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Nota di contenuto	Cover; Half Title; Title Page; Copyright Page; Table of Contents; Dedication; Preface; Introducton; 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

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#### 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

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