

# HOW TO USE THE MANUALS

## 1.1 PURPOSE AND GOALS OF THE COUNSELLOR'S WORKBOOK

As already mentioned, the Toolkit for Men consists of a **Facilitator's Guide**, designed to train counsellors to develop the knowledge, skills and techniques for individual counselling interventions; a **Counsellor's Workbook**, which contains all the theory that counsellors need to conduct a counselling session with a male client, including monitoring and evaluation; and the **Counselling Guide**, which guides the counsellor by outlining a step-by-step process of the individual counselling sessions, based on the theme of the particular session.



The Counsellor's Workbook focuses on the theory required to equip counsellors with the knowledge, understanding and insights, as well as the monitoring and evaluation tools they need in training to become competent in the provision of a counselling service to men, within the context of a women's organisation in South Africa and/or Indonesia.

The Counsellor's Workbook is issued to the counsellors two weeks prior to the start of their training, so that they can prepare for the training by reading the relevant information. During the training, the facilitator will constantly refer to the Counsellor's Workbook, which will continue to serve as an important reference source for the trained counsellors in their counselling of male clients. In the Counsellor's Workbook reference is made to certain handouts that are included in the Counselling Guide.

Counsellors will be issued the Counselling Guide and the Counsellor's Workbook to use as their work tools when counselling their male clients.

### **1.2 HOW TO USE THE COUNSELLOR'S WORKBOOK**

It is imperative that counsellors read the relevant information in the Counsellor's Workbook as part of their preparation for counselling sessions with male clients.

The Counsellor's Workbook has been divided into twelve sessions, with each session dealing with a particular theme of the counselling programme. Each part contains the relevant theory for that session.

Part 7 of the Counsellor's Workbook deals specifically with counsellor management and support, which are critical in ensuring the wellbeing of the counsellor working in this challenging field.

### **1.3 STRUCTURE OF THE COUNSELLOR'S WORKBOOK**

The Counsellor's Workbook is divided into different parts, with each part divided into sub-sections. This is to make it easier for the counsellor for cross referencing the Counselling Guide.