

1. Title of the Programme:	Workshop on Basic Skills of Counselling		
2. Objectives:	<ol style="list-style-type: none"> 1. To enable students to learn about the basic skills of counselling concept and scope, including understanding the clients better and build strong relationships with them. 2. To equip them on the importance of counselling in social work practice. 3. To cover the step-by-step process of counselling, from assessing clients' needs to setting goals and evaluating progress. Through interactive activities like teaching, role-playing, students will practice using counselling skills in a supportive environment. 4. By the end of the workshop, students will feel more confident in their ability to apply the process of counselling, skills and techniques ethically and compassionately in their future social work practice. 		
3. Date (DD/MM/YYYY):	20th-22nd/March/2024	Venue :	Martin Luther Christian University, Shillong
4. Names of Resource persons/Speakers/Presenters/any other:	<ol style="list-style-type: none"> 1. Wa Era Dann Shylla 2. Deidi Banmer Nongrum 3. Rikynti Shangpliang 		
5. Total number of participants:	Students	46	
	Faculty	2	
	Externals	1	
	Any Other		

1. Introduction:

Basic skills in Counselling for Social Work students aims to equip them with essential tools for helping individuals with needs and distress effectively. Basic skills in counselling encompass active listening, empathy, and effective communication. These skills are vital in social work practice as they enable professionals to build rapport, understand clients' perspectives, and provide support tailored to their needs. Active listening helps in comprehending clients' experiences and emotions, while empathy fosters trust and connection. Effective communication ensures clear understanding and collaboration between social workers and clients, leading to more meaningful interventions and positive outcomes. Overall, these basic counselling skills form the foundation of competent and compassionate assistance in the social work field.

2. Summary of Sessions:

(1) Session 1:

The first session was taken on the first day which was facilitated by Wa Era D Shylla (SSW faculty) on the introduction to counselling and understanding the client. Her session was to introduce students on the importance of understanding counselling, the roles, attitude and ethics of counselling. She also allows students to discuss and enact the different topics of counselling in the form of role plays.

(2) Session 2:

The second session was taken on the second day which was facilitated by Ms Deidi B Nongrum (SSW faculty) on the effective counselling and counselling process. Her session was to understand the effectiveness of counselling and the process through role play and discussions.

(3) Session 3:

The third session was taken on the third day which was facilitated by Ms Rikynti Shangpliang (resource person) a Counsellor from the Life and Hope Children Home, Umsning, Ri Bhoi District). She mentioned on the steps of counselling and to understand the different Acts and legal issues if an individual wants to work for children or any target group. She allows the students to share some of their personal and tries to demonstrate it in the form of role plays.

Conclusion:

The sessions were very enlightening in many ways as it has helped the students to understand the basic skills of counselling as a Social worker. The students found the sessions very informative and detailed.

3. List of Annexure:

- a) **Annexure I:** Pictures (*Please add captions with the date*)
- b) **Annexure II:** Attendance sheet (Should tally with the number of participants)
- c) **Annexure III:** Schedule
- d) **Annexure IV:** Budget and settlement of payment



Wa Era Dann Shylla

Asst Professor, SSW

Name & Signature of faculty In-charge



**Name & Signature of Dean,
SSW**

Annexure 1

Pic 1



Pic 2



Pic 3:



Pic 4:



Shillong, ML, India

Umpling, Shillong, 793006, ML, India
Lat 25.570796, Long 91.921746
03/20/2024 02:03 PM GMT+05:30
Note : Captured by GPS Map Camera

Attendance on Basic Skills in Counselling Workshop

BSW 2021			Date: 20-22/03/2024		
Sl.No	Name	Regn.No	20/03/2024	21/03/2024	22/03/2024
1	Adela I Kynti Shullai	E06121000 1	<i>Adela I Kynti Shullai</i>	<i>Adela I Kynti Shullai</i>	<i>Adela I Kynti Shullai</i>
2	Sneha Prabha Gope	E06121000 2	ab	<i>Sneha</i>	<i>Sneha</i>
3	Glaricia Nongshli	E06121000 3	<i>Glaricia</i>	<i>Glaricia</i>	<i>Glaricia</i>
4	Hun I Mon Rabon	E06121000 4	-	-	
5	Balmikka Noah Cheran Momin	E06121004 1	-	-	
6	Liberties Sad	E06121000 5	<i>Sad</i>	<i>Sad</i>	<i>Sad</i>
7	Lapynhunshisha Syiemlieh	E06121000 6	<i>L. Syiemlieh</i>	<i>L. Syiemlieh</i>	<i>L. Syiemlieh</i>
8	Adrian Keane Sawkmie	E06121000 7	<i>A. Sawkmie</i>	<i>A. Sawkmie</i>	<i>A. Sawkmie</i>
9	Dorothy Buam	E06121000 8	ab	<i>Dorothy</i>	<i>Dorothy</i>
10	Bibiana Syiemiong	E06121000 9	<i>B. Syiemiong</i>	<i>B. Syiemiong</i>	<i>B. Syiemiong</i>
11	Namheirta Sutong	E06121001 0	<i>N. Sutong</i>	ab	<i>N. Sutong</i>
12	Ohiwariki Dkhar	E06121001 1	ab	ab	ab
13	Wyrtaeibha Garod	E06121001 2	<i>Garod</i>	<i>Garod</i>	<i>Garod</i>
14	Rusa Phawa	E06121001 3	<i>R. Phawa</i>	<i>R. Phawa</i>	<i>R. Phawa</i>
15	Mebanjop Lyngdoh Nongrang	E06121001 4	<i>M. Lyngdoh</i>	<i>M. Lyngdoh</i>	ab
16	Banshanlang Khongstia	E06121001 5	<i>B. Kstia</i>	<i>B. Kstia</i>	<i>B. Kstia</i>
17	Ilara Nongrum	E061210042	<i>I. Nongrum</i>	<i>I. Nongrum</i>	<i>I. Nongrum</i>
18	Twenty June Suna	E06121001 6	<i>T. Suna</i>	<i>T. Suna</i>	<i>T. Suna</i>

		2			
25	Iarisa Blah	E06121002 3	I. Blah	I. Blah	I. Blah
26	Beautiful Engtih	E06121002 4	ab	B. Engtih.	B. Engtih.
27	Tasilchi R Sangma	E06121002 6	Tasilchi	Tasilchi	Tasilchi
28	Cherimpang A Marak	E06121002 7	Cherimpang	Cherimpang	Cherimpang
29	Samborlin Masharing	E06121002 8	Samborlin	Samborlin	Samborlin
30	Melaaiieit shisha Kharshandi	E06121002 9	-	-	
31	Cheachume M Sangma	E06121003 0	ab	Chachung.	Chachung
32	Nun-thianglimi Thianglai	E061210044	ab	N. Thi a fai	N. Thi a fai
33	Mebanskhem Shadap	E06121003 1	M. Shadap	M. Shadap	M. Shadap
34	Fritap M Sangma	E06121003 2	Fritap	Fritap	Fritap
35	Jack Lalngaihawma	E06121003 3	ab	ab	
36	Andrias. M. Wahlang Andreas Wahlang	E06121003 4	Andrias	Andrias	Andrias
37	Michel Nongsiej	E061210043	Nongsiej	Nongsiej	Nongsiej
38	Philapynkmen Warjri	E06121003 5	P. warjri	P. warjri	P. warjri
39	Philisia Lamin	E06121003 6	P. Lamin	P. Lamin	P. Lamin
40	Sylviana Banylla Syiemiong	E06121003 7	S.B. Syiemiong	S.B. Syiemiong	S.B. Syiemiong
41	Solomon Spizaetus Kashung	E06121003 8	ab	July day	ab
42	Affiya Dkhar	E06121003 9	ab	A. Dkhar	A. Dkhar
43	Wankmenlang Khongngain	E06121004 0	WK	WK	WK
	Philabatskhem	E06121002	m. d. d	. d .	. d .

Annexure III: Attendance of students

Schedule of the Basic Skills in Counselling Workshop

Date: 20th-22nd. March. 2024

BSW 6th Sem (2021 batch),

Organized by: School of Social Work

Venue: 501 A room, MLCU, Shillong

Day 1		
Date: 20th. March. 2024		
Time: 9:30 am	Welcome Speech	Mr. E K Rangad (SSW Faculty)
10:00am-10:15 am	Introduction and objectives of the workshop	Ms. W D Shylla (SSW Faculty)
10:15am-12:30noon	Introduction to Counselling	
12:30 pm -1:30 pm	Lunch Break	
1:30 pm- 3:30 pm	Understanding the Client	Ms W D Shylla (SSW Faculty)
Question and Answer/ Feedback		
Day 2		
Date: 21st. March.2024		
Time: 9:30 am-10:00 am	Reflection	Ms. Wa Era D Shylla (Faculty SSW) facilitator
10:00 am -12:30 pm	Effective Counselling and Counselling Process	Ms. D B Nongrum
12: 30 pm -1:30 pm	Lunch Break	
1:30 pm- 3:30 pm	Continuation	Ms. D B Nongrum
Question and Answer/ Feedback		
Day 3		
Date: 22nd. March. 2024		
Time: 9:30 am-10:00 am	Reflection	Ms. W D Shylla and Ms D B Nongrum
10:15 am -10: 30 am	Introduction of the Resource Person 2	(SSW Faculty) facilitators
10:30 am -12:30 pm	Applications of the counselling process	Ms. Rikynti Shangpliang (Counsellor, Life and Hope Children Home, Umsning, Ri Bhoi District)

Annexure IV

**Martin Luther Christian University
Advance Settlement Form**

Name: Wa Era Dann Shylla

Department: School of Social Work

Purpose: Workshop on Basic Skills of Counselling

Date: 20-22/March/2024

SI No	Date	Description	Rate	Nos/ Qty	No of Days	<i>in Rs</i> Budget Amount	<i>in Rs</i> Actual Amount	Invoice No	Payment in favour of:
1	20th. March.2024	Tea and Snacks	Rs 50	46	1 day	2,300	3320	1	Panina Gurung, MLCU canteen
		Lunch	Rs 100	1		100			
		Tea and Snacks	Rs 20	46		920			
2	21st. March.2024	Tea and Snacks	Rs 60	46	1 day	2,760	3880	2	
		Lunch	Rs 200	2		200			
		Tea and Snacks	Rs 20	46		920			
3	22nd. March.2024	Tea and Snacks	Rs 50	46	1 day	2,300	3420	3	
		Lunch	Rs 200	2		200			
		Tea and Snacks	Rs 20	46		920			
4	22 nd . March. 2024	Resource person	Rs 2500	1 person	1 day	2,500	2,500	4	Rikynti Shangpliang, SBI, Mawiong Umjapang Branch, Account Number: 20317401132

									IFSC: SBIN0018312
		Total				13,120	13,120		

(Amount in words): Thirteen Thousand One Hundred Twenty

Prepared By:

Approved By:
Signature

Signature



Name: Wa Era Dann Shylla
Assistant Professor, SSW, MLCU



Name: Dr Marbabiang Syiemlieh
Dean, SSW, MLCU