



འཛིན་སྐྱོང་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བརྟན་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Counsellor

The Counselor shall be responsible for providing guidance, support, and counseling services to trainees and staff to promote their well-being and personal development. The key duties include:

1. **Counseling Services:** Provide individual and group counseling sessions to address personal, academic, or social issues of trainees and staff.
2. **Career and Academic Guidance:** Assist trainees in career planning, skill development, and academic challenges.
3. **Mental Health Support:** Identify and support trainees or staff facing stress, anxiety, or other emotional difficulties.
4. **Awareness Programs:** Conduct workshops, seminars, and sessions on mental health, life skills, and well-being.
5. **Referral Services:** Refer cases to specialized professionals or agencies when necessary.
6. **Record Keeping:** Maintain confidential records of counseling sessions, interventions, and follow-ups.
7. **Coordination:** Work closely with institute management, trainers, and other support services to support trainee welfare.
8. **Additional Duties:** Perform any other responsibilities related to counseling and trainee support as assigned by the administration.

(Karma Dorji)
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