

COUNSELING TRAINING WORKBOOK

SECTION I

1. Fundamentals of the counseling ministry

1. The primary objective any ministry that is focused on the health and wholeness of it's congregation is the _____ of leadership.
 - a. Vetting
 - b. Preparation
 - c. Choice
 - d. Training

2. Preparation for counseling begins with a basic understanding of the _____ of an effective Christian Counseling Ministry.
 - a. Limits
 - b. Goals
 - c. Priorities
 - d. Process

3. Counseling ministries must be populated with only those _____ by the senior pastor or those representing only the highest moral and spiritual integrity.
 - a. Chosen
 - b. Trained
 - c. Commissioned
 - d. Vetted

4. **T F** Remuneration for counseling is not limited to counselors who are ordained, licensed or commissioned to minister.

5. **T F** If the counselor is providing services independently, insurance protection should be retained.

2. What is christian verses secular counseling?

6. **T F** In secular counseling, the desired result is primarily related to increasing the ability of a person to function more effectively or to become more emotionally stable.

7. **T F** In Christian counseling, the primary goal is to enable the person to heal in order that they are able to interact with God effectively, and to be able to utilize their gifting in the body of Christ.

8. Another primary difference is related to the _____ of the changes within the individual.

- a. Order
- b. Empowerment
- c. Spirituality
- d. Purpose

9. In Christian therapy, the Holy Spirit works through the therapist, and within the person to _____ the changes.

- a. Determine
- b. Control
- c. Facilitate
- d. Ensure

10. Another primary difference between secular and Christian counseling is Christian counseling is _____.

- a. Prayer-centered
- b. Bible-based
- c. Christian-centered
- d. Spiritually-centered

11. Secular theorists provide _____ on human behavior as a result of their research and practice.

- a. Insights

- b. Education
- c. Controls
- d. Oversights

12. **T F** Counseling insights are not helpful to the Christian counselor just because they are compatible with the insight provided in God's Word.

3. Types of Therapies (Four major theories and therapies)

Theoretical Orientations and Practices of Therapists

13. **T F** Be aware that any therapist, no matter what their background or training actually is, can say they practice or subscribe to any of the below major schools of thought in psychology; a therapist's educational degree is no guarantee of any one theoretical or treatment orientation.

14. **T F** There are four schools of theory and therapy examined here:
Psychodynamic (and psychoanalytic); Cognitive-behavioral (and behavioral);
Humanistic (and existential); and Eclectic.

15. **T F** Mental illness is never results of an unsuccessful progression through childhood development.

16. **T F** Interpretations are not what psychodynamic and psychoanalytic therapists do best.

17. (*Insert the words in the correct order*) If your drives aren't properly _____ and _____ through proper and healthy _____ interactions, then you may _____ unhealthy (or dysfunctional!) ways of coping with stress or life problems.

- a. learn
- b. reinforced
- c. developed
- d. social

18. In psychodynamic therapy Individuals are seen as being made up from a "dynamic" that _____ in early childhood and progresses throughout life.

- a. Ends
- b. Begins
- c. is created
- d. is recognized

19. Psychodynamic therapy is one of the _____ theories of psychology in which patients are viewed within a model of illness or "what is lacking."

- a. Newest
- b. Most inaccurate
- c. Strongest
- d. Oldest

20. Cognitive-behavioral therapy, in a nutshell, seeks to change a person's irrational or faulty thinking and behaviors by educating the person and reinforcing positive experiences that will lead to _____ changes in the way that person copes.

- a. Correct
- b. Fundamental
- c. Suppress
- d. Change

21. T F Cognitive-behaviorists use a wide variety of techniques, which are not dependent, to some degree, on the patient's presenting problem.

22. Responsibility is a _____ of the Humanistic theory.

- a. Primary goal
- b. Attribute
- c. Key ingredients
- d. Main characteristic

23. **T F** Humanists believe all humans are responsible for the choices they make in their lives, with regards to their emotions, thoughts, and behaviors.

24. *Match the therapy with the correct description.*

A. ____ PSYCHODYNAMIC

B. ____ COGNITIVE-BEHAVIORAL

C. ____ HUMANISTIC

D. ____ ECLECTICISM

- a. It views human beings as basically good and positively, with the freedom to choose all of their actions and behaviors in their lives.
- d. It emphasizes the cognitions or thoughts a person has as an explanation as to how people develop and how they sometimes get a mental disorder.
- c. Uses techniques from all schools of therapy.
- b. This therapy emphasizes that all adult problems' roots can be traced back to one's childhood.

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SECTION II

4. Six Critical Skills Every Counselor Should Cultivate

Match the Six Skills to the correct descriptions:

25. ____ A Genuine Interest in Others

26. ____ Self-Reflection

27. ____ The Ability to Listen-On Multiple Levels

28. ____ Accessibility and Authenticity

29. ____ Flexibility

30. ____ A Sense of Humor

- a. Developing an empathetic connection with each client is key to moving forward in the therapeutic process,
- b. Thinking well means to think critically, to conceptualize the client in theoretical terms, and to demonstrate good academic skills.
- c. Humor and a nuanced understanding of its uses in the therapeutic environment is a valuable tool.
- d. A counselor needs not only to listen to what is being said, but how it's said, why it's being said, and what it means in the context of that particular client.
- e. A sustained commitment to facilitating positive transformation and human-to-human connection is key to a successful and fulfilling career in mental health.
- f. Being able to communicate when things aren't working, and then offering to refer the client to another professional who may be able to better aid them is one hallmark of a good counselor.

5. Top 10 Communication Skills

Match the Top Ten Communication Skills:

31. ____ Listening
32. ____ Nonverbal Communication
33. ____ Clarity and Concision
34. ____ Friendliness
35. ____ Confidence
36. ____ Empathy
37. ____ Open-Mindedness
38. ____ Respect
39. ____ Feedback
40. ____ Picking the Right Medium
 - a. Be careful not to sound arrogant or aggressive.
 - b. Eye contact is also important; you want to look the person in the eye to demonstrate that you are focused on the person and the conversation
 - c. People will appreciate your thoughtful means of communication, and will be more likely to respond positively to you.
 - d. If you ramble on, your listener will either tune you out or will be unsure of exactly what you want.
 - e. Be willing to enter into a dialogue, even with people with whom you disagree,
 - f. Demonstrate that you have been listening.
 - g. Personalize a message and make the recipient feel more appreciated.
 - h. Avoid distractions and stay focused on the conversation.
 - i. Something as simple as saying "good job" to an employee can greatly increase motivation.
 - k. Active listening involves paying close attention to what the other person is saying, asking clarifying questions,

6. Explaining the Johari Window

Match the Johari Quadrants with their descriptions

41. Open Area (Quadrant 1)
42. Blind Area (Quadrant 2)
43. Hidden Area (Quadrant 3)

44. Unknown Area (Quadrant 4)

- a. This quadrant represents things that you know about yourself, but that others don't know.
- b. This quadrant represents the things that you know about yourself, and the things that others know about you.
- c. This quadrant represents things about you that you aren't aware of, but that are known by others.
- d. This last quadrant represents things that are unknown by you, and are unknown by others.

45. The ultimate goal of the Johari Window is to _____ the Open Area, without _____ information that is too personal.

- a. Hide
- b. Disclosing
- c. Revealing
- d. Enlarge

46. **T F** The Johari Window provide the important sharing, for open, and accepting feedback from others.

47. **T F** People who have a very small Open Area are difficult to talk to, they seem closed off and uncommunicative, and they often don't work well with others, because they're not trusted.

48. Group members should strive to help other team members to _____ their Open Area by offering constructive feedback.

- a. Understand
- b. Narrow
- c. Communicate
- d. Expand

7. Active Listening Skills.

49. When a counsellor pays _____ attention to what the client is saying they are encouraging the client to _____ talking, as well as ensuring communication remains open and positive.

- a. Close
- b. Continue
- c. Particular
- d. Stop

50. Restating what has just been said, so that the client understands that you have clearly heard what they have disclosed is called _____.

- a. Active feedback
- b. Showing interest
- c. Reflective Listening
- d. Controlling the environment

51. **T F** The counsellor must be aware of their listening habits at all times, and must continue to check they are supporting the client in the most appropriate way.

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SECTION III

8. Clinical Depression

52. (Insert the words correctly) According to _____ experts, there are six types of depression: _____ depression, atypical depression, dysthymia, postpartum depression, premenstrual dysphoric disorder, and _____ affective disorder.

- a. major
- b. medical
- c. seasonal

53. (Insert the words correctly) While it is completely _____ to feel depressed to _____ events that may throw your life into turmoil, such as losing a loved one, unexpected changes to _____ or an injury that changed life for the time being, it is important not to carry these feelings of _____ and depression for longer than normal.

- a. various
- b. lifestyle
- c. normal
- d. sadness

54. **T F** It is important to remember as with anything in life, challenges will pass and we come out stronger having learned lessons of the past which may not be applied to our future.

55. **T F** One should keep in mind there is always help and support available and you are never alone in your battle with depression.

56. (*Insert the correct words*) Particularly noticeable in adolescents and young adults but can be an early sign of depression in just about anyone, difficulty in _____ can have _____ effects on the development and growth of a young person.

- a. focusing
- b. concentrating
- c. dangerous
- d. detrimental

57. **T F** Clinical depression is the more severe form of depression, also known as major depression or major depressive disorder.

58. Which is not a sign and symptom of clinical depression:

- a. Depressed mood, such as feeling sad, empty or tearful (in children and teens, depressed mood can appear as constant irritability).
- b. Significantly reduced interest or feeling no pleasure in all or most activities
- c. Significant weight gain when dieting, or increase in appetite (in children, failure to gain weight as expected).
- d. Either restlessness or slowed behavior that can be observed by others.
- e. Fatigue or loss of energy.

59. **T F** Symptoms may not be based on your own feelings or on the observations of someone else.

9. Major Depression

60. Major depression can sometimes occur from one generation to the next in families, but may _____ people with no family history of the illness.

- a. affect
- b. impact
- c. cause
- d. engage

61. Which is not a symptom of major depression:

- a. Fatigue or loss of energy almost every day.
- b. Feelings of worthlessness or guilt almost every day.
- c. Highs and lows with no apparent reasons.
- d. Impaired concentration, indecisiveness

62. **T F** Major depression also affects older adults, teens, and children, but frequently goes undiagnosed and untreated in these populations.

63. **T F** Signs of depression in men may include irritability, anger, or drug and alcohol abuse (substance abuse may not also be a cause of depression rather than the result of it).

64. Doctors may run blood tests to help _____ any other medical problems that have symptoms similar to those of depression.

- a. signal
- b. detect
- c. offset
- d. discover

65. Certain medicines work better for some people. It may be necessary for your doctor to try _____ drugs at different doses to determine which medicine works best for you.

- a. many
- b. various
- c. specific
- d. different

66. **T F** The best way to prevent another episode of depression is to be aware of the triggers or causes of major depression

10. High-Maintenance Relationships

Match the high maintenance personalities to their descriptions:

- 67. _____ **The Critic**
- 68. _____ **The Martyr**
- 69. _____ **The Wet Blanket**
- 70. _____ **The Steamroller**
- 71. _____ **The Gossip**
- 72. _____ **The Control Freak**
- 73. _____ **The Back-Stabber**
- 74. _____ **The Cold Shoulder**
- 75. _____ **The Green-Eyed Monster**
- 76. _____ **The Volcano**
- 77. _____ **The Sponge**
- 78. _____ **The Competitor**
- 79. _____ **The Workhorse**
- 80. _____ **The Flirt**
- 81. _____ **The Chameleon**
 - a. irrepressibly two-faced
 - b. pessimistic and automatically negative
 - c. always pushes and is never satisfied
 - d. spreads rumors and leaks secrets
 - e. constantly complains and gives unwanted advice
 - f. constantly in need but gives nothing back
 - g. seethes with envy
 - h. builds steam and is ready to erupt
 - i. forever the victim and wracked with self-pity
 - j. disengages and avoids contact
 - k. blindly insensitive to others
 - l. eager to please and avoids conflict
 - m. keeps track of tit for tat
 - n. unable to let go and let be
 - o. imparts innuendos which may border on harassment

11. Take the High Maintenance Self-Test and assess whether or not you are in a high maintenance relationship.

12. Counseling Codependency

Match the codependency symptoms to their descriptions:

- 82. _____ Shame and Low self-esteem
- 83. _____ People pleasing
- 84. _____ Poor Boundaries
- 85. _____ Reactivity
- 86. _____ Care-taking
- 87. _____ Control
- 88. _____ Dysfunctional communication
- 89. _____ Obsessions
- 90. _____ Dependency
- 91. _____ Denial
- 92. _____ Problems with intimacy
- 93. _____ Painful emotions
 - a. They think they've made or might make a "mistake."
 - b. They have blurry or weak boundaries between themselves and others.
 - c. lead to feelings of anger and resentment, depression, hopelessness...
 - d. It's only a camouflage for really feeling unlovable or inadequate.
 - e. they keep trying to help and fix the other person,
 - f. fear that you'll be judged, rejected, or left.
 - g. becomes dishonest and confusing when we try to manipulate
 - h. Saying "No" causes them anxiety.
 - i. They feel depressed or lonely when they're by themselves...
 - j. You either believe it or become defensive.
 - k. They don't face their problem.
 - l. Limits their ability to take risks and share their feelings.

94. **T F** If you have experienced any of the these symptoms of codependency you are most likely in the minority.

13. Post Traumatic Stress Disorder (PTSD)

95. **T F** PTSD present as a psychiatric condition that can develop following any traumatic, life- threatening, or highly unsafe, catastrophic life experience.

96. *(Insert the correct words from below)* The characteristic _____ resulting from the exposure to the _____ trauma include persistent re-experiencing of the traumatic event, _____ avoidance of stimuli _____ with the trauma and numbing of _____ responsiveness, and persistent symptoms of increased arousal.

- a. persistent
- b. extreme
- c. general
- d. symptoms
- e. associated

97. **T F** The individual may complain of having markedly diminished interest or participation in previously enjoyed activities, of feeling detached or estranged from other people, or of having markedly reduced ability to feel emotions (especially those associated with intimacy, tenderness, and sexuality).

98. **T F** In avoiding the event, there _ be an unconscious or conscious blocking out of certain memories.

99. Once PTSD became more prevalent and understood post 1980, further causes became defined, which of these victim is **not** a cause:

- a. kidnapping
- b. sever incident
- c. death of a loved one
- d. rape

e. terror attack

100. (*Insert the correct words from below*) When a young child is exposed to a _____, abusive and dangerous home environment, their basic _____ circuitry can be altered due to the high levels of _____ that are constantly being released by the brain as the child is still developing.

- a. stress hormone
- b. chaotic
- c. neural

101. **T F** Alcohol and drug abuse typically become a means for self-medicating and for dampening the anxiety and hyperarousal individuals with PTSD experience.

102. **T F** Treatment for PTSD involves intensive individual therapy and rarely require residential treatment at a drug and alcohol rehab or dual diagnosis rehab due to the high co-occurrence of PTSD and addiction.

103. Treatment for PTSD involves intensive individual therapy and may require residential treatment at a _____ rehab or dual diagnosis rehab due to the high co-occurrence of PTSD and addiction.

- a. supervised
- b. drug and alcohol
- c. inpatient
- d. physical therapy

104. Exposure therapy has also been found as an effective treatment method for PTSD and involves the individual gradually exposing themselves, with the _____ and _____ of their therapist, to thoughts, feelings, and situations that remind them of the trauma.

- a. control
- b. guidance
- c. interaction

d. support

14. Traumatic Brain Injury (TBI)

105. **T F** Sustaining a concussion or any brain injury can lead to changes in cognitive abilities and control of emotions, mobility, speech and senses.

106. A TBI can have a huge impact on how a person thinks and acts, and on his or her mental health if:

- a. no safety precaution is taken.
- b. no education about the effects of TBI.
- c. left undiagnosed and untreated.
- d. no attention paid to signs and symptoms.

107. according to the Armed Forces Health Surveillance Center, concussions and other brain injuries in service members most often occur from incidents associated with any of the below **except**:

- a. impact with objects
- b. falls
- c. Motor vehicle collisions
- d. Sports
- e. loud music

108. Some signs and symptoms may not appear for hours or days. **except**:

- a. Trouble concentrating
- b. Continued or persistent memory loss
- c. Irritability and other personality changes
- d. Loss of or alteration of consciousness
- e. Sensitivity to light and noise
- f. Sleep problems
- g. Mood swings, stress, anxiety or depression
- h. Disorders of taste and smell

109. **T F** Those who regularly participate in sports and might have a concussion may resume play until they have been seen by a health care professional trained in evaluating and managing concussions.

110. (*Insert the correct words from below*) Children are at _____ of getting a concussion through _____ activities, such as sports and games, and brain injury can be difficult to _____ because kids may not be able to clearly describe how they feel.

- a. detect
- b. daily
- c. risk

111. **T F** Call your lawyer if your child receives anything more than a light bump on the head.

112. **T F** Children showing signs or symptoms of a concussion should not return to playing or rough-and-tumble activities until a doctor approves.

15. Five Stages of Moral Growth of Children

113. **T F** Children go through stages of moral development, yet unlike physical growth, moral growth doesn't happen without some input from parents.

Match the moral growth stage to their descriptions:

- 114. _____ Stage 1 — infancy
- 115. _____ Stage 2 — toddlerhood
- 116. _____ Stage 3 — preschoolers (three to seven years)
- 117. _____ Stage 4 — (seven to ten years)
- 118. _____ Stage 5 — preteens and teens
 - a. Authority is not threatening to the child, but necessary for social living.
 - b. The house he lives in has “rules” that he must learn to live by, which is frustrating.

- c. They may vacillate and try on different value systems to see which ones fit.
- d. Baby feels she is the center of the world and she develops a feeling of rightness that becomes her “norm.”
- e. Later in this stage children begin to understand the concept of the Golden Rule

119. From infancy to adulthood the developing moral person progresses from self _____ to others _____ to abstract moral reasoning _____

- a. (“It’s right because it is right”)
- b. (“It’s right because it feels right to me”)
- c. (“It’s right because it’s what we do in our family”)