

FORMS OF COUNSELING

1. SCHEDULED

2. UNSCHEDULED

WHEN THE SOLDIER ASKS FOR IMMEDIATE HELP

WHEN PRAISE IS NEEDED

FOR ON-THE-SPOT CORRECTIONS

CONDUCT OF A COUNSELING SESSION

1. OPENING OF THE SESSION
2. DISCUSSION
3. CLOSING OF THE SESSION

FOLLOW-UP ON COUNSELING

1. PAUSE TO ASSESS YOUR OWN PERFORMANCE.
2. ACT ON OR FOLLOW-UP ON WHAT WAS DISCUSSED.

FOLLOW-UP ACTIONS MAY INCLUDE

1. INFORMING THE CHAIN OF COMMAND.
2. TAKING ACTION OR MAKING REFERRALS.
3. CONTINUED EVALUATION OF ACTION TAKEN.
4. RECOGNIZE POSITIVE RESULTS.
5. CORRECTIVE ACTIONS FOR POOR RESULTS.
6. MAKE A WRITTEN RECORD.