

Course Summary:	The ability to obtain information either informally or during structured interviews will assist probation employees. This course provides an overview of the counseling and interviewing techniques available to practitioners in Corrections. Trainees learn the use of appropriate techniques and theories in confidence building which may be used by probation employees in interviews and counseling.
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Performance Objectives:
<ol style="list-style-type: none"> 1) Compare, contrast and distinguish the different skills involved in individual and group communication dynamics. 2) Plan, design, and conduct an interview, including formulating specific interview questions 3) Discuss and evaluate the various kinds of intervention/counseling techniques 4) Examine, analyze, and explain the development of roles and responsibilities of staff and offenders 5) Distinguish obstacles that complicate the task of conducting objective interviews and counseling 6) Describe how to collect, organize and document pertinent information.

Course Outline				
Day	Time Begin (24 Hour)	Time End (24 Hour)	Subject or Topic	Instructional Methodology
1	0800	1000	Introduction, interviewing - establishing rapport, components of a good interview, listening skill as an interviewing technique; communication barriers; information gathering	Lecture Group Discussion
1	1000	1200	Recording the interview, note taking, visible versus invisible recording methods; confidentiality of the interview report	Lecture Group Discussion
1	1200	1300	lunch	
1	1300	1500	Special interviewing considerations; legal considerations, distinction between juvenile and adult interviewing; ethnic, gender and cultural awareness and special needs	Lecture Group Discussion
1	1500	1700	Contemporary theories and modalities; techniques of individual small and large group counseling, development of treatment plans and file review; wrap up and evaluations	Lecture Group Discussion Evaluation