

**ARCZONE Professional Development, Inc.**

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January 26, 2016

Dr. Froserfina J. Bravo
Schools Division Superintendent
DepEd – Division of Dagupan City
Burgos Street, Dagupan City

Dear Dr. Bravo:

Guidance and Counselling programs of educational institutions are vital components of the promotion of students' academic and career potentials and psychological well-being. Recognizing the challenges posed by the K to 12 curriculum to make students realize possible career pathways and to address issues surrounding dropout rate, **ARCZONE Professional Development, Inc.** offers a **3-Day National Seminar-Workshop on Guidance and Counselling Skills and Techniques in the School Setting.**

This seminar-workshop for school counsellors aims to:

- 1) demonstrate appropriate counselling skills for students on their academic and social-emotional needs
- 2) conduct career counselling among students in the senior high school
- 3) create effective counselling programs that address the needs of students

We are encouraging you and the members of your Guidance Counselling Department to join this event and take advantage of the workshop facilitated by experts in the field. Attached are detailed information regarding the seminar-workshop.

If you need further information, do not hesitate to contact us:

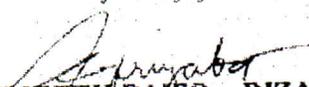
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We look forward to having you in this gathering of Guidance Counsellors.
Thank you very much.

Very truly yours,


LIBETH PAÑO - RIZABA
Training Coordinator

National Seminar – Workshop on Guidance and Counselling Skills and Techniques in the School Setting (Live-out seminar)

Details of Training

Dates: February 26 – 28, 2016

Venue: Hotel Ariana, National Highway, Paringao, Bauang La Union

Registration fee: (inclusive of snacks, lunches, seminar kit, handouts and a certificate)

- Early Bird Registration Rate Php 3,800 (until February 12, 2016)
- Regular Rate Php 4,100
- Group Rate Php 3,400 (minimum of 5 persons)

Program of Activities

Day / Time	Sessions
Day 1	
7:00 – 8:00	Registration
8:30 – 9:00	Opening Program Doxology & National Anthem Opening Remarks
9:00 – 10:00	Counselling Skills and Techniques in the School Setting <ul style="list-style-type: none"> • Counselling children with social and emotional problems Working Break
10:00 – 12:00	<ul style="list-style-type: none"> • Counselling children with cognitive difficulties
12:00 – 1:00	Health Break
1:00 – 5:00	<ul style="list-style-type: none"> • Counselling the adolescents Working Break
Day 2	
8:00 – 9:00	RECAP Working Break
9:00 – 12:00	Career Counselling in the Senior High School <ul style="list-style-type: none"> • Assessing students in the right track
12:00 – 1:00	Health Break
1:00 – 3:00	<ul style="list-style-type: none"> • Interpreting results of career and vocational tests Working Break
3:00 – 5:00	<ul style="list-style-type: none"> • Techniques in career counselling
Day 3	
8:00 – 9:00	RECAP
9:00 – 10:00	Developing and Managing the Counselling Program <ul style="list-style-type: none"> • Program models Working Break
10:00 – 12:00	<ul style="list-style-type: none"> • Program process and needs assessment
12:00 – 1:00	Health Break
1:00 – 4:00	<ul style="list-style-type: none"> • Assessing the effectiveness of the program
4:00 – 5:00	Closing Program Awarding of Certificates