

Appendix D: Micro skills Classification Form

Use the following stages and micro-skills (Adapted from C. Hill, 2014)

Exploration

1. **Attending** (orient yourself physically toward the client).
2. **Listening** (capture and understand the messages that clients communicate).
3. **Restatements/Prob/Summary** (repeat or rephrase what the client has said, in a way that is succinct, concrete, and clear).
4. **Open questions** (ask questions that help clients to clarify or explore their thoughts or feelings).
5. **Reflection of feelings** (repeat or rephrase the client's statements with an emphasis on his or her feelings).
6. **Self-disclosure for exploration** (reveal personal information about your history, credentials, or feelings).
7. **Intentional silence** (use silence to allow clients to get in touch with their thoughts or feelings).

Insight

8. **Challenges** (point out discrepancies, contradictions, defenses, or irrational beliefs of which the client is unaware or that he or she is unwilling or unable to change).
9. **Open Questions for insight** (an invitation for clients to think about the meaning of their thoughts, feelings, and behaviors).
10. **Interpretations** (make statements that go beyond what the client has overtly stated and that give the client a new way of seeing his or her behavior, thoughts, or feelings).
11. **Self-disclosures for insight** (disclose *past* experiences in which you gained some personal insight).
12. **Immediacy** (disclose *immediate* feelings you have about the client, the therapeutic relationship, or yourself in relation to the client).

Action

13. **Open questions for action** (invites clients to explore their goals, what has worked, what hasn't worked, what are the benefits).
14. **Information-giving** (teach or provide the client with data, opinions, facts, resources, or answers to questions).
15. **Feedback about the client** (you maintained good eye contact, you did a good stating what it is you want, you did a good job staying with your emotions).
16. **Direct guidance** (give the client suggestions, directives, or advice that imply actions for the client to take; the next time you have a nightmare...).

17. **Role-play and behavior rehearsal** (assist the client to role-play or rehearse behaviors in- session).
18. **Disclosure of strategies** (strategies that the helper has used in the past).
19. **Homework** (develop and prescribe therapeutic assignments for clients to try out between sessions).