*Career Counselor’s Handbook,* Figler and Bolles (1999) list 12 key skills of the career counselor. They align with requirements needed to effectively move clients from presenting problems through identifying competency needs, to development plans, to articulating goals and taking action.

**1.** Clarifying content: restating the essence of the client’s needs.

**2.** Reflecting feeling: identifying and restating the emotional quality of the client’s needs.

**3.** Open-ended questioning: asking questions that encourage a wide range of possible responses.

**4.** Identifying skills: naming specific areas of talent or strength revealed through past experiences.

**5.** Clarifying values: identifying sources of enjoyment and satisfaction via a client’s description of past activities and experiences.

**6.** Value imaging: encouraging clients to envision possibilities through open-ended brainstorming, imaging, visualization, and fantasizing.

**7.** Information giving: giving key job or career information, enabling clients to better understand the need for all parts of the counseling process.

**8.** Role-playing: providing practice in roles clients may face.

**9.** Spot-checking: asking for feedback to keep the process on track.

**10.** Summarizing: collecting all the information clients have and reviewing it for purposes of moving forward.

**11.** Task setting: asking clients to gather information or engage in experiences relevant to development objectives.

**12.** Establishing the “yes, buts”: identifying main concerns, obstacles, or roadblocks standing in the way of development plans, remedies, or goals.