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Nota di contenuto	part, Starting up -- chapter One Why should I consider private practice? / James Rye -- chapter Two What qualifications, experience, and qualities do I need to start a private practice? / James Rye -- chapter Three What things must i do if i go self-employed? / James Rye -- chapter Four What should I consider if planning to work from home? / James Rye -- chapter Five What should I consider if planning to hire a room? / James Rye -- chapter Six What insurance do i need as a private practitioner? / James Rye -- part, Money issues -- chapter Seven How much should I charge? / James Rye -- chapter Eight How much can I expect to earn?* / James Rye -- chapter Nine How can I accept payment? / James Rye -- chapter Ten Should I give the first session for free? / James Rye -- chapter Eleven Should I charge for sessions when a client doesn't turn up or cancels with short notice? / James Rye -- chapter Twelve What are business expenses, and why do I need to bother about them? / James Rye -- part, Marketing -- chapter Thirteen What are your tips for marketing my business? (1) / James Rye -- chapter Fourteen What are your tips for marketing my business? (2) / James Rye -- chapter Fifteen What else can I do to help my business grow? / James Rye -- part, Other practical issues -- chapter Sixteen What can I do to increase my personal safety when working alone? / James Rye -- chapter Seventeen Do I need to give clients a written contract? / James Rye -- chapter Eighteen If I issue a written contract,

what might it include? / James Rye -- chapter Nineteen How could I introduce a written contract? / James Rye -- chapter Twenty How can I store my notes? / James Rye -- chapter Twenty-One Do I need to register with the Information Commissioner's Office? / James Rye -- chapter Twenty-Two What about working for agencies? / James Rye -- chapter Twenty-Three Can I work with clients in their own homes? / James Rye -- chapter Twenty-Four Will I have to work evenings and weekends? / James Rye -- chapter Twenty-Five What should I do if I bump into my clients in my locality? / James Rye -- chapter Twenty-Six How can I increase the chances of an enquiry becoming a client?\* / James Rye -- part, Miscellany -- chapter Twenty-Seven How can I get a website? / James Rye -- chapter Twenty-Eight What are outcome measures and should I use them? / James Rye -- chapter Twenty-Nine What is a professional will and do I need one? / James Rye -- chapter Thirty How can I increase access to my services?\* / James Rye -- chapter Thirty-One What is the difference between a sole trader and a limited company? / James Rye.

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### Sommario/riassunto

"This book answers the questions that therapists frequently ask about setting up and running a business. It allows readers to successfully make the journey from being trained in how to conduct professional therapy sessions to running a growing private practice. The material covers a range of issues including: registration with HMRC, money issues, marketing, insurance, and whether to work from home or other premises. The book addresses a number of practical questions, such as: Do I have to register with the information commission? What can I count as legitimate business expenses? What mistakes should I avoid when marketing my practice? How can I easily and cheaply accept card payments from my clients? What help can I get to manage my phone calls? How can I get a website? and, What can I do to increase my personal safety As counselling in the twenty-first century changes, an increasing number of therapists are using technology to write and store notes, and to communicate with clients - either to arrange appointments, or to conduct them. The author acknowledges this trend, and while not being unaware of potential problems, he addresses practical issues around the use of technology and mentions several services, websites, and apps that he has found helpful in his business. The demand for counselling to help people deal with their life issues has never been greater, and seems to be increasing as public stigmas surrounding it are slowly evaporating. This book offers detailed, practical advice on how to start and run a successful business in that marketplace."--Provided by publisher.

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