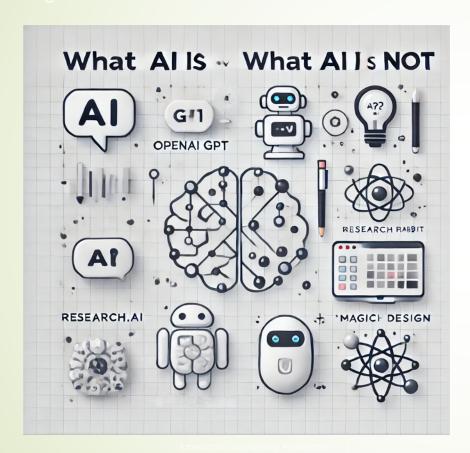
Ethical Al:
Enhancing
Counseling
Practices
and Boosting
Office
Productivity

Marty Jencius, Ph.D., NCC (he/him)

Website – https://ai.counselor.education





What is & Isn't Al

- Al is a powerful tool built on data and algorithms_ not a mind, magic, or human replacement.
- Al is trained, not taught. it optimizes from massive data, not understanding.
- Al reflects training data_ it doesn't produce objective truth.
- Al isn't conscious or sentient_it simulates, not thinks

Al's Role in Modern Workflows

- **Efficiency:** Al can draft outlines, summaries, or design training materials—fast and effectively, enhancing workflow productivity.
- Creativity: Stuck planning an activity? All
 offers fresh ideas to jumpstart your
 process, facilitating innovative solutions.
- Scalability: With the right prompts, Al helps adapt content for diverse populations, age groups, or learning needs.



Generated on AIDOCMAKER.COM

"Ethical Guardrails" Al is a tool, not a therapist. Not a supervisor. Not a diagnostician. It cannot replace:

- Our clinical intuition,
- Our relationship-building skills,
- Or our ethical compass.

5

History of Chatbots

- ELIZA MIT project 1966
- PARRY 1978 schizophrenia
- Jabberwacky 1988 "contextual pattern matching"
- Dr. Sbaitso 1992 responded as if they were a psychologist
- A.L.I.C.E. (Artificial Linguistic Internet Computer Entity) 1995
- SmarterChild 2001 AOL, IM, and MSN Messenger
- Siri, Google Now/Google Assistant, Cortana, Alexa
- ChatGPT https://openai.com/ Login: https://chat.openai.com/



Ethical Use of Al

Ethical Emphasis

- Confidentiality: Never input client identifiers into AI.
- Bias Alert: Al can reinforce stereotypes—always review outputs critically.
- Crisis Limits: Al cannot assess risk; reaffirm protocols for emergencies.

Best Practices

- Avoid confidential data input
- Always review Al outputs for accuracy/bias
- Use tools to augment, not replace, human judgment

Good Resources for ethics

- ACA Recommendations For Practicing Counselors And Their Use Of AI
- Bit.ly/ACA-Al-ethics
- Content areas
 - Counselors
 - Client use
 - Assessment and Diagnosis
 - Faculty
 - Students



- ۶
- Kent State Syllabus content
- Bit.ly/KSUAISyllabus
- Syllabus content statements with levels of permissible use
 - Freely
 - Use but limited
 - No use



Enhancing your prompt

Definition:

Having Al crafting effective instructions (prompts) to optimize output from Al

Formula:

Role + Task + Context + Constraints

Before vs. After Examples

Before: "Help me make a group activity"

After: "Act as a group counselor. Create a 30-minute interactive group activity for a high school students about anxiety management."

Prompt Engineer Exchange

"I want you to become my prompt engineer. Your goal is to help me craft the best possible prompt for my needs. The prompt will be used by you, ChatGPT. You will follow the following process:

- 1. Your first response will be to ask me what the prompt should be about. I will provide my answer, but we will need to improve it through continual iterations by going through the next steps.
- 2. Based on my input, you will generate 2 sections.
 - a) Revised prompt (provide your rewritten prompt. it should be clear, concise, and easily understood by you),
 - b) Questions (ask any relevant questions pertaining to what additional information is needed from me to improve the prompt).
- 3. We will continue this iterative process with me providing additional information to you and you updating the prompt in the Revised prompt section until I say we are done."

Initial Prompt

"I need to create a workshop of 90 minutes in length to instruct the basics of AI use, primarily LLMs along with some advanced approaches. The workshop should be instructional but as interactional and practical as possible"

Final prompt

Design a 90-minute in-person workshop for counselors who have general familiarity with Al. The workshop should introduce both foundational and advanced uses of large language models (LLMs), using tools such as ChatGPT, Perplexity, Claude, and Elicit. It should be highly interactive and practical, helping participants apply these tools to real counseling-related academic and professional productivity tasks such as note-writing, literature reviews, syllabus design, and data analysis.

The tone should be primarily academic with a touch of playfulness. Participants should walk away with hands-on experience, tools, and ethical frameworks for using AI in ways aligned with counseling values and CACREP standards. Most attendees will have access to at least a phone. Deliverables should include:

- A timed session outline
- Key concepts and tools covered
- Interactive demos and productivity-based exercises
- Reflection/discussion prompts
- Brief notes linking content to CACREP and ethical guidelines

Time	Segment	Description
0–10 min	Welcome & Framing	Icebreaker (AI word cloud or Mentimeter) + Workshop goals overview. Emphasize CACREP relevance and ethical foundations.
10–25 min	Foundations of LLMs	Brief overview of how LLMs work (ChatGPT as anchor). Explain prompting basics, hallucinations, token limits. Use live demo.
25–45 min	Hands-On 1: ChatGPT for Counseling Workflows	Participants try prompt templates for: Clinical note-writing Lesson or syllabus design Client psychoeducation Reflection: What's useful or risky?
45–60 min	Tool Showcase: Perplexity, Claude, and Elicit	Quick demos:Perplexity for research collationClaude for long document summarizingElicit for lit reviews and question mapping
60–75 min	Hands-On 2: Al Productivity Challenge	Group activity using one tool to solve a counseling-related challenge (e.g., draft a workshop, analyze themes in survey data). Optional competition format.
75–85 min	Ethics & Standards Check	Review ACA/ACES ethical AI principles, tie-in to CACREP standards (especially Professional Practice, Research, and Assessment). Discuss concerns.
85–90 min	Wrap-Up & Resources	Share curated tools guide, future learning links, and reflection prompt: "What will you try this week?"

"I need you to help me create a prompt for me who's purpose is to generate a training plan on a topic that I give you. You would prompt me with:

- what's the topic total
- goals of the training
- total length of the training
- blocks of time that the training should be broken into

Use the Pareto principle in making content decisions for the training Please ask me any questions to help you with generating a prompt to do this task. Suggest parameters that would help in the development of the task. "

Creating your own Prompt Engineer

Inced a detailed in-person training plan developed for novice learners. Please use the Pareto principle (80/20 rule) to emphasize the top 20% of content that will provide 80% of the value. Use the details I provide below to build the plan:

Topic of the training: [INSERT TOPIC] Total duration of the training: [e.g., 2 hours, 1 day, 3-day series] Preferred time blocks for delivery: [e.g., 15, 30, 60 minutes] Goals of the training: [List 2–4 goals — e.g., "Participants will be able to..."] Experience level of participants: Novice Delivery format: In-person Should the training include assessment of learning? [Yes/No – if Yes, suggest appropriate methods] Relevant standards or competencies to align with: [Specify standards — e.g., CACREP, CASEL, etc.] Cultural or ethical considerations: [Include any relevant to the topic or participants] Tone of instruction: [e.g., formal, conversational, interactive] Is this a standalone session or part of a series? [Specify] Maximum number of participants: [Insert number] Time to be set aside for Q&A, discussion, or reflection? [e.g., 10 mins per hour, or 30 mins total] Preferred tools or platforms for visuals or activities: [e.g., slides, whiteboard, Google Jamboard]

Please generate:

A full training agenda with time breakdowns

A content outline using the Pareto principle to prioritize key material

Recommended instructional methods (e.g., lecture, discussion, case study, role-play)

Suggested activities for engagement and retention

Visual aids and recommendations for slides, videos, websites, or other resources

(Optional) Assessment methods if selected

Suggestions for follow-up activities or extended versions of the training

(Optional) A shorter alternate version for quick delivery

Keep it practical, actionable, and aligned with the learner profile and topic needs.

Website – https://ai.counselor.education



Adding Al ingredients



Meeting Minutes



Plaud Note



Plaud NotePin

Meeting Minutes ingredients

- Plaud Transcript
- Plaud Meeting summary
- Meeting Agenda
- My meeting agenda notes

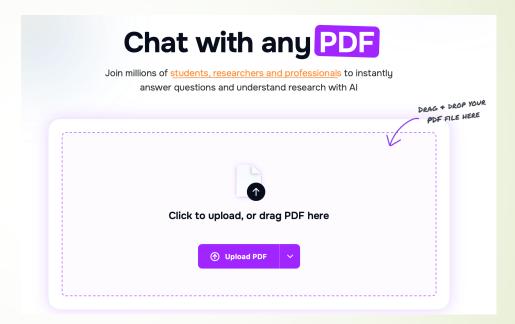
Al Tools

AI Tools

Category	Tool/Al	Use Example	
Writing Support	ChatGPT	Workshop content, handouts, outline	
Research Support	Elicit	Literature reviews	
Research Support	Research Rabbit	Citation-based literature mapping tool	
Research Support	Chat PDF	Summarize articles	
Idea Generation	Perplexity.ai	Rapid answers with citations	
Visual Tools	Canva AI / Magic Design	Psychoeducational visuals	
Visual Tools	iA Presenter / Slideserve	Powerpoint slides	
Marketing Tools	Spiral.computer /Coscheduler	Cross-platform marketing	

Chat PDF

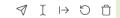
https://www.chatpdf.com/



*ACA Advocacy Competencies.pdf



Chat



ACA Advocacy Competencies (Updated 2018)

American Counseling Association Advocacy Competencies

Endorsed by ACA 2003 (Lewis, Arnold, House & Toporek) and Updated in 2018 (Toporek & Daniels)

The historical roots of advocacy within the counseling profession can be traced back to the early 1900's with Frank Parson's work related to vocational guidance in underserved communities along with Clifford Beers efforts in client mental health advocacy. However, it was not until the late 1990's that the American Counseling Association (ACA) began the process of codifying advocacy and highlighting the importance of it for both the profession and the work that counselors do with clients. Recognizing the growing significance of advocacy in the profession, ACA President Loretta Bradley promoted advocacy as her conference theme and subsequently President Jane Goodman created a taskforce to develop advocacy competencies. In 2003, the ACA Governing Council officially approved and adopted the advocacy competencies that were developed by Goodman's taskforce. These competencies focused on the role of counselors as advocates working with and/or on behalf of their clients who were struggling with systemic barriers. By providing counselors with a framework and the necessary strategies to guide client advocacy the competencies were pacesetting and perhaps ahead of their time.

Building on the growing recognition of the importance of both client and professional advocacy, in 2018, ACA embraced advocacy as one of three central pillars for the organization's strategic initiatives. Around this same time period the Governing Council tasked the ACA Human Rights Committee with creating advocacy statements that could be used by the organization to address different social justice and human rights issues that impact the counseling profession, clients, and communities that counselors serve.

Clearly the role of advocacy both within the profession and the work that counselors do with clients has gained increasing attention and significance over the years. Since the inception of the 2003 Advocacy Competencies and the utilization of them with clients over the last 15 years, additional strategies have been developed and the model has been expanded and clarified. As a result this updated version, presents a growing understanding of how advocacy can be used when working with clients and their communities.



Hey there!

This guide outlines the ACA Advocacy Competencies, originally established in 2003 and updated in 2018. It discusses:

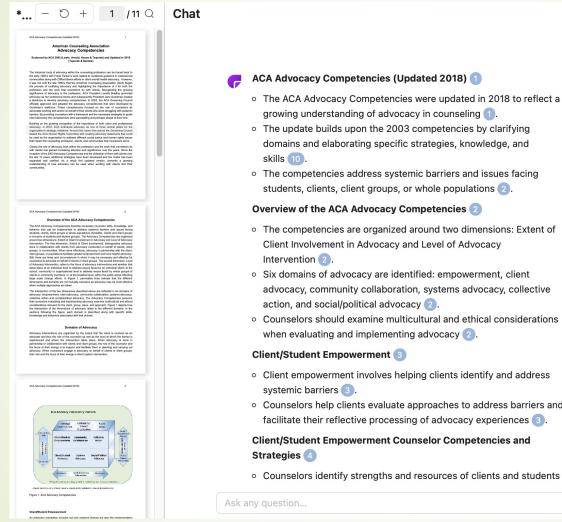
- The historical roots of advocacy in counseling and the development of competencies over the years.
- The significance of advocacy in addressing systemic barriers faced by clients.
- The evolution of the competencies into a framework to better support both counselors and their clients.

I've taken a look at the entire content. Let's chat about it!

Summarize this paper

How have the advocacy competencies developed from their inception in 2003 to the 2018 update?

What specific barriers do these competencies aim to address for clients?

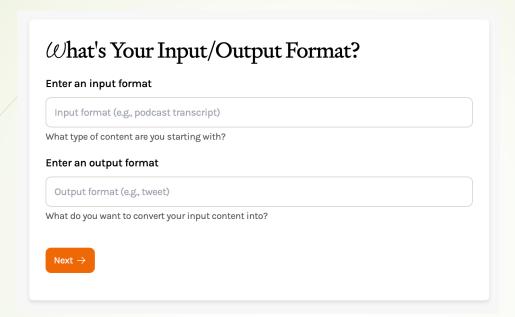


Ø I → D û Summarize this paper

- o Client empowerment involves helping clients identify and address
- o Counselors help clients evaluate approaches to address barriers and facilitate their reflective processing of advocacy experiences 3.

Client/Student Empowerment Counselor Competencies and

o Counselors identify strengths and resources of clients and students

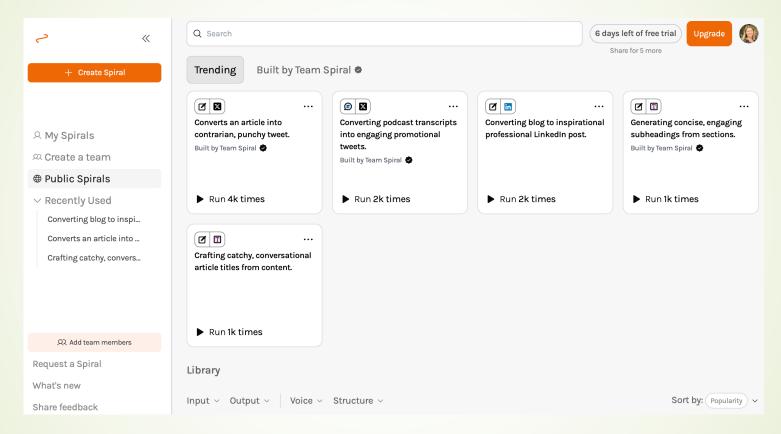


Tool: Spiral.computer

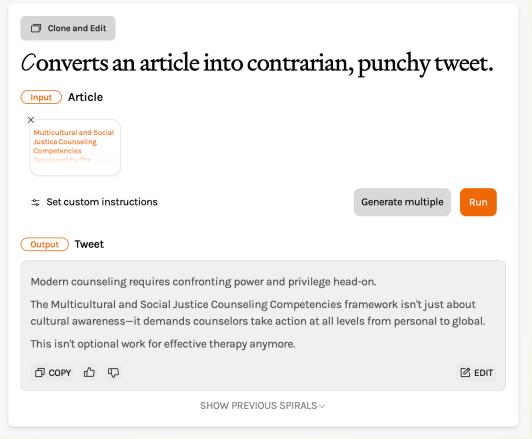
https://app.spiral.computer/public?sortBy=frequency

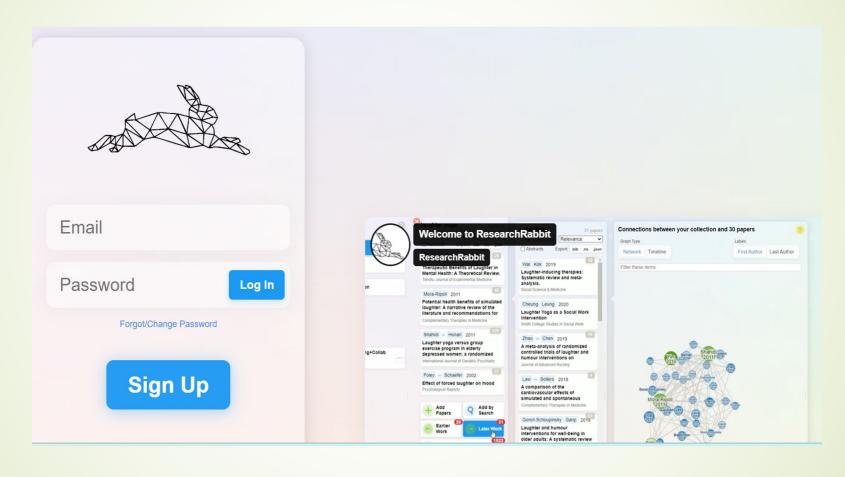
Prompt sample: Convert an article into an engaging, promotional LinkedIn post

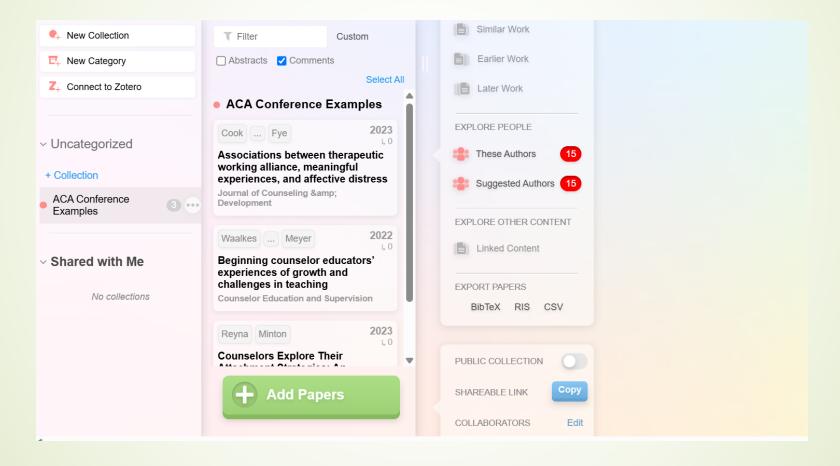
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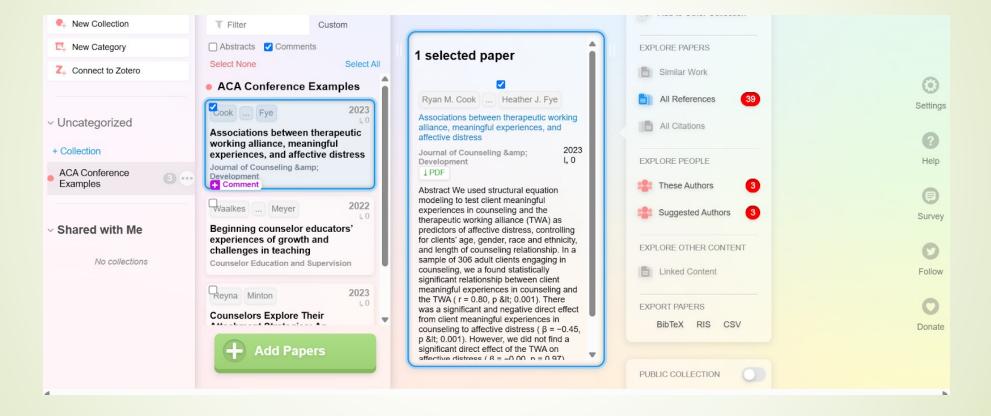


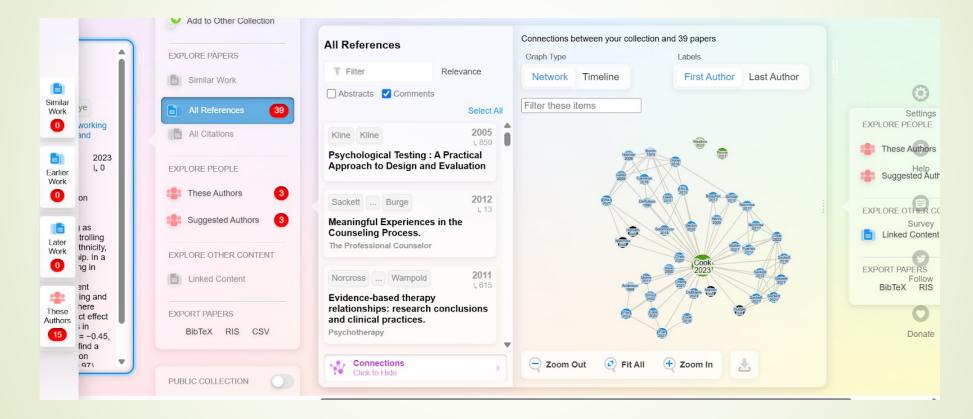
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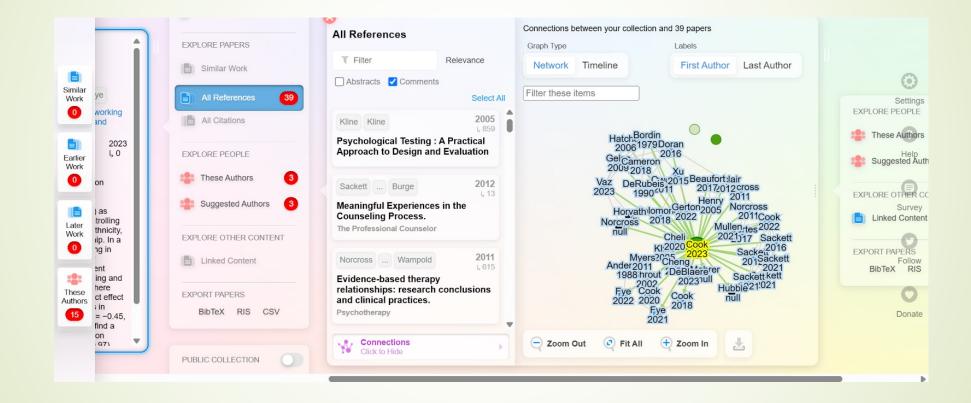












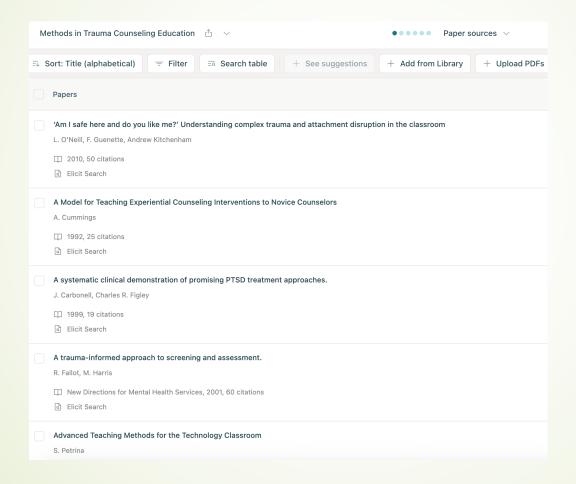
Elicit

https://elicit.com/

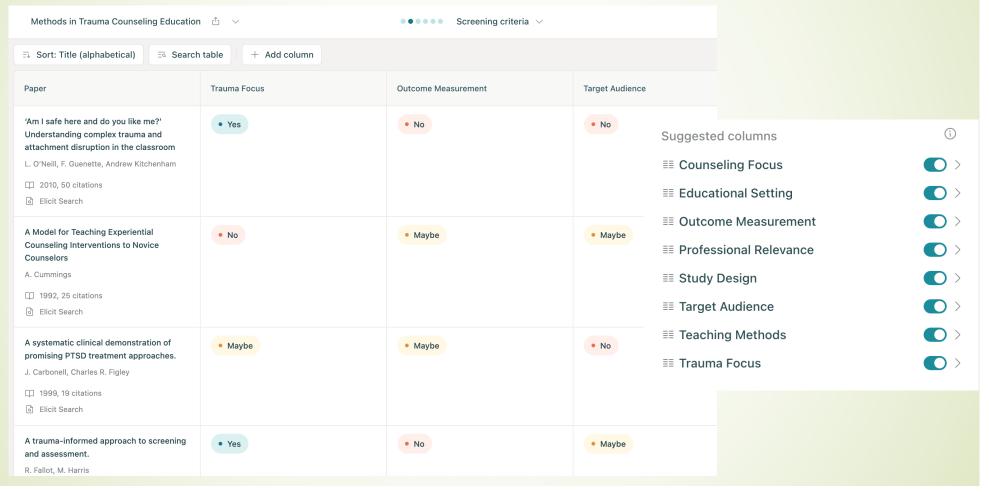


Elicit.com

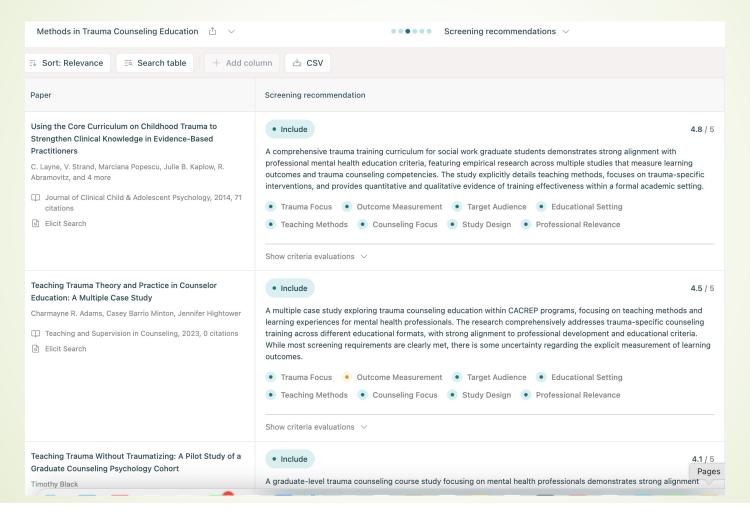
Methods of Trauma Counselor Education – Paper Sources



Elicit.com - Screening Criteria



Elicit.com – cont. - Recommendations



Elicit.com - cont. - Extraction Definition

Methods in Trauma Counseling Education						
□ Sort: Title (alphabetical) □ Search table □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV □ CSV						
Paper	Study Design Type	Target Population and Participants	Trauma Counseling Teaching Meth			
Issues in Integrating Trauma Curriculum into a Graduate Counseling Psychology Program Susan H. Gere, L. T. Hoshmand 2009, 9 citations Elicit Search	Descriptive study *	- Professional group: Counseling students - Academic level: Graduate * - Number of participants: Not mentioned * - Key demographic characteristics: Not mentioned *	Not mentioned (the abstract does not provide specific details about the trauma counseling teaching methods) *			
Pelatihan Konseling Traumatis untuk Membantu Korban Bullying di SMA Kota Surabaya Mochamad Nursalim Amalee: Indonesian Journal of Community Research and Engagement, 2022, 6 citations Elicit Search	Training evaluation *	- Professional group: School counselors (BK teachers) * - Academic level: Professional (implied) * - Number of participants: 20 * - Key demographic characteristics: Not mentioned *	- Presenting Material (Lecture): Used to introduce and explain concepts Modeling: Demonstrating counseling techniques Simulation: Practicing counseling scenarios Practice: Hands-on application of skills Structured Assignments: Reinforcing learning through tasks. * - BESCB Counseling Steps: Rapport building *, relaxation training *, ego status mapping, in vivo practice. * Relative Emphasis: Practice and simulation are emphasized for skill acquisition. *			

Elicit.com – cont. - Report

Methods in Trauma Counseling Education

Trauma counseling education combines theoretical instruction through lectures and discussions with experiential learning methods including role-play, simulation, and problem-based exercises.

Abstract

Seven studies describe teaching methods for trauma counseling that combine theoretical instruction with experiential, reflective practice. In graduate-level programs, instructors use classroom techniques—lectures, discussions, and case studies—to present trauma theory alongside applied exercises such as role-play, simulation, and problem-based learning. For example, Adams et al. (2023) report courses that integrate role-play, guest speakers, and media with conventional lectures, while Black (2006) outlines a model based on resourcing, titration, and reciprocal inhibition. Layne et al. (2014) introduce a five-tiered framework that ranges from empirical evidence to practical skills, and Nursalim (2022) employs modeling, simulation, and structured assignments to foster cognitive, affective, and psychomotor growth. Other studies describe curriculum integration and targeted strategies—including mindfulness and self-care—to reduce vicarious traumatization and support student well-being. These findings indicate that trauma counseling education often involves a blend of didactic and hands-on methods, each with specific components, resource needs, and challenges.

Paper search

Using your research question "What are the methods for teaching trauma counseling?", we searched across over 126 million academic papers from the Semantic Scholar corpus. We retrieved the 50 papers most relevant to the query.

Elicit.com – cont. - Report

Screening

We screened in papers that met these criteria:

- Trauma Focus: Does the study specifically address the teaching or training of trauma counseling skills?
- Outcome Measurement: Does the study report measurable learning outcomes or teaching effectiveness data?
- Target Audience: Are the primary learners mental health professionals or students in mental health professional programs?
- Educational Setting: Is the training conducted within a formal academic or professional development setting?
- Teaching Methods: Does the study explicitly describe and evaluate the teaching methods used?
- Counseling Focus: Does the study include trauma-specific components (rather than only general counseling education)?
- Study Design: Does the study present empirical data (rather than just opinion or editorial content)?
- **Professional Relevance**: Is the training specifically designed for mental health professionals (rather than other professional groups)?

We considered all screening questions together and made a holistic judgement about whether to screen in each paper.

Elicit.com - cont.

Teaching Method Table

Key Components	Required Resources	Implementation Challenges
Real or fictional trauma scenarios, guided discussion, application of concepts	Case materials, facilitation guides	Ensuring appropriate level of detail without retraumatizing studen
Simulated counseling scenarios, feedback sessions	Training in role-play facilitation, observation checklists	Managing student anxiety, ensuring psychological safety
Structured presentation of trauma theory and concepts	Lecture materials, multimedia resources	Balancing theoretical content with engagement, avoiding overwhelming information
Guided exploration of trauma-related topics, peer learning	Discussion prompts, facilitation skills	Managing potentially triggering content, ensuring equal participation
Presentations from trauma survivors or experts	Network of suitable speakers, honoraria	Coordinating schedule ensuring speakers are prepared for student audiences
	Real or fictional trauma scenarios, guided discussion, application of concepts Simulated counseling scenarios, feedback sessions Structured presentation of trauma theory and concepts Guided exploration of trauma-related topics, peer learning Presentations from trauma survivors or	Real or fictional trauma scenarios, guided discussion, application of concepts Simulated counseling scenarios, feedback sessions Structured presentation of trauma theory and concepts Guided exploration of trauma-related topics, peer learning Presentations from trauma survivors or Case materials, facilitation guides Training in role-play facilitation, observation checklists Lecture materials, multimedia resources Discussion prompts, facilitation skills

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Mindfulness/Self-Car Activities	reflection exercises	Training in mindfulness techniques, quiet space	Integrating into curriculum, addressing student skepticism
Problem-Based Learn	ning Complex trauma scenarios, group problem-solving	Scenario development, facilitation training	Time-intensive, requires careful scenario design
Modeling and Simulation	Demonstration of counseling techniques, practice opportunities	Skilled demonstrators, simulation equipment	Resource-intensive, ensuring consistent quality of demonstrations
Structured Assignme	nts Reflective journals, research projects, presentations	Assignment guidelines, grading rubrics	Balancing workload, providing meaningful feedback
External Modules/Training	Supplementary online or in-person training	Access to external resources, integration into curriculum	Cost, ensuring alignment with course objectives
Media (Video/Podca	st) Curated trauma-related content for analysis and discussion	Access to relevant media, discussion guides	Copyright considerations, ensuring content appropriateness

The studies we examined collectively mentioned 11 different teaching methods for trauma-informed education. Our analysis of these methods revealed:

Recommendations for Counselors

- Learn more about the essentials of AI, its subfields, and its applications to mental health.
- Stay open, informed, and educated.
- Avoid over-reliance on Al
- Recognize bias and discrimination
- Stay informed about how automation is shaping the world of work
- Maintain transparency and informed consent
- Leverage AI for data-driven insights
- Ensure data security and privacy
- Recognize the limitations of Al
- Exercise caution and critical thinking
- Integrate Al insights with relational and cultural dynamics

Recommendations for Clients

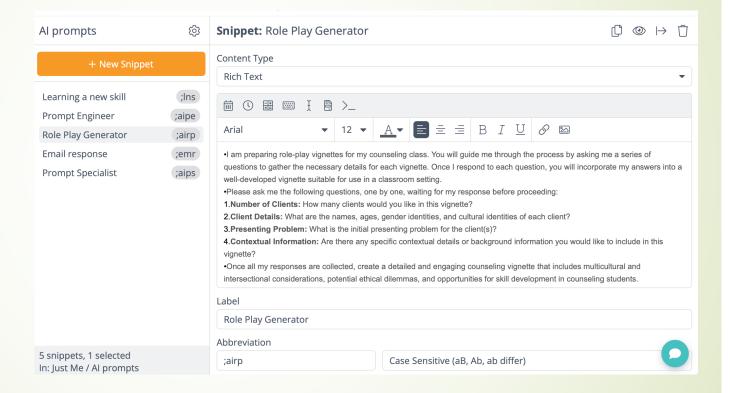
- Make informed decisions about Al use
- Ensure information is kept private and secure
- Understand what AI can and cannot offer
- There are risks involved with AI
- Al should not be used for crisis response
- Al should not be used for mental health diagnosis
- Al has limitations regarding diversity, equity, and inclusion

Recommendations for Supervisors

- Maintain transparency and informed consent
- Use AI to enhance supervisee development
- Understand the limitations of AI in diagnosis and assessment

Helpful tools

- A paid version of an LLM
- TextExpander.com
 for holding oft
 used lengthy
 prompts



Website - https://ai.counselor.education



Thank You!

Contact Us

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