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Checklist & contents

- [ ] 1. Your Practice Name
- [ ] 2. Professional Membership Body
- [ ] 3. Finding a supervisor
    - 3.1. Where to look?
    - 3.2. Benefits of group supervision
    - 3.3. Peer Support
- [ ] 4. Insurance
- [ ] 5. Overseas Clients
- [ ] 6. ICO & GDPR (Data protection)
    - 5.1. Privacy Policy 5.2.
    - Storing Information
- [ ] 7. AI (Artificial Intelligence)
- [ ] 8. Finances & registering as self-employed
- [ ] 9. CPD (Continued Professional Development)
- [ ] 10. Setting Prices
- [ ] 11. Working from home VS. Renting a room
- [ ] 12. Remote Working Resources
- [ ] 13. Setting up email & phone number
- [ ] 14. Contract
- [ ] 15. Counselling Will
- [ ] 16. Safeguarding
- [ ] 17. Website
    - 17.1 SEO (Search Engine Optimisation)
    - 17.2 GEO (Generative Engine Optimisation) & AEO (Answer Engine Optimisation)
- [ ] 18. Directories
- [ ] 19. Social Media
- [ ] 20. Digital Policy
- [ ] 21. Advertising
- [ ] 22. EAPs or telehealth companies
- [ ] 23. Consultation
- [ ] 24. Self-care
- [ ] 25. Some extra ‘bits’ of knowledge & wisdom that have helped me following training
- [ ] 26. Templates (contract, policies, safeguarding process)

find my full private practice guide at www.emilyduffytherapy.co.uk /resources-for-therapists

Emily Duffy Therapy