



Practical Behaviour Psychology

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Human Psychology Counselling Expert

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Information for Clients and Terms & Conditions

Counseling Agreement

This is a mutual agreement negotiated between the Counsellor and the Client prior to the commencement of counselling. It sets out the responsibilities of our Counsellor towards his/her clients, and also the client's responsibilities in the counselling relationship.

Welcome to my Counseling Services

This document contains important information about my services and policies. Please read it carefully and jot down any questions you might have so that we can discuss them. When you sign this document, it will represent an agreement between us.

PSYCHOLOGICAL SERVICES

Counseling is not easily described in general statements. It varies depending on the personalities of the counselor and client, and the particular problems you bring forward. There are many different methods I may use to deal with the problems that you hope to address.

A counseling appointment is not like a medical doctor visit. Instead, counseling calls for a very active effort on your part. In order for the counseling to be most successful, you will have to work on things we talk about both during our sessions and at home.

Counseling can have benefits and risks. Since counseling often involves discussing unpleasant aspects of your life, you may experience uncomfortable feelings like sadness, guilt, anger, frustration, loneliness, and helplessness. On the other hand, counseling has also been shown to have benefits for people who go through it.

Counseling often leads to better relationships, solutions to specific problems, and significant reductions in feelings of distress. But there are no guarantees of what you will experience.

Our first couple of sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work will include based on your goals, if you decide to continue with counseling. You should evaluate this information along with your own opinions of whether you feel comfortable working with me. If you have questions about my procedures, we should discuss them whenever they arise. If you would like to see a different counselor, I can make a referral for you to a different counselor.

MEETINGS

In Case of US Embassy training counselling and also other Job Interview counselling there is Only One Advanced Paid and Booked Session. If you missed your session time due to any natural causes then I can reschedule you another time for the same advanced paid service.

If you change your mind at any time and do not want to attend counselling session after payment of your advanced amount for US Embassy training Counselling or Job Interview Counselling then you can ask for your advance amount refund. I will refund your amount by deducting (15% for loss of my and my management working time and resources Like 5 star hotel room booking charges etc...). If in any case if I could not take your counselling session then you have the right to get 100% refund on your paid advance amount.

In other counselling such as marriage, Stress, Work etc...I normally conduct an evaluation that will last one or two sessions which is first hour minimum paid service (Non Refundable). During this time, we can both decide if I am the best person to provide the services you need in order to meet your treatment goals. If counseling is begun, I will usually schedule one 50-minute session per week at a time we agree on. If you are unable to keep an appointment, please notify me as soon as possible (24 hours in advance is best).

CONTACTING ME

I am often not immediately available by telephone. However, I do not answer my phones due to continuous counselling sessions with other clients therefore I request you if you are looking for few more answers to your questions then please message me through my email. You can also leave me a message on Voice Mail.

PROFESSIONAL RECORDS

The laws and standards of my profession require that I keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted and/or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents.

MINORS

If you are under eighteen years of age, please be aware that the law may provide your parents the right to examine your treatment records.

CONFIDENTIALITY

All records are confidential. Your records are NOT a part of your academic or administrative records.

Counsellor might keep brief notes after a session, which will be anonymised and securely stored, and there is no way you would be able to be identified from the notes. Occasionally a counsellor might want to make an audio recording of your session for the purpose of monitoring their work, but this would only occur with your prior knowledge and permission. Again this data would be securely stored and destroyed after use.

Your records and personal history are available to no one including parents, family, police, employers, or administrators unless you provide written consent. No information about your counseling may be released to anyone without your authorization except under the following circumstances:

- If you are under 18 years of age, your parents or legal guardian (s) may request access to your records and authorize their release to other parties.
- If you are determined to be in imminent danger of harming yourself or someone else.
- If you disclose abuse or neglect of children, the elderly, or disabled persons.
- Where otherwise legally required.

If I see you as a couple I must have permission of both parties to release information. In most legal proceedings, you have the right to prevent me from providing any information about your treatment. In some proceedings involving child custody and those in which your emotional condition is an important issue, a judge may order my testimony if he/she determines that the issues demand it.

As indicated above, if I believe that a counselee is threatening serious bodily harm to another, I am required to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the counselee. If the counselee threatens to harm himself/herself, I may be obligated to seek hospitalization for him/her or to contact family members or others who can help provide protection. If a counselee poses a potential for harm to self, others, or the community I may need to contact family members, college personnel, or others in order to avoid or prevent harm.

If you have any questions about your rights as they relate to confidentiality, please do not hesitate to ask me at any point in time.

CONSULTATION

I may occasionally find it helpful to consult other professionals about a case. During a consultation, I make every effort to avoid revealing the identity of my patient. The consultant is also legally bound to keep the information confidential. If you don't object, I will not tell you about these consultations unless I feel that it is important to our work together.

Your signature below indicates that you have read the information in this document, have been given and adequate opportunity to ask questions about it, understand it, and agree to abide by its terms during our professional relationship.

Signed.....Date.....

(Your Details Will Be Kept 100% Confidential We Require this for Record Purpose Only)

Name: *

Address: *

Phone No: *

Guardian: *

(After completing the form in full shape mail to my above email address)