

1. Record Nr.	UNINA9910790739303321
Autore	McMahon Gladeana <1954-, >
Titolo	The essential skills for setting up a counselling and psychotherapy practice // Gladeana McMahon, Stephen Palmer and Christine Wilding
Pubbl/distr/stampa	London ; ; New York : , : Routledge, , 2005
ISBN	0-415-19776-7 1-315-82458-2 1-317-83530-1 1-317-83531-X
Descrizione fisica	1 online resource (276 p.)
Altri autori (Persone)	PalmerStephen <1955-> WildingChristine (Christine M.)
Disciplina	616.89/0068
Soggetti	Counseling Psychotherapy
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"Transferred to digital printing 2011"--T.p. verso.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Half Title; Title Page; Copyright Page; Table of Contents; Dedication; Preface; Introduction; Who is the book for?; Emphasis on skills and practice; Conflicts involved in private practice; The need for preparation to avoid disappointment and bankruptcy; 1. The business skills; What makes some businesses successful and others fail?; Why practices fail; The personal characteristics of a successful business person; Starting your business; Who can help?; A Business Plan; The type of practice; The alternatives; Finance; Systems and administrative principles Systems and administration - some detailMarketing; Market research; Advertising and publicity; Image; How to get clients; Fees; Summary; Security and confidentiality; Premises; Working from home; Renting premises; Basic equipment needs; Insurance; Retirement planning; Pension provision for self-employed people; Other considerations; 2. The professional skills; Legal requirements; Confidentiality and the law; Fees; Contracts; Right to practise - professional expectations; Using the Small Claims Court; Producing reports and attending court Additional record-keeping (e.g. storage, letters, ethical systems)

Competency; Minimum training requirements; The role of personal therapy; Evaluation and auditing of the practice; The role of experience; The European dimension; Professional bodies; Why join a professional body?; Accreditation; Professional administration; Note-taking; Supporting documentation (e.g. Client Information Sheet); Written communications (e.g. how to write a referral letter); Supervision; The special needs of those in private practice; Types of supervision; Networking; How and why?; Medical/psychiatric back-up; Knowing where to refer a client on to; Personal security; Client security; The suicidal client; 3. Personal self-management skills; Why do I want to run a private practice?; Do I have enough stamina?; The stresses of private practice; Are you working at your optimum or experiencing burnout or rustout?; Cognitive thinking skills for positive action, motivation and stress management; Thinking errors and thinking skills; Imagery exercises; Time management; Relaxation; Benson relaxation technique; Relaxation imagery; Multimodal relaxation technique; Retirement; Conclusion; Postscript; References; Recommended reading; Useful addresses; Index

Sommario/riassunto

Many practitioners consider setting up in private practice at some point in their career, whether full-time or alongside other employment. The *Essential Skills for Setting Up a Counselling and Psychotherapy Practice* provides comprehensive yet accessible coverage of all the major skills needed to succeed. Based on the authors' extensive experience, this book provides a valuable insight into how to minimise the risks associated with working privately, offering practical advice on how to keep a balance between self-development, personal health and meeting the needs of clients, whilst mai
