistic approach to therapy

**Employment Law and Occupational Health** Joan Lewis,Greta Thornbory,2012-01-10 Employment Law and Occupational Health A Practical Handbook provides an essential guide to best practice for all occupational health practitioners This readable guide to the law will help to ensure both business success and respect for individual employment rights The cost of sickness absence can present major costs and business management problems Safeguarding health is therefore vital to both individuals and employers Employment Law and Occupational Health explores key issues in occupational health practice from pre employment through health surveillance and occupational health services to termination of employment Topics explored include ethical and confidentiality issues discrimination data protection working abroad pregnancy and maternity leave workplace policies drugs and alcohol testing stress counselling health surveillance and professional conduct rules This second edition has been fully revised and updated to include a number of significant changes to employment law as well as new case law decisions that have occurred since the 1st Edition was published Essential new material has also been included around age discrimination disability discrimination work related stress corporate manslaughter and work place bullying An accessible practical guide to applying health law in everyday practice For occupational health nurses and other occupational health practitioners Addresses key employment issues from pre employment to termination of employment Includes case studies procedural checklists and template letters and forms

**Hatching Tier Two and Three Interventions in Your Elementary School Counseling Program** Trish Hatch,Ashley Kruger,Nicole Pablo,Whitney Triplett,2019-10-24 Ready your school counseling program for the kids who need it the most For many students elementary school is a time of tough transitions When a student struggles in class has difficulty making friends experiences a life changing event or crisis or faces other challenges your support is essential Finding the right intervention for each identified student can be the key to that child s future success In this companion book to The Use of Data in School Counseling and Hatching Results for Elementary School Counseling Trish Hatch Ashley Kruger Nicole Pablo and Whitney Triplett offer a systematic evidence based approach to creating and implementing high quality interventions within a Multi Tiered System of Support MTSS This hands on guide features Thorough exploration and explanation of Tier 2 and Tier 3 activities Guidelines for progress monitoring and collaboration with teachers and family Templates for developing lesson plans and action plans Web based resources including downloadable templates and a discussion guide Personal stories and vignettes from practicing school counselors and teachers of the year Every student deserves a quality education in a positive healthy safe environment When you provide targeted data driven interventions for students in need you make that

possible for them and improve school life for their classmates and teachers as well      **Doing Counselling Research** John  
McLeod,2003-05-18 Printbegr nsninger Der kan printes 10 sider ad gangen og max 40 sider pr session      *Annual report*  
2003 European Centre for the Development of Vocational Training,2004      The SAGE Handbook of Counselling and  
Psychotherapy Terry Hanley,Laura Anne Winter,2023-02-02 With over 100 entries this is an essential entry point to  
counselling and psychotherapy theory practice skills professional issues research client presenting problems and more



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