

aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-037

Certificate in Workplace Counseling

Contact

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Course content

Why Attend

Employee wellbeing is a critical factor in organizational performance, productivity, and retention. Workplace stress, interpersonal conflicts, burnout, and personal challenges can significantly impact employee engagement and overall organizational effectiveness.

Workplace counseling provides a structured approach to supporting employees, improving mental wellbeing, and creating a healthier and more supportive work environment.

Course Methodology

- Real-world workplace scenarios and case studies
- Role-playing and counseling simulation exercises
- Guided discussions on employee wellbeing challenges
- Practical communication and listening skill development
- Tools and frameworks for workplace support

Course Objectives

- Understand the principles of workplace counseling and employee wellbeing
- Recognize signs of stress, burnout, and emotional distress
- Apply effective listening and communication techniques
- Support employees in a professional and ethical manner
- Manage sensitive workplace situations appropriately
- Improve workplace relationships and communication

Target Audience

- This course is suitable for:
- HR Professionals and HR Managers
- Line Managers and Team Leaders

Course outline

Detailed course outline

Day-by-day outline for Certificate in Workplace Counseling.

Day 1 - Introduction to Workplace Counseling

- Understanding workplace counseling concepts
- Role of counseling in organizational wellbeing
- Differences between counseling, coaching, and HR support
- Ethical boundaries and confidentiality
- Common workplace psychological challenges
- Creating a supportive work environment

Day 2 - Communication and Listening Skills

- Principles of effective communication
- Active listening techniques
- Building trust and rapport with employees
- Non-verbal communication awareness
- Handling difficult conversations
- Practical listening exercises

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Day 3 - Understanding Employee Wellbeing Challenges

- Stress, burnout, and workplace pressure
- Emotional and psychological responses at work
- Identifying signs of distress
- Work-related vs personal issues in the workplace
- Supporting employees in sensitive situations
- Case study: employee wellbeing scenarios

Day 4 - Workplace Counseling Skills in Practice

- Basic counseling approaches for workplace settings
- Supporting employees without diagnosing
- Managing emotional conversations
- Setting boundaries in HR and management roles
- Referral to professional support services
- Role-play: counseling conversations

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Day 5 - Building a Supportive Workplace Culture

- Promoting mental health awareness at work
- Developing employee support systems
- Managerial role in employee wellbeing
- Preventing workplace stress and burnout
- Policies and frameworks for wellbeing support
- Final case study and action planning

Seminar dates

Available seminar dates

Live dates and pricing for Certificate in Workplace Counseling generated from the course details page.

| Date | Location | Format | Fee |
|------------------------------|--------------|-----------|--------|
| 8 - 12 June 2026 | Kuala Lumpur | Classroom | €1,575 |
| 6 - 10 July 2026 | London | Classroom | €2,940 |
| 10 - 14 August 2026 | Barcelona | Classroom | €2,975 |
| 31 August - 4 September 2026 | Munich | Classroom | €2,975 |
| 14 - 18 September 2026 | London | Classroom | €2,975 |
| 5 - 9 October 2026 | Amsterdam | Classroom | €2,975 |
| 16 - 20 November 2026 | Paris | Classroom | €3,150 |

Live online option

Online delivery is available at €1,250.