

Personal Solutions Hypnotherapy & Psychotherapy Services

Client Information 2010

Personal Solutions aims to provide clients with personalised, professional and highly effective hypnotherapy and psychotherapy services. Set in friendly and relaxed surroundings, clients are given time to be themselves, while being safely supported to deal with what ever challenges they face.

The individual needs of each client and the most appropriate form of therapy to meet these needs are identified at an initial consultation lasting one hour. The overriding goal is to enable long-term personal development that puts enjoyment back into life, *by empowering the client*. Dependency upon the therapist is actively discouraged.

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What does Therapy or Personal Development involve?

A variety of different techniques and approaches can be used, depending on the client's individual needs.

Counselling - focuses on effective communication and encourages clients to explore thoughts, feelings and emotions which may have become muddled or confused. Effective listening by the therapist enables clients to gain deeper insights into the issues being explored. 'Client-centred' counselling is non-judgemental and maintains respect and positive regard for the client and his or her difficulty. This also means challenging restricted thoughts, actions and self-defeating behaviours and encourages the client to use more suitable alternatives.

Psychotherapy - can involve age regression, either with or without trance. It is useful for identifying difficulties arising in the past and enables clients to work towards resolving these issues. The use of imagery is another powerful tool, allowing clients to engage in positive mental and emotional well being practises to help develop a more robust sense of self-identity, self esteem and increased confidence.

Hypnotherapy skills - use 'trance' or the altered states of awareness that are naturally occurring in human experience. Hypnosis can be an enjoyable and effective method of introducing personal change at the unconscious level. The creative use of metaphor allows change to occur safely and the person learns new ways at the very deepest level.

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Using deeper trance can be particularly useful for managing discomfort or pain, anxiety and panic attacks, or for altering unwanted habits and over-emotional behaviours.

NeuroLinguistic Programming skills (NLP) - techniques are used extensively in therapy settings, in education and for business purposes. NLP skills are particularly useful for resolving phobias, unpleasant feelings or distressing emotional responses, for overcoming unwanted habits (smoking, excessive drinking or over-eating) and in communicating more effectively with others.

Professional Standards - Clients have the right to expect support which reflects high standards of professional competency, experience in the practise and use of therapy skills and qualifications that are genuine and meaningful to the profession of therapy work itself. The therapists working at the practice are registered with hypnotherapy organisations that have achieved and implemented widely accepted professional standards and operate a Code of Ethics, that includes a Public Protection Policy and insists on a system of Supervision and Peer Support for practising members.

Code of Ethics and Conduct - the therapy services offered are governed by the NCH Code of Conduct & Ethics that aims to protect the public from any form of exploitation; emotional, sexual or financial. Members who are found to be in breach of the Code are liable to forfeit membership and be removed from the NCH Register.

**Contact - The National Council for Hypnotherapy,
PO Box 14542 Studley, Warwickshire, B91 9HH**

email: admin@hypnotherapists.org.uk

Tel: 0800 7566375

Web: www.hypnotherapists.org.uk

Services & Speciality Provision

Stopping Smoking for good

Weight Loss & Weight Management

Stress, Panic and Anger Management

Anxiety through illness (IBS, diabetes)& through accident

Pre-operative anxiety, specialist provision along with post operative recovery

Depression

Pain Management programme

Gambling Addiction, programme to motivate and stop

Developing Personal Skills - self promotion, overcoming shyness, developing confidence and positive self esteem

Pain management specifically as a result of illness

Phobia - fear management, eg heights, flying, social

Although the above areas represents what many therapists refer to as 'presenting issues' - those above represent major areas offered by the Practice. The consultation is the opportunity to decide whether the services of the therapist can meet your specific needs that may not be listed above.

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Professional Profile



Stephanie Kirke

MSc, Psy, DipHP, AccHypSup., HPD, CPC, Senior Clinician MNCH(Acc)
BCH, CI, MNGH, MBIH

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| 1985-1988 | BSc., Psychology (2:1) Goldsmiths' College, University of London |
| 1988-1990 | MSc., Occupational & Organizational Psychology, Polytechnic of East London |
| 1990-1992 | Certificate and Diploma in Hypnotherapy, Psychotherapy, Counselling and NLP National Association of Counsellors, Hypnotherapists and Psychotherapists |
| 1994-1996 | City & Guilds 730 Adult Teaching Qualification |
| 2003 | Accredited Supervisor Qualification (National Council of Hypnotherapy) |
| 2003 | Ericksonian Hypnotherapy Specialist Practitioner. |
| 2004 | Smoking Cessation Specialist Practitioner |
| 2005 | Certified Professional Coach (UK Academy) |
| 2005 | Hypnotherapy Practitioner Diploma |
| 2005 | Certified Instructor (National Guild of Hypnotists - US) |
| 2005 | Board Certified Hypnotherapist (National Guild of Hypnotists - US) |
| 2007 | Pain Specialist certification (NGH) |
| 2007 | Diabetes specialist certification (NGH) |
| 2009 | CRB Certified (Criminal Records Bureau & NCH) |

Professional Memberships

National Council for Hypnotherapy, British Institute for Hypnotherapy
The Hypnotherapy Association, National Guild of Hypnotists - USA
British Psychological Society (since 1986)

Client Contract - enclosed, gives details that highlight an agreement to work on the issues identified at the consultation and the terms and conditions of such an agreement, including confidentiality.

Fees: January 2010

Consultation: £20

Therapy sessions: £55 (60 minutes)

Payment Guidelines - Payment can be made by cash, cheque, dd/cc facilities. Cheques to be accompanied by a cheque guarantee card. Post-dated cheques are not accepted. Payment in advance for stopping smoking services is requested.

Cancellation Policy - Clients who cancel an appointment without giving three working days notice will be expected to pay in full for that session, if an alternative appointment offered in the same week is not accepted. The practise offers choice of appointments, daytime and evening to suit the client's situation. Cancelling at short notice prevents others from opportunities and interrupts personal progress.

Personal Solutions Working Agreement

Name:.....

Date:.....

This agreement details the terms and conditions concerning our work together.

- The agreement to work on the issues presented by you the client, in no way guarantees a 'cure'.
- The cost of each therapy session will be £55 per 60 minute hour.
- Cancellation with less than 3 working days notice will cause you to be liable for the full cost of the session *unless* another is booked within the same working week. This helps to ensure that the continuation of your progress is not jeopardised and time slots are available to others within good time.
- Contact between sessions is limited to telephone or email.
- Antisocial behaviour will cause the immediate cessation of sessions.
- The therapist works to the professional standards outlined in the NCH Code of Ethics and Conduct and not to give cause for complaint. Clients who do have cause for complaint have access to the complaints and disciplinary procedures of the NCH - PO Box 14542 Studley, Warwickshire, B91 9HH or phone 0800 756 6375 or email: admin@hypnotherapists.org.uk or via the internet at www.hypnotherapists.org.uk
- Confidentiality will be maintained in all but the most exceptional circumstances i.e. when someone has broken the law and is therefore subject to the consequences of the legal courts, or if a person consistently persists to threaten or do actual self harm or harm to others, and where there is good cause to believe that not to disclose on the part of the therapist would cause danger or serious harm to the client or others. The sharing of anonymous case histories with supervisors and peer support

groups is not a breach of confidentiality but only happens after prior consent by the client is obtained.

- Notes of the session are likely to be taken and kept safely and are available to the client with reasonable notice.

I have read and understood these terms as they have been fully explained to me by the therapist.

Signature of Client:

.....

Signature of the Therapist:.....

Date of Signature:

.....

Personal Solutions

Cancellation Policy - please read carefully

The arrangement for cancellations asks that you give no less than **3 working days notice** if you have any reason for cancelling. This period of notice will not incur a fee on your part however, clients who are cancelling are always asked to make another appointment in that same week. If no other time offered is suitable, the client is then asked to explore their motives for not wanting to attend.

Motives for wanting to Cancel pre-arranged sessions - what to do if these apply to you

*Avoidance due to change in circumstances. Please discuss any changes that potentially jeopardise the continuation of sessions. Your therapist is there to work with you for your best interest.

*Difficulty with the change work. On the whole change work is enjoyable but sometimes not always easy. Your therapist relies upon you to let him or her know if you are finding sessions a challenge. Again, please discuss this so that a solution can be identified.

Guideline for Making Appointments:

Work with your therapist to find a time slot that suits your circumstances. If the therapist is particularly busy, then perhaps you may need to accept one that is not perfect but manageable. Your therapist will be committed to helping you progress as quickly as you possibly can. Your cooperation to keeping to your appointment and be on time helps the smooth running of the practice and is much appreciated.

Prescription Medications- Guidelines

Very often clients come to consultation and wish to consider the option of seeing their GP and possibly taking prescribed medication as part of their recovery plan. Each client is encouraged to follow through in this situation. Very often a client is already taking prescribed medication when they come to consultation and the process of therapy is very much one of working with what the client is presenting. It is still however useful to consider asking your GP and Pharmacist the following questions, so that you are aware of the implications of taking medication prescribed to you.

20 Questions to ask about your prescribed medication

BEFORE the prescription is written:

1. Is there an alternative for treatment with medicines for my condition?
2. How can I help myself apart from taking this medicine?
3. What kind of medicine is it?
4. How will it help me?
5. How important is it to take this medicine?
6. Is this a new medicine? If so, what advantages does the new medicine have over older products?

BEFORE the consultation with your GP ends:

7. How and when should I take the medicine?
8. How can I tell if it is working?
9. For how long should I take the medicine?
10. What may happen if I do not take it?
11. What should I do if I miss a dose?
12. Is the medicine likely to have any unwanted effects? If so, how serious might they be?
13. What should I do if unwanted effects occur?
14. Will I need to see you again?
15. What will you need to know from me then?

When the prescription is dispensed:

16. Can I take other medicines with it?
17. Are there any foods or drinks I should avoid?
18. Can I drive a car after taking the medicine?
19. Where should I keep the medicine?
20. What should I do with any leftover medicine?