

**GRANDE PRAIRIE REGIONAL COLLEGE**  
**REHABILITATION SERVICES DIPLOMA PROGRAM**  
**COURSE OUTLINE**

**RP2303 HELPING: THEORY & SKILLS**

**FALL 1994 - SEPTEMBER 6, 1994 TO DECEMBER 9, 1994**

**CLASS TIMES:** September 6 - October 28  
M.W.F. 9:00 - 10:20 a.m.  
  
October 31 - December 9  
Monday 8:30 a.m. - 10:20 a.m.

**ROOM:** G111

**INSTRUCTOR:** Betty Barton

**OFFICE HOURS:** Monday 2:30 - 4:00 p.m.  
Friday 10:30 - 12:00 noon  
or by appointment

**PHONE:** 539-2892 (office)  
539-6337 (home)

**PREREQUISITES:** RP1206 Practicum II

**DESCRIPTION:**

This course examines the role of a paraprofessional in helping relationships. Interviewing, active listening and influencing skills are discussed and practised. The emphasis is on the facilitation of growth and change of the individual being helped.

**REQUIRED TEXTBOOKS:**

Adler, R. & Towne, N. Looking Out Looking In, 7th Edition, Harcourt Brace Jovanovich College Publishers, Orlando, Florida, 1993. Chapter 7.

Ivey, A.C. Intentional Interviewing and Counselling. Facilitating Client Development in a Multicultural Society, 3rd Edition, Brooks/Cole Publishing Co. , Pacific Grove, California, 1994.

Students will require a blank video tape for recording assignments.

### CLASS FORMAT:

The content of this course includes a great deal of application and practice. The classes will consist of lecture, discussion, role play and/or video taping.

### COURSE OBJECTIVES:

On completion of this course, the student will be able to:

1. Define and discuss the role of a helper in a formal or informal interpersonal relationship.
2. Describe and distinguish between listening and non-listening behaviours.
3. Define and discuss the microskills model for intentional interviewing.
4. Identify and practise active listening skills including prompting, questioning, paraphrasing, empathizing and summarizing.
5. Identify and apply the five stages of a structured interview.
6. Describe and practise a positive asset search.
7. Apply attending and listening skills in a structured interview situation.
8. Identify and discuss the use of confrontation in a helping interview.
9. Identify and discuss the aspects of focusing in a helping situation.
10. Identify and discuss seven influencing skills and strategies and the appropriate application of each.
11. Conduct a structured helping interview incorporating listening focusing, and influencing skills in a manner that will facilitate growth/change in the individual.

### EVALUATION:

Listening Interview	15	October 19 (written evaluation)
Final Interview	35	December 5 (written evaluation)
Mid-term Exam	15	October 17, 1994
Final Exam	25	Week of Dec. 12 - 16, 1994
Participation	<u>10</u>	
	<b>100</b>	