

GRANDE PRAIRIE REGIONAL COLLEGE  
REHABILITATION SERVICES DIPLOMA PROGRAM

COURSE OUTLINE

RP2303 HELPING: THEORY & SKILLS

WINTER 1997

JANUARY 6 TO APRIL 11

W.AT

**CLASS TIMES:** Tuesday and Thursday  
1:30 pm - 2:50 pm

**ROOM:** B307

**INSTRUCTOR:** Betty Barton

**OFFICE HOURS:** H229  
Monday 3:00 - 4:00 pm  
Tuesday & Thursday 8:30 - 9:30 am  
or by appointment

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

**PREREQUISITES:** RP1107 (or related experience), RP1203

**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, 8th Edition, Harcourt Brace Jovanovich College Publishers, Orlando, Florida, 1996. 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 apply 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. Assess the developmental orientation of an individual in a situation and apply an appropriate helping style.
12. 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	20	<i>March 11</i> <del>October 19</del> (written evaluation)
Final Interview	35	<i>April 8</i> <del>December 5</del> (written evaluation)
Mid-term Exam	15	<del>October 17, 1994</del> <i>Feb. 20/97</i>
Final Exam	25	Week of Dec. 12 - 16, 1994
Participation	<u>5</u>	
	100	

### GRADES:

9	90-100%	4	50-56%
8	80-89%	3	45-49%
7	72-79%	2	26-44%
6	65-71%	1	0-25%
5	57-64%		

- \*\* In order to obtain credit for this course students must achieve a minimum of 65% or a 6.

### RULES AND REGULATIONS:

1. Attendance in this course is strongly encouraged. It should be noted that students will be accountable for content as well as any announcements made in class. Attendance will be taken into consideration in the grading of participation.
2. Students not able to write an exam on the scheduled date must contact the instructor **before the exam** stating reasons for not writing. Should there be one or more students excused from writing on the scheduled date, the instructor will schedule **one** alternate writing date. If the student fails to contact the instructor before the exam or fails to write the exam on the alternate date, a mark of 0 will be given for the exam.
3. Assignments must be received by 4:00 p.m. on the day on which they are due. Students requiring extensions should make arrangements with the instructors **prior to the due date**; otherwise late assignments will be penalized at a rate of 5% per day. That is if a paper receives a grade of 80% and is one date late, the grade recorded will be 75%; two days late, 70%, etc.