

WORKSHOP: SETTING UP IN PRIVATE PRACTICE

Saturday, 25th April 2020: 12.00-18.00

Archway Methodist Church, Archway Road, London N19 3TF

(adjacent to Archway tube station)

Making the transition from either training or agency work into private practice can seem daunting to begin with. This one-day workshop aims to de-mystify the process, and to provide participants with some practical tools in making this transition.

Topics covered will include:

- finding a suitable location and premises for your practice
- establishing an appropriate fee structure
- assessment/contracting with clients
- managing risk
- deciding suitable registration and professional membership options
- building your practice, including EAP (Employee Assistance Programme) work
- professional indemnity insurance
- professional supervision
- on-line marketing and your on-line presence
- Record keeping and GDPR
- self-employment, taxation, allowances and financial matters.

The day will give participants ample opportunity to find out about the above and explore other issues that are related to the establishment of a successful private practice.

Facilitators:

Bonny Allyson is an accredited member of the BACP, supervisor and trainer. She has been in private practice since 2004 providing one-to-one counselling and supervision. She has worked with a range of organisations, including Turning Point, Centre 70, TPP and the Place2Be providing one-to-one and group supervision.

AJ Dosani runs Ace Accountants, who focus primarily on SMEs from start-up to £2m turnover with the aim of helping them succeed where so many fail. His other involvements include being a board member of a charity that builds schools for girls in Pakistan and an external enterprise accountant for universities such as QMW, SOAS and Loughborough.

Kevin Hamilton is an accredited member of the BACP, supervisor and trainer. He has been in private practice since 2009. He has worked with a number of organisations in the charitable sector providing one-to-one counselling and one-to-one/group supervision. Kevin previously worked in education and training in the private and public sectors, which is reflected in his Training Manager role at Highgate Counselling Centre (HCC).

Caspar Kennerdale is the owner and founder of Clear Community Web, an organisation providing I.T. technical support and design skills to sole traders, small companies and not-for-profit organisations, including GDPR. He provides advice on maximising your on-line presence as well as building individual websites, managing digital technology and implementing and managing the adoption of, or migration to, cloud applications such as Office 365, Google Suite and Salesforce.

Workshop Fee: £75.00 HCC members / £90.00 non-HCC members

See overleaf for booking details

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PAYMENT/BOOKING INSTRUCTIONS:

Please make a payment of £75.00 or £90.00 via BACS to reserve a space on the workshop. Alternatively, you can call the office on 0208 883 5427 to make this payment. If paying via BACS, please use the following bank details:

Highgate Counselling Centre
CAF Bank
A/C: 00018507
Sort Code: 40-52-40

Please use the following as the reference, followed by your surname, e.g.

PP/Smithson

When you have made the payment (via BACS or via the office), please email Kevin Hamilton, Training Manager, HCC, informing him that you have made the payment. Please include your name, email address and contact number.

Email: kevin.hamilton@highgatecounselling.org.uk

CLOSING DATE FOR BOOKINGS: THURSDAY, 23RD APRIL 2020

A CPD Certificate will be issued following the workshop