

LifeLine Johannesburg

Course starts February 2021

Dear Applicant,

Thank you for your interest in our LifeLine counselling course. While our course is the core requirement for preparing volunteers to become LifeLine counsellors– it contains essential **Personal Growth and Interpersonal Skills** for anyone who wishes to explore all aspects of their life, promote their own growth and self-awareness as well as their ability to hear and relate more meaningfully to others in their lives.

The course is an *exciting and challenging process* - the learning takes place in small groups, each with two experienced LifeLine Facilitators. We work on the principles of respect, non-judgment and personal responsibility – based on the person-centered approach of Carl Rogers.

This year in Feb 2021, we will be doing the Course on ZOOM only as far as we can be sure, due to the risk of the Corona Virus. However, we did most of our February 2020 course on ZOOM and our feedback from both facilitators and trainees was that it was different also in many ways challenging but still fulfilled all their expectations.

We take great care to create a safe and appropriate space and while the greatest growth comes from fully engaging in the group, no one is ever forced to participate. Trainees are encouraged to experiment with their own reactions and responses to others, as well as to learn better and more effective ways of communicating.

The first twelve (12) sessions of Module 1 are devoted to Personal Growth and Self-Awareness. Trainees are encouraged to learn as much about themselves as they possibly can, because LifeLine believes that in order to enter someone else's world you must first know your own world. The remaining ten (10) sessions in module 2, focus on learning specific counselling skills.

On completion of both modules of the course those who wish to, may put themselves forward for selection as counsellors.

The Process to become a LifeLine Counsellor

ADMISSION CRITERIA

- No qualification in psychology is needed.
- The minimum age for applicants is to become 23 years during the course
- Completion of the Application Form
- Ability to attend all sessions
- Must have a stable internet and zoom capacity for both video and sound
- Must have schooling at least to Grade 12

Missing sessions: As we work experientially, it is impossible to replicate or catch up any missed sessions. The group works closely together, and a group member's absence is a loss for the group.

NOTES about attendance:

- If you miss more than 2 sessions during both Modules 1 & 2, you WILL NOT be eligible for selection as a counsellor.
- You WILL NOT be eligible to do the course if you will miss any of Sessions 1,2 and 3 on for the Personal Growth part of the course

Information Sessions about the course:

DATE: Jan 27^h 2021 OR February 3rd 2021

TIME: 09:00am – 12:00pm **OR** 06.00pm – 09:00pm

PLACE: AT the moment on ZOOM only. You will be sent a link the day before

*We would like you to be present at **one** of these 4 sessions so you can learn about LifeLine and sample what you are likely to experience on the course. We also conduct an interview with you individually after the group work. If you are unable to attend, please let us know so we can arrange a date when be interviewed.*

MODULES

MODULE ONE – Personal Growth & Interpersonal Skills

This part of the course consists of 12 sessions and the learning is through practical experience and personal sharing, as opposed to formal lectures and note taking.

MODULE TWO – Counselling Skills

This is where the practical techniques of the LifeLine counselling method are explained, again by experience and experiment through 10 sessions, sometimes including the use of role-plays and lots of practise.

READINESS PROCESS

At the end of Module 2, those trainees who wish to become LifeLine Counsellors will go through a readiness process.

MODULE THREE – Intern Training

This is only for those selected to train as LifeLine Counsellors. The dates will follow on from the end of the Skills course. There are 7 sessions over 2-3 months.

INFORMATION ABOUT LIFELINE & COUNSELLING COMMITMENTS

LifeLine Johannesburg in Norwood, which was established in 1969, is affiliated to LifeLine Southern Africa, which in turn, is affiliated to LifeLine International. The Methodist Church in Sydney, Australia founded LifeLine in 1963. Whilst LifeLine Johannesburg acknowledges the Christian basis on which the international body was formed, it is a non-denominational centre and welcomes counsellors from all faiths and respects the beliefs of all.

In 1995 we started a satellite centre in Alexandra, followed by another one year later in Soweto.

LifeLine Johannesburg centres offer a vital free telephone counselling service to the public as well as Face-to-Face & Couple counselling and Trauma debriefing. Personal qualities such as integrity and dedication are of great importance in our work.

Our service runs 12-hours a day, 365 days a year. LifeLine has a 50 year track record offering various health and wellness programmes free to the greater Johannesburg community. The thread running through all our programmes is the facilitation of personal empowerment, emotional wellness, health and the promotion of social cohesion.

Our Counsellors are volunteers who care for and are concerned about others. They receive training in counselling, continual support and join our team of dedicated counsellors who provide this 12-hour service.

COUNSELLING SHIFTS

Each day is divided into several shifts and generally they are what you can manage, and the minimum time is 3 hours per shift. ALL ARE CURRENTLY DONE ON ZOOM for our interns
We expect every counsellor to fulfill **THREE** shifts over a **one-month period**.

The shifts can be booked up to 6 weeks in advance or on the same day so that our counsellors can fit them in with their family, business and social lives. However, if you are unable to make a shift for any reason it is your responsibility to find a replacement counsellor.

There are opportunities for further training once a counsellor has completed their initial training, as we expect our counsellors to continually develop their skills by attending on-going training sessions each year

INTERN PROGRAMME

Once selected as an intern, you will be provided with the necessary support, supervision and guidance to provide counselling support to the community. All LifeLine Interns are required to attend a ZOOM mentor group for two hours twice a month, for support and further training.

The Intern Programme is a two/three-month programme (depending on the dates) dealing with specialised counselling issues. The sessions are on average for 3 hours mostly on a Saturday morning.

All interns are required to pay R3000 once they are selected onto the intern programme. R1500 is an investment in a yearlong training and experiential process involving specialised training, mentorship and supervision. The other R1500 is a one year of commitment to LifeLine. This R1500 will be refunded at the end of the year period if all internship requirements are honoured.

COURSE APPLICATION DETAILS

Costs & Payment

- The cost of the course is R6950. There is next a R3000 deposit **if selected to be a LifeLine intern counsellor**.
- Your place on the course will remain unconfirmed after your interview until we have received your payment
- Should you not be able to complete the course for whatever reason, your money will not be refunded as you have taken a place we could otherwise have filled.
- Credit card facilities are available.

Applications

Please complete the attached questionnaire at APPENDIX 1 and return it to the Course Coordinator as soon as possible. **YOU DO NOT PAY R6950 UNTIL YOU HAVE COMPLETED YOUR INTERVIEW** as noted on Information Session details above.

By post:

P O Box 95135

Grant Park 2051

Hand delivery:

No 2 The Avenue (Corner of Henrietta St)

Norwood, Johannesburg

Email: reabetsoe@lifelinejhb.org.za and jkbuzzword@gmail.com

Banking Details

Standard Bank

Branch Number: 004105(Rosebank)

Account Number: 201624869

Please send your proof of payment to reabetsoe@lifelinejhb.org.za and jkbuzzword@gmail.com

Questions

Questions can only be answered on mornings between 9.00am and 1pm. This is because we do not have a big staff available LifeLine to field queries at all times and so we have to limit time available. We would appreciate it if you could respect this.

Contact Janet 0824522827 or jkbuzzword@gmail.com

Lifeline Johannesburg Course Coordinator

IMPORTANT

If you are currently in therapy or have recently completed psychotherapy or are receiving psychiatric treatment, please discuss your plans to do this course with your social worker/psychologist/ psychiatrist and ask him/her for a letter of recommendation regarding your plans to participate in the course.

If you are an addict and have not yet completed two years “clean” then we would like you to postpone doing the course until your two years are completed. We would also appreciate a letter from your Sponsor

Please enclose your therapist’s letter with your application form. If you suffered a bereavement from a close friend or relative in the last two years, please discuss this with your interviewer.

Please note we are only able to provide references for honours and masters applications once you have completed our year long intern programme and have been an active counsellor at LifeLine Johannesburg for a minimum of one year.

Dates for the LifeLine Course – February 2021

At the moment all sessions will be on ZOOM due to the dangers of the Covid 19 Virus. Links will be sent to those confirming their attendance the day before

Information sessions on Jan 27th and February 3rd 2020

These dates are important, please diarise and keep them with you!

ATTENDANCE AT ALL SESSIONS IS MANDATORY

MODULE ONE - PERSONAL GROWTH AND INTERPERSONAL SKILLS

SESSION	DAY	DATE	TIMES (MORNING GROUPS)	OR	TIMES (EVENING GROUPS)
1	Wednesday	February 10	09:00 - 12:30		18.30 – 22.00
2	Saturday	February 13	09:00 - 12:30		09:00 - 12:30
3	Wednesday	February 17	09:00 - 12:30		18.30 – 22.00
4	Saturday	February 20	09:00 – 12.30		09:00 – 12.30
5	Wednesday	February 24	09:00 - 12:30		18.30 – 22.00
6	Saturday	February 27	09:00 – 12.30		09:00 – 12.30
7	Wednesday	March 3	09:00 - 12:30		18.30 – 22.00
8	Wednesday	March 10	09:00 - 12:30		18.30 – 22.00
9	Saturday	March 13	09:00 – 12.30		09:00 – 12.30
10	Wednesday	March 17	09:00 – 12.30		18.30 – 22.00
11	Wednesday	March 24	09:00 - 12:30		18.30 – 22.00
12	Wednesday	March 31	09:00 - 12:30		18.30 – 22.00

BREAK FOR EASTER AND PESACH

MODULE TWO - COUNSELLING SKILLS TRAINING

SESSION	DAY	DATE	TIMES (MORNING)	OR	TIMES (EVENING)
1	Wednesday	April 14	09:00 – 12.30		18.30 – 22.00
2	Wednesday	April 21	09:00 - 12:30		18.30 – 22.00
3	Saturday	April 24	09:00 - 12:30		09:00 - 12:30
4	Wednesday	April 28	09:00 - 12:30		18.30 – 22.00
5	Wednesday	May 5	09:00 - 12:30		18.30 – 22.00
6	Saturday	May 8	09:00 - 12:30		09:00 - 12:30
7	Wednesday	May 12	09:00 - 16:30		18.30 – 22.00
8	Wednesday	May 19	09:00 - 12:30		18.30 – 22.00
9	Wednesday	May 26	09:00 – 12.30		18.30 – 22.00
10	Wednesday	June 2	09:00 - 12:30		18.30 – 22.00
WEDNESDAY JUNE 9th PLEDGE/DEDICATION –@ 18.00					

Dates for Intern Training

Session	Day	Times
1	Saturday 19 th June	9.00 – 13.00
2	Saturday 3 rd July	9.00- 13.00
3	Saturday July 17 th	9.00 – 13.00
4	Saturday July 31 st	9.00 – 13.00
5	Saturday August 14 th	9.00 – 13.00
6	Saturday August 28 th	09.00 – 13.00
	Wednesday September 1 st	18.00 – 21.00

FREQUENTLY ASKED QUESTIONS REGARDING THE PERSONAL GROWTH, INTERPERSONAL AND COUNSELLING SKILLS TRAINING COURSE:

Do I need to have any qualifications in Psychology to do the course?

No, you do not have to have any Psychology qualifications/knowledge, but you need to have been educated at LEAST to Grade 12.

Can I choose just to do ONLY the Module 1 (Personal Growth and Interpersonal Skills) part of the course?

You must complete both modules, even if you do not plan on becoming a counsellor for LifeLine. The course is very experiential and you are a member of a small group (approximately 8/9 people with 2 facilitators) for the duration of the course. Should you leave after Module 1, a 'void' is left in the group and the dynamic of the group changes.

Personal growth does not end on completion of the first module, it continues into the Counselling Skills (Module 2). You also pay full price for the course even if you decide to attend only Module 1.

What happens if I either change my mind about the course or decide to withdraw from it?

We do not refund any part of the course fee if you cancel whilst the course is running, because you have taken a place that someone else could fill.

If you cancel the course before it starts, we only refund your payment if we can fill your place.

If I join the morning group of the course, and I miss a session, can I make it up with the evening group?

No, this is not possible because you become part of a smaller group (6 to 9 other people) from the first session of the course. You remain part of this small group for the duration of the course.

I am Jewish and observe the Sabbath on a Saturday. Can I be accommodated? Unfortunately, we have to have sessions on a Saturday so as to complete 2 courses a year. If you are in walking distance of our centre and you are prepared to walk, then that would be your decision to do so. We would not expect you to write on the Saturday.

Is this course certified?

On attending a LifeLine course, you can request a certificate acknowledging that you have attended a Personal Growth, Interpersonal and Counselling Skills training course at LifeLine. Only when you have been selected to do a further internship period and complete the internship programme would you receive a certificate which indicates that you have been trained as a LifeLine lay counsellor. The course does not certify you as a counsellor - this requires a university degree.

Is the course SETA accredited? No. It is our ambition to get the course accredited at some stage as soon as we can.

Does the course carry any CPD/CPU points? Not at the moment.

Is the minimum age criteria of 23 negotiable?

No, we would allow you to do the course if you are 22 and turn 23 during the period of the course. However, if the course is fully subscribed then we would ask you to wait until you are 23 years of age. The reason for this criterion is the emphasis we place on the sharing of ourselves and our life experiences.

Can I miss sessions?

We would prefer that no sessions be missed due to the experiential nature of the methodology i.e. there are no notes or lectures that could help you to catch up at a later stage and people missing sessions can be disruptive to the group process. However, if you unexpectedly need to miss sessions, then you cannot miss more than two sessions should you wish to put yourself forward for the Internship Programme. *Note: If you missed a full day Saturday then you could miss two sessions.*

Why do I have to pay for the course when it is volunteer counselling work?

LifeLine is a Public Benefit Organisation an NPO (Non-Profit Organisation) and a NGO (Non-Governmental Organisation). Since we do not get a subsidy from Government to keep our service to the public going, we need to raise our own funds

One of the ways in which we do this, is by running this course.

When can I deposit the fee for the course to secure my place? Please pay your fee in full of R6950 after you have had a screening interview



<i>Postal Address:</i>	<i>Physical Address:</i>
PO Box 9163 Grant Park 2051	2, The Avenue, c/o Henrietta Street Norwood GPS coordinates: 26.155487 28.076726

APPLICATION FORM FOR LIFELINE COUNSELLING COURSE – February 2021

Please complete the application as soon as possible and send to LifeLine Norwood reabetsoe@lifelinejhb.org.za and please cc jkbuzzword@gmail.com; (optional, or you can hand deliver).

Which centre would you like to attend to do the course and which session do you want to attend, morning or evening? *It is not always possible to run in all 3 centres.*

Centre	Norwood
Contact telephone	011 728 1331
TIME – AM Sessions	
TIME – PM Sessions	

SOME IMPORTANT INFORMATION WE NEED

First Name(s)		
Surname		
ID or passport number		Age:
Sex		

CONTACT DETAILS

Home number	
Cell Number	
Email address	
Business number	

PERSONAL INFORMATION

Home Address

Postal Address

Marital Status

Children, number and ages

Religion if any

Please note that LifeLine is entirely non sectarian

OTHER IMPORTANT INFORMATION

Is there any medical condition which we should know about?

Please give details

In the last 2 years, have you experienced any personal loss – (a death of someone close to you, divorce, trauma)

How did you cope with this loss?

Please give details

TELL US ABOUT YOUR EXPERIENCE OF THERAPY

Are you currently in therapy?

If so we will need a letter of recommendation from your therapist

Have you recently completed psychotherapy?

with whom?

when?

Have you ever attended psychotherapy, group therapy, counselling etc.?

with whom?

when?

Are you currently in an addiction recovery programme?

If so we will need a letter of recommendation from your sponsor

If the answer to the above question is YES, how long have you been in recovery?

EMPLOYMENT & EDUCATION DETAILS

Employer name:

Occupation

Highest Educational standard

Plans to study further – please details

Are you taking courses in Psychology – please give details

What courses have you attended?

ABOUT BEING IN LIFELINE

Do you know anyone in LifeLine Johannesburg – if so who?

Do you know anyone who will also be doing this course?

For what period can you commit to LifeLine?

Are you participating for career or work purpose?

Do you plan to emigrate in the next two years?

How did you hear about this course? *Eg Website, family, university etc.*

WHAT WOULD YOU SAY YOUR STRENGTHS AND WEAKNESSES ARE IN BECOMING A COUNSELLOR?

Strengths?

