



BUILD, IMPLEMENT, SUSTAIN & EVALUATE A COMPREHENSIVE SCHOOL-COUNSELING PROGRAM Step-by-Step

Build your counseling program one step at a time. Developing a comprehensive and innovative counseling program may seem overwhelming. Working as a team and taking small steps to create observable success is more desirable than trying to implement all of the model components at once. Ensuring that your counseling program becomes institutionalized is critical to success.

Seven Principles to Ensure the Success of Your Counseling Program

1. Gain commitment of top administrators.
2. Collaborate with faculty to build links between the program and the classroom curriculum.
3. Incorporate the program objectives with the school's mission and strategic plan.
4. Develop a long range plan for implementation.
5. Develop a public relations plan.
6. Garner community support by engaging all stakeholders.
7. Develop program accountability tools.

Tips for Successful Program Development

- Use a team approach – include levels, all counselors, and all stakeholders.
- Be flexible – be open to new ideas and willing to learn.
- Don't reinvent the wheel – adopt and adapt when possible.
- Get excited – create a passion for helping students and the system as well.

Basic Steps of Program Development

1. **Plan** – establish leadership and advisory council – gain administrative support – establish what is and what is not working.
2. **Build the Foundation** – analyze school and student data – discuss beliefs about students – determine priorities.
3. **Design the Delivery System** – determine time allotments – develop action plans – develop guidance curriculum – decide which counselors will perform what activities.
4. **Develop the School Counseling Program** – establish budget – ensure preconditions are met for equal access/adequate resources/collaborative efforts – establish administrative support.
5. **Internalize the School Counseling Program** – develop calendars for counselors and events – develop one closing the gap activity.
6. **Promote the School Counseling Program** – develop marketing materials to present to staff, board and other stakeholders – develop web site and other communication tools.
7. **Monitor Program Results** – analyze program data reports – develop evaluation standards and indicators – use results for program decisions.
8. **Monitor Student Progress** – assess student mastery of selected competencies – track program impact on action plan goals – track program impact on school-wide goals such as achievement and attendance.
9. **Make the Transition** – start slowly – celebrate accomplishments – expand leadership base and stakeholder numbers – brainstorm potential obstacles and develop strategies to overcome barriers.