

Summarizing and Identifying Next Steps

1) Summarizing: Helping someone to identify the main themes of the discussion during a session/meeting.

- Be specific, clear, and to-the-point when reviewing the main themes of the meeting.
- Ask the client if he/she has any questions or strong feelings about these themes.

2) Identifying Next Steps: Creating a shared understanding of future events.

- Articulate the next steps and times to be taken by both the worker and client.
- End the encounter by asking the client if he/she understands and agrees with the next steps.

Shulman, L. (2007). *The Skills of Helping Individuals, Families, Groups and Communities*. (5th ed.). New York: Thompson Brooks/Cole.