

The Counseling Process

- 1. Identify the need for counseling.**
- 2. Prepare for counseling:**
 - **Select a suitable place**
 - **Schedule the time**
 - **Notify the subordinate well in advance**
 - **Organize information**
 - **Outline the components of the counseling session**
 - **Plan counseling strategy**
 - **Establish the right atmosphere**
- 3. Conduct the counseling session:**
 - **Open the session**
 - **Discuss the issue**
 - **Develop a plan of action (to include the leader's responsibilities)**
 - **Record and close the session**
- 4. Follow up:**
 - **Support plan of action implementation.**
 - **Assess the plan of action.**