



Personal Transition Counselling Agreement

Date: [Insert Date]

Prepared for: [Client's Name]

Prepared by: Shine and Be Kind

ISSUED BY

Shine and Be Kind

ABN 81689742670

LEAD COUNSELLOR & DIRECTOR

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Program Summary

Transitions in life, whether related to career changes, personal relationships, or major life events, can often be complex and overwhelming. These shifts bring about uncertainty, requiring individuals to navigate new challenges and adapt to changing circumstances. During such times, emotions may run high, and decision-making can feel daunting.

Counselling support offers a safe space for individuals to explore their thoughts and feelings, helping them gain clarity and confidence. Through guidance and structured reflection, counselling can empower people to identify their strengths, set realistic goals, and develop effective strategies for managing transitions. Ultimately, this support not only eases the stress associated with change but also fosters resilience, enabling individuals to embrace new opportunities with a positive mindset.

The transition counselling approach at Shine and Be Kind is based on the Model of Personal Transition, developed by William Bridges. This outlines the psychological and emotional process individuals go through during transitions. It emphasises that transitions involve three key stages:

1. **Ending:** This initial phase involves letting go of the old ways, roles, or identities. It can be marked by feelings of loss, confusion, or resistance as individuals grapple with what they are leaving behind.
2. **Neutral Zone:** In this stage, individuals find themselves in a period of ambiguity and uncertainty. It's a time for exploration and reflection, where people may feel disoriented but also have the opportunity to discover new possibilities and clarify their goals.
3. **New Beginning:** The final phase is characterised by acceptance and the adoption of new roles, behaviours, or identities. This stage involves building new skills and creating a sense of purpose, leading to personal growth and a renewed sense of direction.

The program uses narrative methods to facilitate a deeper understanding of these stages and help individuals navigate their transitions by facilitating a smoother adjustment to change. White and Epston's narrative methods focus on the power of storytelling to help

individuals reframe their experiences and create meaning in their lives. The key components are:

1. **Externalization:** This encourages clients to separate themselves from their problems by viewing issues as distinct entities. By externalising problems, individuals can discuss them more objectively and explore how these challenges affect their lives without feeling defined by them.
2. **Re-authoring:** Clients are guided to re-examine their personal narratives and identify alternative stories that emphasise their strengths, values, and abilities. This process helps individuals recognize their agency and potential for change, allowing them to construct a more empowering narrative.
3. **Thickening the Plot:** The expansion of the client's stories by integrating overlooked experiences, strengths, and successes. This thickening of the narrative provides a richer context for understanding their lives and highlights resilience.

Our use of narrative methods promote self-empowerment, helping clients create more hopeful and constructive narratives that support personal growth and transition.



Program Objectives

- **Assessment:** Conduct a comprehensive evaluation of the client's skills, interests, values, and goals.
- **Exploration:** Facilitation of the identification of potential paths and opportunities that align with the client's strengths and hopes for the future.
- **Transition Planning:** Develop a strategic plan to support the transition to the next chapter of their story.



Services Offered

PART 1

- **Initial Consultation:** A 60-minute session to understand the client's needs and establish goals.

- **Personality and Preference Assessment Tools:** Utilise standardised assessments to evaluate skills and interests.
- **Personalised Personal and Professional Narrative:** Creation of a tailored report observing the client's personal and professional narrative to date and for their future and how this relates to the personal transition they are currently experiencing.
- **Transition Strategies:** A 60-minute session offering guidance on the next steps to support the future narrative and considerations in achieving their desired path.

PART 2 (Optional)

- **Ongoing Extended Support:** Offer continued guidance through follow-up sessions to track progress and support the transition as necessary.



Schedule

PART 1

- **Initial Consultation:** [Insert Date]
- **Assessment Completion:** Within 1 week post-consultation
- **Personalized Career Plan Delivery:** Within 2 weeks post-assessment
- **Consultation Closure:** Within 2 weeks post-assessment

PART 2 (Optional)

- **Ongoing Consultation Sessions (x4):** Dates to be agreed upon



Investment

- **Fees (Part 1):** The cost for the counselling services will be \$300.
- **Fees (Part 2):** The cost for the ongoing counselling support will be \$200 per 50 minute session for as many sessions as are agreed between the parties.
- **Fee Inclusions and Exclusions:** The fee includes GST and excludes any additional expenses that may be incurred. Noting that any expenses will be agree in advance between Shine and Be Kind and the client
- **Payment:** Payment is due upon agreement of services, prior to commencement.



Terms and Conditions

- **Cancellation Policy:** Cancellations must be made at least 24 hours in advance. No-shows will incur a fee of [Insert Amount].
- **Confidentiality:** All information shared during counselling sessions will be kept confidential and used solely for the purpose of providing services.
- **Limitation of Liability:** While we strive to provide valuable guidance, we cannot guarantee specific outcomes regarding job placement or career success.
- **Termination of Services:** Either party may terminate the counselling relationship with written notice. Fees for any unused sessions will be refunded.



Acceptance

Client			
Part 2 Accepted (Y or N)			
Part 1 Accepted (Y or N)		Counsellor	
Name		Name	
Signature		Signature	
Date		Date	