

CPD WORKSHOP: SETTING UP IN PRIVATE PRACTICE

Saturday, 25 November 2023: 10am to 4pm. The workshop will be delivered via Zoom.

Workshop fee: £65.00 HCC members, £75.00 non-HCC members

Overview:

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
- building your practice, including Employee Assistance Programme (EAP) work
- assessment/contracting with clients
- suitable registration and professional membership options
- professional indemnity insurance
- professional supervision
- record keeping, GDPR regulations and registering with the Information Commissioner's Office (ICO)
- self-employment, taxation, allowances and financial matters incl. sole trader vs limited company
- on-line marketing and maximising your on-line presence.

The workshop is highly interactive and will give participants ample opportunities to find out about the above and to explore other issues that are related to the establishment of a successful private practice.

Facilitators:

Kevin Hamilton is an accredited member of the BACP, supervisor and trainer. He has been in private practice since 2009 and has worked with a number of organisations 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).

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.

Joanna Michaels is a digital marketer, coach and business mentor with a commitment to digital wellbeing, mental health and putting the power of social media to positive uses. She has spent the last 10 years creating social media strategies for startups, businesses and charities, as well as delivering training for universities, tech. schools and startup hubs.

Please email training@highgatecounselling.org.uk with your name to reserve a space and make payment to the following bank account:

Highgate Counselling Centre

CAF Bank

A/C: 00018507

Sort Code: 40-52-40

using the following reference 'PP Workshop/Surname'

Alternatively, you can call the office on 0208 883 5427 to make a card payment.