

Tel: 012 804 1853 71 Watermeyer Street Val de Grace

**E-mail:** **training@lifelinepta.org.za**

##### **LifeLine Services**

LifeLine offers a confidential counselling service to all members of the community who are in need or in an emotional crisis. Trained lay counsellors who are skilled in the art of counselling provide this service. LifeLine provides telephone counselling, face-to-face counselling, rape counselling, trauma counselling and HIV and AIDS counselling. LifeLine also provides courses in personal growth and counselling skills.

#####  **IN-PERSON & ONLINE COURSE ANNOUNCEMENT 2023**

LifeLine Pretoria will present the following courses at the LifeLine Pretoria Centre in Val de Grace and Online during the year 2023:

1. **PERSONAL GROWTH COURSE (ONLINE & IN-PERSON)**

This course is designed to enhance self-awareness and acceptance of self and others. It focuses on conflict styles, emotional baggage and provides an opportunity for setting personal goals. This is a time where you can become aware of your uniqueness, value and potential.

**Personal Growth Course Durations**

Duration of Saturday Course: Seven consecutive Saturdays (4-hour sessions).

Duration of WEEKDAY & Evening: Nine, 4-hour sessions twice per week in the mornings or evenings.

(See course dates on page 2 & 3).

Each session consists of theoretical input, experiential learning and small group interaction.

Participants are expected to attend ALL sessions. Please note that if you miss a morning / evening session you cannot join a Saturday session and also you will not be allowed to continue with the course. The same applies if you miss a Saturday session.

# Certificates

Certificates will be presented to participants who have successfully completed the course.

**NB.** *Once the course has commenced no refund of the course fees can be made on the Personal Growth Course*

###### **IN-PERSON & ONLINE PERSONAL GROWTH COURSE INFORMATION**

# CRITERIA FOR ACCEPTANCE TO PERSONAL GROWTH COURSE

Persons who have experienced a recent life crisis (in the preceding 6 months) need time to work through it before attending the course and before they are ready to help others. The objective of this course is personal growth, not therapy.

* Minimum age: 20 years
* Minimum number of participants per course: 25
* An application form must be filled in to reserve a place on the course.(You are still required to pay a deposit and **register online** on the specified dates)
* You are not allowed to miss a session, and if it happens that you do miss a session, you will not be allowed to continue with the course and there is no refund, however you have the opportunity to join the next course.

**FEES AND PAYMENT**

**• R2800.00 per person for the Personal Growth Course.**

Acceptance of registration is subject to the payment of a deposit of **50%** of the course fee. The balance of the course fee must be paid before the course starts. Payment can be made by direct deposit, *via* electronic transfer into LifeLine Pretoria bank account or during registration through the card payment machine at the LifeLine Pretoria offices. Please note that we do not accept cash during the course registrations.

**NB. 25% admin fees for cancellations of the course and no refunds once the course commences.**

**Bank details: Nedbank, Account nr. 1602066493, Hatfield Branch, Branch nr. 160245.**

**Use as banking reference: PG and your surname.**

#####  **In–Person & Online Personal Growth Course Dates 2023**

**FEBRUARY 2023 COURSES: Online only Registration will open on the 9 January 2023.**

**PERSONAL GROWTH COURSE**

**Saturdays: 7 Sessions (08:45-13:00)**

Sat 18 February

Sat 25 February

Sat 04 March

Sat 11 March

Sat 18 March

Sat 25 March

Sat 01 April

**Weekday Mornings: 9 Sessions (08:45-13:00)**

Tue 14 February Fri 03 March

Fri 16 February Tue 07 March

Tue 21 February Fri 10 March

Fri 24 February Tue 14 March

Tue 28 February

**NB. Evening Online Personal Growth Course,**

**Weekday Evenings: 9 Sessions (17:45 - 21:00)**

Mon 13 February Thurs 02 March

Thurs 15 February Mon 06 March

Mon 20 February Thurs 09 March

Thurs 23 February Mon 13 March

Mon 27 February

**JULY 2023 COURSES: Online only Registration will take place from 1 June 2023.**

**PERSONAL GROWTH COURSE**

**Saturdays: 7 Sessions (08:45-13:00)**

Sat 01 July Sat 05 August

Sat 08 July Sat 12 August

Sat 15 July

Sat 22 July

Sat 29 July

**Weekday Mornings: 9 Sessions (08:45-13:00)**

Tue 03 July Tue 18 July

Fri 07 July Fri 21 July

Tue 11 July Tue 25 July

Fri 14 July Fri 28 July

 Tue 01 August

**NB. Evening In-Person & Online Personal Growth Course,**

**Weekday Evenings: 9 Sessions (17:45 - 21:00)**

Mon 03 July Mon 17 July

Thurs 06 July Thurs 20 July

Mon 10 July Mon 24 July

Thurs 13 July Thurs 27 July

 Mon 31 July

**OCTOBER 2023 COURSES: Online only Registration will take place from 1 September 2023.**

 **IN–PERSON & ONLINE PERSONAL GROWTH COURSE**

**Saturdays: 7 Sessions (08:45-13:00)**

Sat 07 October

Sat 14 October

Sat 21 October

Sat 28 October

Sat 04 November

Sat 11 November

Sat 18 November

**Weekday Mornings: 9 Sessions (08:45-13:00)**

Tue 03 Oct Fri 20 October

Fri 06 Oct Tue 23 October

Tue 10 October Fri 27 October

Fri 13 October Tues 31 October

Tue 17 October

**NB. Evening Online Personal Growth Course,**

**Weekday Evenings: 9 Sessions (17:45 - 21:00)**

Mon 2 October Thurs 19 October

Thurs 5 October Mon 23 October

Mon 9 October Thurs 26 October

Thurs 12 October Mon 30 October

Mon 16 October

##### **In-Person Counselling Skills Course Dates 2023**

1. **COUNSELLING SKILLS COURSE**

The Counselling Skills Course focuses on acquiring theoretical knowledge and practical skills for effective counselling, e.g. listening and empathy. It is taught through experiential learning with lots of interactive involvement for the participants

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**Counselling Skills Course Duration**

Duration of Saturday Course: Seven consecutive Saturdays (4-hour sessions).

Duration of WEEKDAY Course: Nine 3-hour sessions twice per week in the mornings.

(See course dates on page 4).

# Certificates

Certificates will be presented to participants who have successfully completed the course.

**NB.** Once the course has commenced no refund of the course fees can be made on the Counselling Skills Course

* You are not allowed to miss a session, and if it happens that you do miss a session, you will not be allowed to continue with the course; however you have the opportunity to join the next course at a cost.

###### **ONLINE COUNSELLING SKILLS COURSE INFORMATION**

# CRITERIA FOR ACCEPTANCE TO COUNSELLING SKILLS COURSE

* The Personal Growth Course is a PREREQUISITE for the Counselling Skills Course.
* You can only participate in one of the next two consecutive Counselling Skills Courses, WITHIN 1 YEAR. if you do not participate in either of the two specified courses, you will be required redo the personal growth course again.

The focus during this course is on acquiring theoretical knowledge and practical skills, e.g. listening and empathy.

**FEES AND PAYMENT**

**• R2600.00 per person for the Counselling Skills Course.**

The cost of the manual is included in the fee.

Acceptance of registration is subject to the payment of a deposit of **50%** of the course fee. The balance of the course fee must be paid before the course starts. Payment can be made by direct deposit, *via* electronic transfer into LifeLine Pretoria’s bank account or during registration through the card payment machine at the LifeLine Pretoria offices. Please note that we do not accept cash during the course registrations.

**NB. 25% admin fees for cancellations of the course and no refunds once the course commences.**

**Bank details: Nedbank, Account nr. 1602066493, Hatfield Branch, Branch nr. 160245.**

**Use as banking reference: CS and your surname.**

##### **In-Person & Online Counselling Skills Course Dates 2023**

**IN-PERSON & ONLINE COUNSELLING SKILLS COURSE 2023**

*(Prerequisite: July 2022 or October 2022 LifeLine Pretoria Personal Growth Course)*

**Saturdays: 6 Sessions (08:45-13:00)**

Sat 7 January

Sat 14 January

Sat 21 January

Sat 28 January

Sat 4 February

Sat 11 February

**IN - PERSON & ONLINE COUNSELLING SKILLS COURSE**

*(Prerequisite October 2022 or February 2023 LifeLine Pretoria Personal Growth Course)*

**Saturdays: 6 Sessions (08:45-13:00)** **Weekday mornings: 9 Sessions (08:45-13:00)**

Sat 06 May Tue 02 May Fri 19 May

Sat 13 May Fri 05 May Tue 23 May

Sat 20 May Tue 09 May Fri 26 May

Sat 27 May Fri 12 May Tue 30 June

Sat 03 June Tue 16 May

Sat 10 June

**NB. In–Person & Online Evening Counselling Skills Course,**

**Weekday Evenings: 9 Sessions (17:45 - 21:00)**

Thurs 04 May Mon 22 May

 Mon 08 May Thurs 25 May

Thurs 11 May Mon 29 May

Mon 15 May Thurs 1 June

Thurs 18 May

**IN-PERSON & ONLINE COUNSELLING SKILLS COURSE**

*(Prerequisite February 2023 or July 2023 LifeLine Pretoria Personal Growth course)*

**Saturdays: 6 Sessions (08:45-13:00)** **Weekday mornings: 9 Sessions (08:45-13:00)**

Sat 19 August Tue 15 August Tue 05 September

Sat 26 August Fri 18 August Fri 08 September

Sat 02 September Tue 22 August Tue 12 September

Sat 09 September Fri 25 August

Sat 16 September Tue 29 August

Sat 30 September Fri 01 September

**NB. In–Person & Online Evening Counselling Skills Course,**

**Weekday Evenings: 9 Sessions (17:45 - 21:00)**

Mon 14 August Thurs 31 August

Thurs 17 August Mon 04 September

Mon 21 August Thurs 07 September

Thurs 24 August Mon 11 September

Mon 28 August

###### **Becoming a LifeLine Counsellor**

**The Process**

In order to provide an effective crisis counselling service to the community, LifeLine needs to recruit and train volunteer lay counsellors. After completing both the courses a selection process follows for participants who wish to become LifeLine volunteers. The successful applicants are required to undergo a further probationary training programme of approximately six months aimed at honing their counselling skills. However, there is no obligation to become a LifeLine volunteer. Participants may do the Personal Growth and Counselling Skills courses purely for their own benefit.

**Being a LifeLine Counsellor**

The team of volunteer LifeLine counsellors covers all the services rendered by LifeLine Pretoria. You will start off with telephone and face-to-face counselling and also receive training in Trauma, HIV/AIDS Rape counselling, Bereavement counselling, etc.

**I wish to apply for the following courses in the series starting February / July / October 2023:**

**IN- PERSON COURSES:**

Personal Growth (Saturday course) \_\_\_\_\_\_ Personal Growth (Weekday morning course) \_\_\_\_\_\_

Counselling Skills (Saturday course) \_\_\_\_\_\_ Counselling Skills (Weekday morning course) \_\_\_\_\_\_

**I wish to apply for the following courses in the series starting February / July / November 2023:**

**ONLINE COURSES:**

Personal Growth (Saturday course) \_\_\_\_\_\_ Personal Growth (Weekday morning course) \_\_\_\_\_\_\_

Personal Growth (Evening course) \_\_\_\_\_\_

Counselling Skills (Saturday course) \_\_\_\_\_\_ Counselling Skills (Weekday morning course) \_\_\_\_\_\_

Counselling Skills (Evening course)

***Application Form on next page***

##### **APPLICATION FORM 2023**

##### **Procedure**

1. Send your application form to LifeLine Pretoria.
2. A course registration form link will be forwarded to you on the specified registration dates.
3. Pay the deposit or full course fee to LifeLine Pretoria on or before the registration date.
4. Pay the balance of the course fee, if any, before the course starts.
5. Email your proof of payment to LifeLine. E-mail: ***training@lifelinepta.org.za***
6. The application form reserves a place on the course. You must still register on the specified

date**. (IF YOU DO NOT REGISTER YOUR APPLICATION WILL BE CANCELLED)**

##### **Particulars**

SURNAME: Mr/Mrs/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL NAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME YOU WANT TO BE CALLED BY/ FIRST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENDER: Male Female

AGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHATSAPP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAMILY OR FRIEND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to apply for the following courses in the series starting February / July / November 2023:

Personal Growth (Saturday course) \_\_\_\_\_\_ Personal Growth (Weekday morning course) \_\_\_\_\_\_

Counselling Skills (Saturday course) \_\_\_\_\_\_ Counselling Skills (Weekday morning course) \_\_\_\_\_\_

Deposit / Full amount of R\_\_\_\_\_\_\_\_\_\_\_ attached / paid into LifeLine account (see attached).

**Bank details: Nedbank, Account nr. 1602066493, Hatfield Branch, Branch nr. 160245.**

**Use as banking reference either PG or CS or PG/CS (for both courses paid together at once) and your surname.**

**NB. 25% admin fees for cancellations of the course and no refunds once the course commences.**

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_