



## **Course: starting and managing your private practice in psychology**

**Address:** <https://asadis.net/en/course/starting-managing-private-practice-psychology/>

**Duration:** 4h

**Type of course:** continuing education

**Location:** online course

**Individual price:** \$144.00

### **Overview:**

Most professionals in helping roles will be self-employed at some point in their career. This training is designed to cover the essential topics related to private practice. You will discover what type of entrepreneur you are and how to build on your strengths. This training will also cover the different types of private practice structures so you can evaluate which one is right for you. In addition, basic legal and financial aspects will be presented and explained with concrete examples. This training will then focus on how to manage and administer your private practice, and necessary forms to get started will be put at your disposal. Finally, tips and tricks will be presented so you can maintain a healthy balance while being your own boss.

The main objective is to give you a toolbox to start, maintain, or modify your private practice as needed.

### **Learning objectives:**

1. Determining if starting your own business is for you and finding a suitable personalized formula
2. Defusing typical fears encountered by those wishing to start a private practice
3. Providing practical information about key aspects of starting a private practice

### **Learning material:**

This workshop includes theory as well as clinical examples. It includes videos ranging from 5-15 minutes in length. The PowerPoint of the workshop can be downloaded.

**Audience:** This training is intended for mental health professionals.

**The expert, Dr. Valentina Munoz**

Dr. Valentina Munoz is a clinical psychologist specialized in cognitive-behavioral therapy (CBT) for treating anxiety and stress related issues in adults. She received her PhD in clinical and research psychology from Université de Montréal, Canada in 2005. With almost two decades in private practice, Dr. Munoz offers psychotherapy and workshops tailored to the general public and mental health professionals. Her practice focuses on topics such as: anxiety disorders, burnout prevention, resilience and stress management. Dr. Munoz worked at the Douglas Mental Health University Institute for 10 years. In her tenure, she treated people suffering from severe anxiety disorders with various co-morbid mental and social issues and supervised PhD psychology interns. For many years, she was also an external resource for the Canadian Armed Forces, treating veterans suffering from PTSD. Valentina Munoz is a licensed member of the Ordre des Psychologues du Québec and speaks French, English and Spanish.

**Syllabus**

PowerPoint

Presentation

Theme 1: What type of entrepreneur are you?

Self-knowledge (Your strengths, challenges, and entrepreneurial qualities)

Assessing entrepreneurial and personal profiles

Theme 2: What type of private practice should you choose?

Turnkey office and subletting with colleagues

Solo rental, opening your clinic and practicing at home

Webtherapy

Office search- outdoor and indoor factors

Space and layout of your office

Dress code and key messages

Theme 3: What legal aspects should you consider?

Different business legal structures

Company name and trademark

Insurance, membership and key messages about legal issues

Theme 4: What about your finances?

Private vs public fees

Fees and revenues of a private practice

Taxes and finances takeaways

Forms

Theme 5: How to manage the administrative side?

Forms and progress notes

Managing the practice

Referrals

Websites and key messages of administration

Theme 6: How to manage my daily practice

First contact and managing appointments

First session, session structure and general record keeping tips

Theme 7: How to maintain a healthy balance

Self-assertion

Boundaries and anticipating challenges

Tips and tricks about balance

Conclusion

Bibliography