

WHAT:

Transactional Analysis (TA) is a theory of personality that gives a ready understanding of human behaviour. It offers a simple framework to improve interpersonal communication. It can help us understand why we do what we do. It provides excellent “tools” to gain good counselling skills.

Personal Counselling Skills With TA

This Certificate is aimed at those who wish to gain counselling skills or add personal counselling to their existing professional skills.

It is suitable for anyone who works in the helping professions or anyone who has to work with or deal with people.

Part 1 – Basics of Counselling Skills (Common Units)

Part 2 – Practical Personal Counselling Skills

Workplace Counselling Skills with TA

This Certificate is aimed at Team Leaders, HR personnel or anyone who has to provide some counselling in the workplace.

Part 1 – Basics of Counselling Skills (Common Units)

Part 2 – Practical Workplace Counselling Skills

Dispute Resolution Skills with TA

This Certificate is for anyone who has to deal with personal, community and / or workplace disputes.

Part 1 - Basics of Counselling Skills (Common Units)

Part 2 – Practical Dispute Resolution Skills for personal, community and / or workplace disputes

These Certificates will:

- Provide practical tools and skills for Personal Counselling or Workplace Counselling, or Dispute Resolution
- Encourage the discussion and practice of fundamental counselling skills
- Examine various philosophies and theories of counselling

PART ONE – BASICS OF COUNSELLING SKILLS

(Part One is completed for **all** Counselling specialisations in Personal, Workplace & Dispute Resolution)

The content of the Basics of Counselling will provide an understanding of:

- Basic concepts of Transactional Analysis
- Behaviour and personality – why people behave the way they do
- Why people get stuck
- How relationships can be improved

PART TWO – PRACTICAL COUNSELLING SKILLS

Part two will provide trainees with specialised practical counselling skills in the management of personal or workplace issues.

- Practical application of the basic concepts of Transactional Analysis in all areas
- Supervision of your application of Transactional Analysis – Personal or Workplace Counselling Skills
- Supervision of your application of Transactional Analysis in Dispute Resolution Skills

On completion of both parts of the course, participants will gain:

A **Nationally Accredited** Certificate 1V in “Counselling Skills with Transactional Analysis” specialising in Personal, Workplace or Dispute Resolution Skills

WHO:

These Certificates are aimed at those **wishing to add counselling skills** or **dispute resolution skills** to their existing **professional skills**

WHEN & WHERE:

These Certificates are offered regularly throughout Australia, on either:

Week days or *weekends*

and also run “in house” for organisations

PART ONE (Basics of Counselling Skills)

COURSE TIMES: course run over 9 days, or 6 weekends

COST: \$1250 (includes full set of course notes, assessment and morning and afternoon tea)

PART TWO (Practical Counselling Skills)

COURSE TIMES: course run over 9 days, or 6 weekends

COST: \$1300 (includes full set of course notes, assessment, and morning, & afternoon tea) + \$200 for 4 group supervision sessions. **Total cost \$1500**

CONTACT: Valerie Redman, Certified Transactional Analyst for more information.

Ph: 0882946559 Fax: 0883761713

Email: enquiries@valerieredman.com

Website: www.valerieredman.com

On completion of all of the required units, participants will gain:

An Australian National Training Authority Accredited:

“Certificate IV in Counselling Skills”-

Australian Quality Framework (AQF 4)

Some of the topics include:

- Apply **Transactional Analysis**
- Effective **communication** techniques
- Building **strong relationships**
- Facilitating **co-operative behaviour**
- Working with **Grief and Loss**

Specialisation areas include units for:

- **Personal Counselling Skills** – stress management, goal setting
- **Workplace Counselling Skills** – career guidance, coaching and motivation
- **Dispute Resolution Skills** – mediation and dispute resolution

Note: these may be offered and delivered as separate units.

Courses can be tailored to meet specific requirements

Transactional Analysis is designed to provide a variety of tools and ways to gain practical people skills.

It provides simple yet powerful ways to:

- Increase understanding in communication with others.
- Deal with stress and change healthily.
- Handle and resolve conflict.
- Understand human behaviour.
- Gain autonomy and build self esteem

TA can be used as:

- A theory of personality
- A theory of communication

And

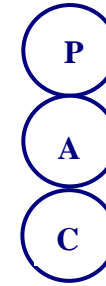
- a powerful tool for analysing systems and organisations

Completion of the course allows a person to apply for Regular Membership status in the International Transactional Analysis Association and Western Pacific Association of Transactional Analysis.

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NATIONALLY RECOGNISED
TRAINING

***Certificate IV in Counselling Skills
Specialising in
Transactional Analysis***

Focusing on:

***“Personal Counselling”
or
“Workplace Counselling”
or
“Dispute Resolution”***

Australian Quality Framework (AQF) Level 4

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