



Practical 1

BLEACHING

Objectives

At the end of this session, you will be able to:

- mix the powder bleach and cream bleach in the correct ratio
- use bleach on the face and neck to camouflage the facial hair
- observe the prescribed timings for bleach removal
- undertake final clean up and provide after care

Tools, Equipments and Materials

- Facial bed
- Bleach powder,
- Ammonia liquid
- Cleanser
- Plastic or glass bowl
- Moisturizer
- Head band
- Bleaching brush
- Trolley
- Hydrogen peroxide
- Cream and activator as required
- Cotton wool
- Plastic or wooden spatula
- Gloves
- Towel

Pre-procedure

1. Observation

- (a) Analyse the skin for infections and disorders like:
 - Cuts and wounds
 - If any skin disorder or disease, suggest the client politely to seek medical advice.
- (b) Record all the details of client in record card.



Notes

2. Preparing the Client

- (a) Help the client to change/wear salon gown
- (b) Remove her jewellery and keep it in a safe place where the client can see it.
- (c) Wash hands and sanitize them before starting the treatment.

3. Preparation of Bleach

(a) Prepare Powder Bleach

- (a) Measure out powder bleach in to a plastic bowl.
- (b) Add enough hydrogen peroxide (20 volume) to make a thick paste.
- (c) Add few drops (3-4) of liquid ammonia
- (d) Blend it properly.

(b) Prepare Cream Bleach

- (a) Take approximately 10 gm of cream bleach from the jar using a spatula
- (b) Mix about 4 gm of powder activator and make a smooth paste.

Note: Always follow the manufacturer's directions/instructions.

4. Patch Test

- (a) Apply a small amount of bleach on forearm or behind the client's ear.
- (b) Wipe the area with cold water after 10 minutes.
- (c) In case of any burning or itching sensation, do not proceed with the procedure.

Procedure

1. Cleanse the face and neck with appropriate cleanser and protect the eyes with cotton pads dipped in rose water.
2. Ensure the area is free of oil and grease
3. Apply vaseline around the hair line
4. Apply bleach on the face and neck using a bleach brush. Cover the area evenly.
5. Leave the bleach on the skin according to client's skin type.
 - (a) For fair skin - 12-15 minutes
 - (b) For wheatish skin - 10-12 minute
 - (c) For dark skin - 8-10 minute
6. Check to see if the hair is bleached by removing the bleach from a small area. If not bleached, cover the area with bleach again.
7. Remove the bleach using wooden or plastic spatula
8. Wipe off with damp cotton wool



Notes

9. Wash the face with cold water
10. Pat dry the face and neck using tissue/soft towel
11. Apply moisturizer or sun screen.

Precautions

1. Use bleach meant for facial or body hair only.
2. Do patch test at least 24 hours in advance.
3. Don't apply near eyes, inside nose, ears or broken skin.
4. Always maintain clean hands and short nails.
5. Maintain oral hygiene
6. Always wear clean overalls.

Post Procedure

1. Sterlize all tools and equipments before and after use.
2. Dispose of hygenically all waste like cotton swabs and pads
3. Remove client's gown and towel and send to laundry section.

Learner's Observations

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Instructor's signature



Notes

Practical 2

BASIC FACIAL

Objectives

At the end of this session, you will be able to:

- analyse the skin condition
- undertake the correct steps of facial for different types of skin
- adopt correct procedure of massage of face and neck
- apply face mask or pack according to skin types.

Tools, Equipments and Materials

- Facial bed/couch
- Cotton pads
- Spatula
- Face pack brush
- Make up removers
- Moisturizer
- Face packs/mask
- Facial steamer
- Head band
- Tissue
- Glass or plastic bowl
- Hand sanitizer
- Sun screen
- Scrub
- Trolley
- Facial gown
- Sponges
- Cleansers
- Massage cream
- Toning cotton
- Black heads remover



Black head remover (Facial)



Pre-procedure

1. Observation

- (a) Analyse the skin for infections and disorders like :
 - Cuts and wounds
 - If any skin disorders or diseases is observed then suggest the client politely to seek medical advice
- (b) Perform client consultations.
- (c) Record all the details of client in record card.
- (d) Select the procedure and products on basis of analysis.

2. Preparation of the Client

1. Wash your hands with antibacterial soap before attending each client.
2. Greet the client in a friendly and professional way.
3. Ask the client to remove any jewellery such as necklace, earring or nose pin and keep it in a safe place.
4. Place a clean towel across the back of the facial bed to prevent the client's bare shoulder from coming into contact with the bed.
5. Ask the client to change into facial strapless gown.
6. Assist the client onto the facial bed.
7. Fasten a head band lined with tissue around client's head to protect the hair.

Procedure

1. Cleansing

- If your client wears make up, spread a pea sized amount of eye make up remover over closed eyes. Gently stroke down and outwards with damp cotton wool. Do one eye first and then the other. Ask the client to look up, then remove any make up, underneath the eye. Always be gentle around the eyes.
- Take another pea sized make up remover on a damp cotton wool and gently remove client's lipstick.
- Remove about a teaspoon of cleanser from the container with a clean spatula. Blend it between your fingers to soften it. Apply on face and neck. Use both hands to spread the cleanser upward on the chin, jaw, cheeks, nose, temples and forehead.



Notes

- Massage with sweeping and circular strokes for 2-3 minutes. Remove the cleanser with moist cotton pads and tissue.

2. Exfoliation

- Exfoliate the skin using good quality scrub for 3-4 minute then clean with water. Use comedone extractor if required.

3. Massaging

- Remove approximately one tsp of massage cream from the jar with a clean spatula. Warm the cream by working it between your fingers. Apply the cream on the face and neck. You are now ready to begin the massage.



Facial massage – direction of movement of hands

- **Massage manipulation:** Always massage upward and outward on the face, down on the sides and front of the neck and up on the back of the neck.

Some of the massage manipulation you can adopt are listed below:

1. Using a circular movement, rotate from chin to ear.
2. Lift the chin, using slight pressure.
3. Move fingers up and down on the forehead.
4. Leading fingers upwards then rotate on forehead and cheeks.
5. Rotate the fingers on the centre of the forehead.
6. Stroke the centre of the forehead.



7. Criss cross at the centre of the forehead.
 8. Outline the eyes in smooth circular movements.
 9. Pressing movement on the forehead.
 10. Rotate fingers around the nose.
 11. Circle fingers around the lips.
 12. Rotate the hands on the cheeks.
 13. Do scissor movements at the chin.
 14. Massage down the sides of the neck.
 15. Stroke the neck with hacking movements.
 16. Give vibration at the temple area.
- Remove massage cream with tissue/warm moist towel/cleansing pads. Follow the same procedure as for removing cleanser.
 - Apply a Mask/Pack formulated according to the client's skin condition with the help of natural bristle brush, starting at the neck. Use long slow strokes from the centre outward and proceed to the jaw, then apply the mask on face from the center outward on one half of the face, then the other.
 - Allow it to remain on the face for 10 minutes. Remove the mask with wet cotton swabs.
 - Apply toner/astringent/moisturizer or sun screen.

Precautions

1. Use blackhead extractor to remove black heads.
2. For excessive black heads steaming is necessary to soften the skin.
3. Use ice cube immediately after removal of black heads to close pores of skin.
4. Wash your hands with soap and water.
5. Maintain oral hygiene.
6. Always wear clean overalls.

Post Procedure

1. Remove the head covering
2. Discard all disposable supplies and material
3. Close product container tightly, clean them and put them away in their proper place.
4. Sanitize your work station, including facial bed.



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Learner's Observations

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Practical 3

EYE BROW SHAPING (TWEEZING)

Objectives

At the end of this session, you will be able to:

- judge the brow length
- remove excess hair with the help of tweezer
- shape the eyebrows using tweezer

Tools, Equipments and Materials

- Tweezer
- Cotton
- Eyebrow pencil
- Astringent
- Boric acid solution
- Eyebrow brush
- Towels
- Head band/disposable neck strip
- Scissors

Pre-procedure

1. Observation

(a) Before preparing the client for tweezing, check for any disorders in the eye area like:

- Cuts and wounds
- Conjunctivitis
- Swelling

If client has any disorder suggest the client politely to seek medical advice.

(b) Record all the details of client in record card

2. Prepare the client

(a) Make the client sit on a reclining chair in a brightly lit area.



Notes

- (b) Carefully arrange all the material on a tray.
- (c) Place a towel over the head rest.
- (d) Fasten a disposable head band.
- (e) Discuss with the client what shape of eyebrow she prefers or if there is any problem in the shape of the eyebrow the client is presently sporting.
- (f) Select the type of arch in consultation with the client and mark it with an eyebrow pencil.

Procedure

1. Measure the brow for the correct length and arch.
2. Make eye pads using cotton balls by shaping them with the fingers.
3. Moisten a cotton ball with boric acid solution and place it on your index finger like a ring. Tweezed hairs are to be placed on the top of this cotton ring.
4. Begin tweezing the hairs between the marks you made at the inner corner of each eyebrow. Hold the skin taut with one hand by stretching it between the index and middle fingers. Tweeze the hairs with the other hand in the direction of the hair growth
5. Remove excess hair above the brows. The brows should gradually arch to the highest point marked on the skin. If any hair extend beyond the outer corners of the eyes then remove these hair in the direction of their growth.
6. Tweeze the hairs below the brow.
7. Brush the eyebrows against their growth. Look for any stray hairs.
8. Rebrush the brows in the direction of the growth.
9. Remove the eye pads.
10. Apply astringent to the skin and the eyebrows.



Tweezing



Notes

Precautions

1. Read the labels on the bottles of the products carefully.
2. Do not put alcohol or astringent on the eye pads.
3. Tweeze one hair at a time.
4. Take care to not to catch the skin between the tweezers.
5. Do not allow tweezed hairs to fall into the patron’s eyes.

Post Procedure

- (a) Sterilize all tools and implements before and after use.
- (b) Clean up the work area and dispose off all used material.
- (c) Wash your hand with soap and water.

Learner’s Observations

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Practical 4

EYEBROW SHAPING (THREADING)

Objectives

At the end of this session, you will be able to:

- judge the brow length
- remove excess hair with the help of thread
- shape the eyebrows using thread

Tools, Equipment and Materials

- Facial couch
- Eyebrow pencil
- Talcum powder
- Astringent
- Eyebrow brush
- Head band
- Towel
- Cotton wool
- Thread (No 40)
- Eyebrow scissors
- Tweezer
- Trolley

Pre-procedure

1. Observation

(a) Before preparing the client for threading check for any disorders in the eye area like

- Cuts and wounds
- Conjunctivitis
- Swelling

If client has any disorder suggest the client politely to seek medical advice.

(b) Record all the details of client in record card

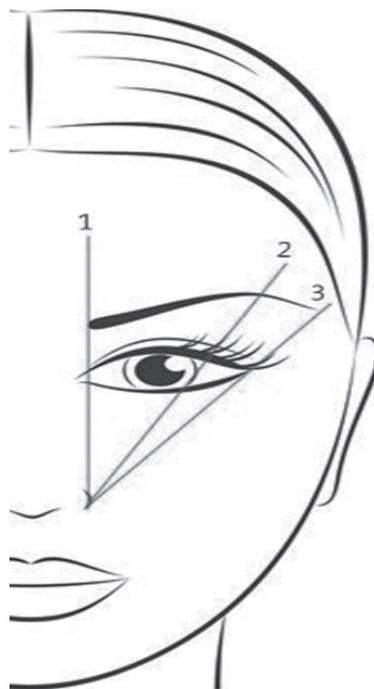


2. Prepare the client

- (a) Make the client sit on a reclining chair in a brightly lit area.
- (b) Carefully arrange all the material on a tray.
- (c) Place a towel over the head rest.
- (d) Fasten a disposable head band.
- (e) Discuss with the client about what shape of eyebrow she prefers or is there any problem in the shape of the eyebrow the client is presently sporting.
- (f) Select the type of arch in consultation with the client and mark it with an eyebrow pencil.

Procedure

- (a) Dry the skin with talcum powder from where the hair is to be removed.
- (b) Measure and decide the correct shape and size of eyebrows.



- 1 - Inner Corner
- 2 - High Point
- 3 - Outer Corner

Measuring eyebrows

**Notes**

- (c) Make a loop with thread as demonstrated by your instructor.
- (d) Begin threading the hair between the mark you made at the inner corner of each eyebrow. Ask your client to stretch the skin from below and above with both the hands. Thread the hair in the opposite direction of the hair growth.
- (e) Remove excess hair from above the brows and from below the brows accordingly.
- (f) The eyebrows should be gradually arched to the highest point marked on the skin. If any hair extend beyond the outer corner of the eye, remove these hair in the opposite direction of their growth.
- (g) Brush the eyebrows with an eyebrow brush and trim the protruding hair using an eyebrow scissors.
- (h) Use a tweezer to remove any stray hair.
- (i) Give a hand mirror to the client and ask for her approval.
- (j) Dust the area and apply some antiseptic lotion or astringent lotion.
- (k) Gently massage the eyebrow area for about 3-4 minutes.

**Threading**



Notes

Precaution

1. Threading should not be done after bleaching the face and or facial treatment to avoid any allergic reaction.
2. Be careful to not to catch the skin between the thread loop.
3. Pause in between to check whether correct shape is being achieved.
4. Consult the client continuously to avoid an error in shape.

Post Procedure

- (a) Sterilize all tools and implements before and after use.
- (b) Clean up the work area and dispose off all used material.
- (c) Wash your hands with soap and water.
- (d) Pick up thread pieces lying on the floor, chair etc. and dispose in dustbin.

Learner's Observations

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Instructor's signature



Practical 5

REMOVAL OF SUPERFLUOUS HAIR (WAXING)

Objectives

At the end of this session, you will be able to:

- remove superfluous hair from the body using hot wax

Tools Equipments and Materials

- Facial couch
- Towels
- Wax
- Waxing knife
- Disposable waxing strips
- Thread
- Moisturizer
- Couch cover
- Wax heater
- Wooden or metal spatula
- Talcum powder
- Drapes for client
- Astringent lotion
- Dustbin/waste basket

Pre-procedure

1. Observation

Before preparing the client for waxing check for any disorders like:

- Cuts and wounds
- Swelling
- Warts
- Varicose veins
- Fracture or sprain

If any disorder is observed then politely suggest the client to seek medical advice.



2. Prepare the client

- (a) Make sure the client wears a gown before you start with waxing.
- (b) Remove the jewellery and keep it in a safe place.
- (c) Cover the bed with disposable paper or sheet
- (d) Assist the client onto the treatment bed.
- (e) Wash your hands
- (f) Place a tin of wax in double boiler or use wax heater to melt the wax

Procedure of Waxing

- (a) Thoroughly cleanse the area to be waxed with a mild astringent and pat dry.
- (b) Apply a light covering of talcum powder.
- (c) Test the temperature and consistency of the heated wax by applying a small drop to your wrist.
- (d) Using a metal or disposable spatula, spread a thin coat of the warm wax evenly over the skin surface. Spread wax in the same direction as the hair growth.
- (e) Place a disposable wax strip over the area where wax is applied. Press gently, running your hand over the surface of the strip 3-5 times.
- (f) With the other hand stretch the skin to minimize pain while pulling the strip.
- (g) Pull the strip off against the direction of the hair growth using a firm steady pull.
- (h) Apply wax all over the other areas. Follow the same procedure as mentioned above, using fresh strip for each area.
- (i) Wipe and clean the area with wet towel, do not rub.
- (j) Apply moisturizer or cream on the treated area. Give light massage for 5 minutes.

Precautions

1. Ensure the temperature of wax is appropriate.
2. Always apply wax in the direction of hair growth
3. The strip should be placed over the wax, always allowing a sufficient free edge to grasp it easily.
4. Always remove the strip in one strong pull in the opposite direction.

Post Procedure

1. Dispose off the used strips in the dustbin



Notes

2. Check for wax fall on the floor and immediately wipe out and clean the floor.
3. Do not forget to switch off the wax heater
4. Remove any wax from the metal spatula
5. Sanitize the treatment bed and counter
6. Wash your hand with soap and water.

Learner's Observations

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Practical 6

REMOVAL OF SUPERFLUOUS HAIR (DEPILATORY CREAMS)

Objectives

At the end of this session, you will be able to:

- Remove superfluous hair from a body using depilatory cream

Tools, Equipment and Materials

- Facial couch
- Cotton
- Spatula
- Towel
- Depilatory cream or lotion
- Talc
- Skin lotion
- Soap and water

Pre-procedure

1. Observation

Before preparing client for hair removal procedure, check for the following:

- Cut and wounds
- Over sensitive skin
- Swelling, pustules or lesions

If any of these are observed then suggest the client politely to seek medical advice.

2. Preparation of client

1. Make the client wear disposable gown
2. Remove jewellery and keep them in a safe place.
3. Wash and sanitize your hands.

**Notes****3. Patch test**

- (a) Apply a small amount of depilatory cream behind the ear or inside the elbow. Leave it for 5 to 15 minutes
- (b) Remove the cream using spatula
- (c) Wash the area with cold water.
- (d) Wait for 12 hours.

If sensitivity, rashes, itching, swelling appears on the area then do not use depilatory cream or lotion on client.

Procedure

1. Wash the area to be treated with mild soap and water. Pat dry.
2. Apply depilatory cream or lotion with a spatula on the area from where hair is to be removed.
3. Leave the depilatory on the skin for 5-15 minutes. Check every few minutes by removing a bit of cream with the spatula. If the hair does not come off, reapply.
4. Remove the cream and hair with water soaked cotton. Do not rub the area.
5. Wash and pat dry. Apply some soothing lotion.

Precautions

1. Always perform patch test 24 hours prior to applying a depilatory product.
2. Never use depilatory cream or lotion if client has cut, wounds, abrasion, inflammation on the skin.
3. Use branded and good quality depilatory creams.

Post Procedure

- (a) Sterilize the tools and implements before and after the treatment.
- (b) Dispose off all disposable and used material.
- (c) Clean and sterilize the bed and counter.
- (d) Wash your hands.

Learner's Observations

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Practical 7

MANICURE

Objectives

At the end of this session, you will be able to:

- clean and shape the nails using manicure tools
- clean and massage the hands
- apply nail polish

Tools, Equipment and Materials

- Manicure table
- Towels
- Orange wood stick
- Cuticle knife
- Cuticle nipper
- Nail clipper
- Cotton wool
- Cuticle softener
- Nail polish remover
- Massage cream
- Top coat
- Base coat
- Nail paints
- Disinfectant lotion



Manicure set (Manicure)



Pre-procedure

1. Observation

- (a) Before preparing client for manicure look for any nail disorders or infections like
- Swollen or pus filled cuticles
 - Diabetes
 - Cut and wounds

If any disorders are observed then politely suggest the client to seek medical advice and do not perform manicure.

2. Prepare the client

- (a) Make the client wear disposable gown before you start the procedure.
- (b) Remove the jewellery and keep in a safe place.
- (c) Wash and sanitize your hands.

Procedure

1. Seat the client comfortably, and place a towel on the lap.
2. Remove old nail polish carefully.
3. Wash the hands with warm, soapy water, and clean nails gently using a soft brush.
4. Trim and shape nails of the left hand as per clients requirements.
5. Place the patron's left hand in a bowl of warm, soapy water.
6. Trim and shape the nails of the patron's right hand.
7. Immerse the right hand in the warm soapy water.
8. Remove the left hand from the water. Carefully dry the fingertips and gently push the cuticle back with towel.
9. With a cuticle pusher or cotton-tipped orangewood stick, gently push back the cuticle with a lifting, circular motion from the corner to the centre of the nail.
10. Apply cuticle cream or oil to the left hand. Using a cotton-tipped orange wood stick, apply the oil or cream around the base and sides of the nail. Massage into the fingertips with your thumb. These products soften and lubricate the cuticle and are also recommended as an overnight treatment for nails that are dry and brittle.



Notes

11. Apply nail whitener under the free edge if needed for a whitening effect. Apply the product carefully with an orange wood stick. Avoid using in excess amount to prevent it from smearing the fingers.
12. Apply hand cream and gently spread it over the entire hand. Rotate your thumbs on the top of hand, palm, and wrist, then slide out to the fingertips and rotate.
13. Remove the patron's right hand from the water and repeat the procedure undertaken for left hand.
14. Brush the nails. Place the fingers of the left hand in the finger bowl. Remove the cuticle cream or oil and nail white from the nails by brushing with a downward motion from the base to the fingertips.
15. Thoroughly dry the nails and re-examine them.
16. Apply base coat, starting with the thumb, then the little finger, then the ring, middle, and index fingers. This will allow each finger to move out of the way for the next one and will prevent smearing the base coat.
17. Brush and clean the nails of the right hand and apply base coat.
18. Apply nail polish to the left hand then to the right hand.
19. Remove excess polish. Dip a cotton-tipped orange wood stick in remover and carefully go around each cuticle.
20. Apply top coat. For added protection, brush the top coat under the tips of the nails.

Precautions

- (a) After each manicure, clean the mouth of the polish bottles with remover before replacing the caps.
- (b) Do not push the cuticle too hard.
- (c) Do not cut cuticles very close to the skin.
- (d) Do not file the nails too deep into the skin

Post Procedure

1. Clean up your work area and properly dispose off all used material and non sanitizable implements.
2. Sanitize your table and additional equipment, tool and implements.
3. Record the service information on your client's record card.



Learner's Observations

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Practical 8

PEDICURE

Objectives

At the end of this session, you will be able to:

- clean and shape the nails using pedicure tools
- clean and massage the hands
- apply nail polish

Tools, Equipment and Materials

- Foot/Pedicure Bowl
- Pedicure shampoo
- Emery board filer
- Nail polish remover
- Pumic stone
- Base coat
- Cotton
- Antiseptic lotion
- Orange wood stick
- Hydrogen per oxide
- Nail clipper
- Massage cream
- Toe separators
- Top coat
- Towels - 2 no large
- Liquid ammonia
- Cuticle nipper
- Cuticle cream
- Foot scrapper
- Nail enamel



Pumic stone



Toe separators (Pedicure)



Cuticle cutter

Pre-procedure



1. Observation

- (a) Before preparing client for pedicure look for any disorders or infections like :
- cut and wounds
 - athlete foot
 - swollen or pus filled cuticles

If any of these are observed then politely suggest the client to seek medical advice.

2. Prepare the client

- (a) Make the client wear disposable gown before you start the procedure.
- (b) Ask her to remove her jewellery and keep in a safe place.
- (c) Soak the client's foot in disinfectant solution for 3-4 minutes to wash and sanitize the feet before procedure
- (c) Wash and sanitize your hands.

3. Prepare the foot bath

- (a) Fill the pedicure bowl with enough warm water to cover up to the ankles.
- (b) Add liquid soap (Pedicure shampoo) and 6-8 drops of hydrogen per oxide and 3-4 drops of liquid ammonia.

Procedure

1. Remove nail polish if any, using a fresh cotton wool soaked with nail polish remover.
2. If toe nails need shortening, they can be cut and filed.
3. Place both the feet in the foot bath for 5-10 minutes.
4. Now remove the left leg from the pedicure bowl and dry well.
5. In case of dead skin, use foot scrapper/pumic stone to remove it from the heel and toe area.
6. Apply cuticle remover to all the toe nails.
7. Work gently to remove excess cuticle, using a cotton tipped orange wood stick.
8. Trim the cuticle using a cuticle nipper, if necessary.
9. Wipe the nail with cotton wool to remove cuticle remover.
10. Apply cuticle massage cream around the cuticles and massage with your thumbs.
11. Repeat the above steps for the other foot.
12. Apply foot cream all over the feet and legs till above the ankle area.
13. Foot massage is done to improve circulation and relax the client.
14. Clean both the feet with towel soaked in warm water.
15. Space the toes by placing toe separators or folded cotton between them.
16. Use alcohol to clean the surface of the toe nails.



Notes

- 17. Apply base coat on all the toe, nails and let it dry completely.
- 18. Apply nail polish with three brush strokes down the length of the nail from cuticle to the free edge.
- 19. Apply top coat only after nail polish dries completely.
- 20. Allow polish to dry thoroughly. Wait for 15 to 20 minutes before allowing the client to put on their shoes.

Precautions

- 1. Remove all cosmetics from jar and bottles with a sanitized spatula.
- 2. Never work on an area that shows signs of infection.
- 3. Do not cut cuticle unless absolutely necessary.
- 4. Keep bottles capped when not in use to avoid spills.

Post Procedure

- 1. Sterilize all the tools and implements before and after use.
- 2. Discard all disposable material after use.
- 3. Always maintain clean hands and short nails.

Learner's Observations

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Practical 9

SCALP MASSAGE

Objectives

At the end of this session, you will be able to:

- analyse the hair and scalp condition
- massage the scalp and hair using hot oil.

Tools, Equipments and Materials

- Styling chair
- Neck cape
- Wide tooth comb
- Small bowl
- High frequency apparatus
- Disposable hand gloves
- Towel
- Hot oil (olive/coconut/almond)
- Infra red lamp
- Scalp steamer
- Trolley
- Hair brush
- Vibro massager
- Cotton swab

Pre-procedure

1. Observation

- (a) Before preparing the client for an oil massage look for any disorders like
- cuts and wounds
 - swelling
 - disorders of the scalp

If there are any disorders politely suggest the client to seek medical advice

2. Prepare the client

- (a) Seat the client on the styling chair
- (b) Protect the client's dress by draping a towel over the dress.
- (c) If required, the client can be asked to wear a disposable gown
- (d) Drape a cape over the towel
- (f) Ask client to remove the jewellery and keep at the safe place.



Notes



Head and scalp massage

Procedure

1. Remove tangles from the hair gently.
2. Apply oil (warm) by dividing hair in small sections (according to the hair direction) with the help of cotton swab, to avoid dripping of oil on the client.
3. Perform the basic massage manipulations. Remember all movements should be in sequence without interruption.

STEP-I: Rotating the hair line – place your fingers on the hair line, spreading them from the top of the ear to the top of the head. Rotate all fingers in upward circles.

STEP-II: Rotating at the sides of the head – using one hand at a time and place the fingers on the scalp 1 inch behind the hair line and the little fingers about 1 inch above the ear. Rotate the fingers in circular motion.

STEP-III: Rotating behind the ears to the top of the head – using one hand at a time place fingers on the scalp behind the ears. Do not break the contact and rotate the scalp with fingers from the ear to the top of the head.

STEP-IV: Massaging the back of the head – Using the heels of the hands, rotate at the crown. Lift the hands off the head one at a time and place them at the middle of the back of the head. Lift the hands off the head again place them at the nape of the head and rotate.

STEP-V: Rotating the scalp – Apply pressure with the hands rotate the scalp by moving your hands in opposite directions.

STEP-VI: Rotating the head – move the client's head in slow, rhythmic circles.

4. Use gliding strokes ranging from feather light to firm.
5. Use electrically operated vibro massage on client's scalp for deep vibrations and stimulation.
6. If client is suffering from dry dandruff you can use infra red lamp for five to seven minutes from a distance of 12 inches from the scalp.

Note: High frequency comb electrode can also be used for dandruff treatment.

7. After completing the massage ask the client to sit under scalp steamer for 5-10



Notes

minutes.

8. Wrap a towel around the head and let the client rest for few minutes before taking her for shampooing.
9. Shampoo and condition as per hair and scalp condition.

Precautions

1. Do not pull the hair
2. Massage on the scalp.
3. Avoid rubbing and pulling of hair.
4. All steps must be smooth and in sequence.

Post Procedure

1. Sterilize all tools and equipments before and after use.
2. Wipe any oil visible on the face, neck etc.
3. Check for any hair on the client and remove them carefully
4. Clean chair and floor for fallen hair and oil stains.
5. After shampooing remove fallen hair from shampoo basin.

Learner's Observations

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Instructor's signature



Practical 10

SHAMPOOING AND CONDITIONING

Objectives

At the end of this session, you will be able to:

- analyse the scalp and hair type
- select shampoo as per the hair type.
- use of shampoo and conditioner in the appropriate manner.
- adopt correct procedure of shampooing and conditioning of hair.

Tools, Equipments and Materials

- Shampoo cape
- Comb and hair brush
- Ear plugs
- Shampoo
- Disposable gown
- Towel
- Clamp to secure towel
- Shampoo basin and chair
- Hair conditioner
- Disposable gloves



Shampoo station



Pre-procedure

1. Observation

- (a) Before preparing the client for shampoo and conditioner look for any disorders like
- cuts and wounds
 - swelling
 - disorders of the scalp

If there are any disorders then politely suggest client to seek medical advice

2. Prepare the client

- (a) Seat the client on the shampoo chair
- (b) Protect the client's dress by draping a towel over the dress.
- (c) If required, the client can be asked to wear a disposable gown
- (d) Drape a cape over the towel
- (e) Wear disposable gloves.
- (f) Ask her to remove the jewellery and keep at a safe place.

Procedure

1. Check the temperature of water and select shampoo according to the client's requirement.
2. Wet the hair and scalp thoroughly
3. Take small amount of shampoo by pouring on the palm and diluting it first, to help it to spread on well on the head.
4. Massage thoroughly with the cushions of the fingers in back and forth movements.
5. Give circular movement for sometime to dislodge dirt and dandruff.
6. Rinse off the shampoo thoroughly with plenty of water. Give a second application of shampoo and repeat the same procedure if required.
7. Apply hair conditioner all over the mid length and ends. Leave on for 3 minutes.
8. Now rinse off the conditioner thoroughly from the hair.
9. Wrap the towel around the head and secure with clamps in the centre of the head close to hair line.
10. Remove the neck cape from client's shoulders.



Notes

Precautions

1. Always check the temperature of water on your hand before use.
2. Protect client’s face and ears from the spray, by placing your hand (the thumb and first finger) to help to control the flow of water around hair line.
3. Remove excess moisture from hair by squeezing it between your hands.
4. Take extra care to ensure that water does not drip on client’s face.

Post Procedure

1. Sterilize all tools and equipments before and after use.
2. Dispose off used towels as prescribed.
3. Ensure that there are no hair in the shampoo basin.
4. Firmly close and cap shampoo and conditioner and store in their designated places.

Learner’s Observations

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Instructor’s signature



Practical 11

BLOW DRYING

Objectives

At the end of this session, you will be able to:

- section hair
- use a hair dryer.
- use blow dryer to style the hair

Tools Equipments and Materials

- Hair dryer
- Setting lotion or mousse
- Flat/Round wooden brush
- Disposable gown
- Neck cape
- Setting clips
- Tail comb/Loose comb
- Shampoo
- Disposable gloves

Pre-procedure

1. Observation

(a) Before preparing the client for blow drying, hair is shampooed and partially towel dried. Look for any disorders like:

- cuts and wounds
- swelling
- disorders of the scalp

If there are any disorders politely suggest the client to seek medical advice

2. Prepare the client

- (a) Seat the client on the styling chair.
- (b) Protect the client's dress by draping a towel over her dress.



Notes

- (c) If required, the client can be asked to wear a disposable gown.
- (d) Drape a cape over the towel.
- (e) Wear disposable gloves.
- (f) Ask her to remove the jewellery and keep at the safe place.

Procedure

1. Shampoo the hair and partially towel dry.
2. Section the hair in four parts (ear to ear and centre to nape of the head)
3. Subsection the hair from the nape area and move upwards by dividing hair in small sections.
4. The air from the blow dryer is directed at an angle down the hair shaft and above the brush.
5. Lift the hair from crown to achieve fullness at the scalp, and gradually move downwards to the ends.
6. To straighten the hair use the brush to stretch the hair gently while drying the base shaft and hair ends.
7. Always section the hair and work from nape towards the crown area
8. Work from the base of the style up, to ensure placement of recently dried hair over previously dried hair.
9. Finish the style on cool before finishing with combing out techniques.

**Blower drying**



Notes

Procedure for Blow drying curly hair

1. Apply a styling lotion or silicone shine product after towel blotting hair
2. Section the hair and work on one particular section at a time
3. With a wide-tooth comb or your fingers, encourage the hair into the desired shape
4. Attach the diffuser to the blow-dryer and diffuse the hair by pushing the dryer toward the scalp and then away without disturbing the curls.
5. Use an appropriate styling product to achieve the desired finish.

Precautions

1. Do not allow the air to flow directly on the scalp. This helps avoid heat or burns.
2. Make sure of drying the hair completely before moving to other section
3. Hold and control hair gently to avoid pulling of hair from scalp.
4. Work from the base and move upward to ensure placement of recently dried hair over hair previously dried.

Post Procedure

1. Sterlize all tools and equipments before and after use.
2. clean combs, hair burshes of all loose hair.
3. Cap and close all products containers. Wipe and store in assigned place.
4. Check hair dryer for loose hair, wipe and store.
5. Check client's clothes and brush off any hair on them.
6. Send used towels etc. for laundry.

Learner's Observations

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Practical 12

ROLLER SETTING

Objectives

At the end of this session, you will be able to:

- section the hair for roller setting
- select the size of roller
- adopt correct procedure of winding and unwinding to give style
- place rollers on base, halfbase and offbase.

Tools Equipments and Materials

- Neck cape
- Tail comb
- Setting clips or clutcher
- Cotton net to cover rollers
- Towel
- Disposable gloves
- Shampoo
- Setting lotion or mousse
- Rollers of various sizes
- Hood hair dryer
- Disposable gown

Pre-procedure

1. Observation

- (a) Before preparing the client, check the scalp and hair are completely clean and oil free. Also check for
- Cut and wounds.
 - Swelling or redness
 - Any disorder of the scalp (dandruff, lice etc.)

If any disorder is present, then politely suggest the client to seek medical advice.



2. Prepare the client

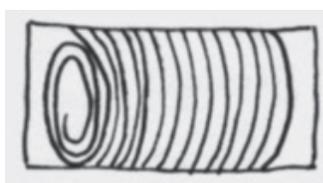
- (a) Seat the client on the styling chair
- (b) Ask her to remove the jewellery and keep at a safe place.
- (c) Protect the client's dress by draping a towel.
- (d) Client can be asked to wear a disposable gown.
- (e) Wash and sanitize your hands.
- (f) Drape a neck cape over the towel.
- (g) Shampoo her hair and partially towel dry.
- (h) Wear disposable gloves.

3. Procedure

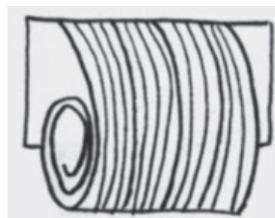
A. Procedure for off-base Roller setting

- (a) Divide the hair into the same size as the rollers that are to be used.
- (b) Comb the hair in the direction of the roller setting, that is the direction in which the hair will be rolled.
- (c) Place the roller and smooth the ends of the hair around the roller and roll it down towards the scalp and secure it with clip or bob pin and repeat same on full head.
- (d) The roller will be placed off the section of hair used for the roller.

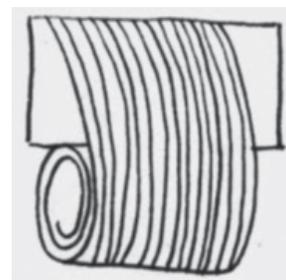
- Note:**
- Offbase roller sits completely off the section of hair used for the roller.
 - Off-base placement gives only a light amount of fullness and little curls.



On base



Half-off base



Off base

Roller setting

B. Procedure for Half off-base Roller Setting

1. As **half base** roller setting gives moderate amount of fullness, so section hair in four parts (ear to ear and centre to nape)



Notes

2. Start from the front area, on the top and select rollers of same size.
3. Comb the hair in the direction opposite to that of the roller action (comb at 90° angle)
4. Wrap the hair starting from the end going toward the scalp and pin the roller.
5. Rollers will be placed halfbase of the section of hair used for the roller.

Note:

- Half base roller sits half of the section of hair used for the roller.
- Half base roller setting gives little fullness lift and some curls.

C. Procedure for ON base or FULL base roller setting

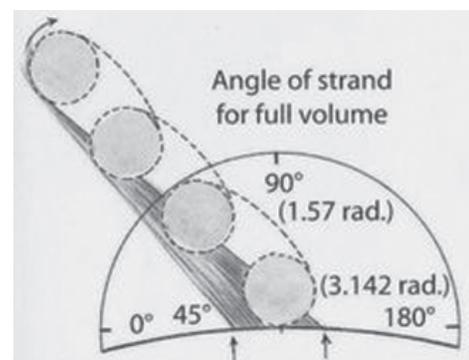
1. **Onbase** roller setting gives maximum fullness or lift to the hair and tight curls.
2. Section the hair as same size of roller and comb the hair in the direction opposite to that of the roller action. i.e. 180° angle.
3. Wrap the hair from the end and proceed toward scalp and secure the roller on the scalp hair.
4. A roller placement on base sits on its own base with the section part seen on both sides of the roller.

D. Finishing

- (a) For all types of roller setting after wrapping all rollers, make client sit under the hood hair dryer and cover all rollers with cotton net and dry hair
- (b) Once hair are completely dried, unwind all rollers and style as per client's choice.



Roller setting – Hood dryer



Roller setting



Notes

Precautions

- 1. Always section the hair neatly otherwise hair can be pulled or broken
- 2. Wrapping of the roller should be according to the requirement of the client.
- 3. Always select the size of roller corresponding to the size of sectioning.

Post Procedure

- 1. Sterilize all tools and equipments before and after use.
- 2. Remove towels and cape to point of laundry.
- 3. Remove entangled hair from rollers, combs etc.
- 4. Sweep and mop floor to remove hair from the floor

Learner's Observations

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Instructor's signature



Practical 13

HAIR CUTTING

Objectives

At the end of this session, you will be able to:

- assess the shape of the face, length and texture of hair.
- section the hair for different hair cuts.
- master the technique of holding the scissors and cutting comb in the right manner.
- style hair according to face shape and texture of hair.

Tools, implements and materials

- Hair cutting chair for the client
- Neck cape - cutting sheet
- Scissors
- Tail comb
- Water spray bottle
- Dusting brush
- Disposable gown
- Section clips
- Hair dryer
- Setting product
- Setting brushes (Round and flat brush)
- Mirror
- Razor (manual/Electric)
- Disposable gloves

Pre-procedure

1. Observation

- (a) Before preparing the client for hair cutting, hair is shampooed and partially towel dried and look for any disorders like:
- cuts and wounds
 - swelling
 - disorders of the scalp

If there are any disorders then politely suggest the client to seek medical advice



2. Prepare the client

- (a) Seat the client on the styling chair.
- (b) Shampoo the hair and partially towel dry before any hair cut.
- (c) Protect the client's dress by draping a towel over her dress. Ask her to remove the jewellery and keep at a safe place..
- (d) If required, the client can be asked to wear a disposable gown
- (e) Drape with a neck cape

3. Analysis

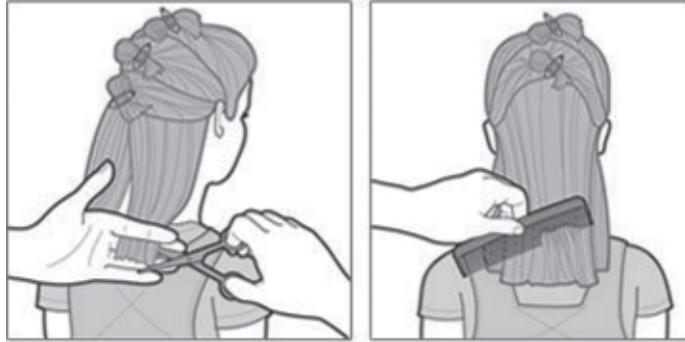
- (a) Shape of the face and feature
- (b) Length of the hair
- (c) Texture of the hair
- (d) Life style or profession of client
- (e) Density of the hair

Procedure for blunt cut

1. Divide the hair in four sections
 - The right back
 - The left back
 - The left side
 - The right side
2. Start from the centre of the back of the head from the crown to the nape.
3. Section 1/4 inch section at the nape. And this length will determine how long the finished style will be.
4. Be sure your cut is clean and straight.
5. Take the second 1/4th section and cut at the same length and proceed upward towards the crown giving very low elevation. The elevation should not be more than 1/8 inch from the crown.
6. As you proceed further, the elevation would be more than that of the previous section. The cut in elevated position and section keeps increasing slightly, with each section.



Notes



Hair cutting

7. To cut the side area (front hair) take small section, hold the hair against the skin and cut a straight, even line to match the length of the back.
8. Take second section, comb it over the first and recheck to be sure that length of the side and back are the same.
9. At third section, elevate the hair slightly and cut it to match the first two sections.
10. The fourth section is also elevated, but the angle of the elevation is increased. Follow the same procedure on the other side and finally cross check your work. Blow dry the cut to give a smooth neat effect.

Procedure

A. Procedure for U cut

1. Divide the hair in four sections
 - The right back
 - The left back
 - The left side
 - The right side
2. Start at the nape, make a diagonal parting going forwards in an inverted 'V' on both sides of the centre part and comb the hair down.
3. Take one half of the section on one side of the hair, part it, comb it down flat and then cut. Take the other half and join this with the cut hair.
4. Take one half of side two, join it with the centre cut section. Hair **may be cut** close to the body at 45° angle.
5. Repeat all steps on the other side.
6. Now bring all the hair on the face and cut them straight at the level of the jaw line or below depending on the depth of U required.
7. Finally cross check and blow dry the cut to give smooth and neat effect.



B. Procedure for Step/Tapered Cut

1. Divide the hair in five parts
 - The right back
 - The left back
 - The left side
 - The right side
 - The V crown area
2. Begin the hair cut by parting the hair down the center of the back of the head from the crown to the nape. The first section, not more than 1/4 inch.
3. Take a second small section. Now elevate the hair in the second section to a 90° angle and cut it again in this elevated position. Repeat in the third section.
4. Continue cutting sections up to the crown. Be sure to continue increasing the angle of elevation.
5. The portion of hair behind the ear is cut next. Elevate and cut the hair.
6. Repeat same in the next, increasing elevation each time.
7. Now cross check area 1 and 2 that have just been cut. Make sure that all the sections blend together and that each has been cut properly.
8. Comb forward all hair and match the established length. Then elevate the hair 45° and cut again.
9. Cross check the sections that have just been cut.
10. When the right side is completed, repeat all steps on the left side and work accordingly.
11. Cross check the entire head once more and style to give a smooth and neat effect.

C. Procedure for Razor/Clipper Cut

1. Divide the hair in four sections (ear to ear and centre to nape of the head):
 - The right back
 - The left back
 - The left side
 - The right side
2. Razor or clipper can be used for fine results in any types of hair cut
3. Cut the hair in very small sections to get sharp lines like in **blunt cutting**
4. Elevate the hair necessary for a graduated effect.
5. Cross check many times during the cut.



Notes

Precautions

1. Always assess the shape of the face and features before deciding on the hair cut.
2. Keep in mind the life style and profession of the client.
3. Hold the scissors and comb in one hand and hair in another hand to avoid any discomfort.
4. Hair should be well washed before any hair cut.
5. During hair cut always hold the scissors straight and parallel to the head and never pointing towards the skull.

Post Procedure

1. Sterilize all tools and equipments before and after use.
2. Place the scissors, razors etc. away from the client and self to prevent accident or injury.
3. All cut hair should be swept clean and disposed off carefully.
4. Dust cape and sheet of hair and fold neatly.
5. Clean and store all tools and materials in their assigned place.
6. Ensure that there are no hair on the client's clothes, face or body. Brush off all hair carefully.

Learner's Observations

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Instructor's signature



Practical 14

HENNA APPLICATION (VEGETABLE COLOURING)

Objectives

At the end of this session, you will be able to:

- prepare henna /mehandi paste mixture
- use henna to cover grey hair
- adopt the correct procedure of henna application on hair

Tools, Equipment and Materials

- Comfortable chair for the client
- Disposable sheet
- Disposable gown
- Two dark coloured towel
- Plastic or glass bowl
- Cotton wool
- Plastic or wooden spatula
- Hot water
- Plastic cap
- Decoction of tea/coffee
- Mehandi powder
- Amla powder
- Harad powder
- Baheda powder
- Trolley
- Disposable gloves
- Plastic brush
- Hair coloured brush



Henna application



Notes

Pre-procedure**1. Observation**

- (a) Before preparing the client for henna colouring, look for any disorders like:
- cuts and wounds
 - swelling
 - disorders of the scalp

If there are any disorders then politely suggest the client to seek medical advice

2. Prepare the client

- (a) Seat the client on the styling chair.
- (b) Protect the client's dress by draping a towel over the client's dress. Ask client to remove the jewellery and keep at a safe place..
- (c) If required, the client can be asked to wear a disposable gown
- (d) Drape a neck cape
- (e) Apply protective cream around the hair line to prevent stains on forehead

3. Preparing Henna Mixture for Colouring Purpose

- (a) A decoction of either tea or coffee is made and strained.
- (b) Amla is used for making the colour darker. Mehendi is soaked with amla powder in an iron pan overnight. The mixture looks black in the morning
- (c) Harad and beheda powder are used to help reduce dandruff.
- (d) Mehendi (Henna) is usually mixed in hot water.
- (e) Mix all ingredients to a thick paste consistency.

Procedure

1. Lift a strand of hair at the crown and apply henna to its whole length on both sides and twist it as if you were making a bun and place it on the crown area.
2. Now keep taking strands around it and apply henna and wind then around the first strand at the centre, till all hair have been addressed.
3. At the end you will have a big round bun at the crown.
4. Cover the top layers of the hair and the bun with more mehendi to ensure no strands are left out.



Notes

5. Mehendi starts dripping after a while because of the body warmth. Clean up around the hair line and cover the ears with cotton.
6. Protect ears with cotton wool.
7. Wash off henna after 2 to 2½ hours thoroughly with water.

Precautions

1. Place cotton wool on the ear and nape to stop dripping henna from staining the face and neck
2. Wear gloves, because henna colours the nails more permanently.
3. Apply henna with the help of a tint brush, for its equal and even distribution

Post Procedure

1. Wash henna bowl, combs and brush well under running water.
2. All capes gowns and towels used be rinsed well and checked for stains.
3. Check counter and floor for any drips and drops and clean well to prevent staining of counter or floor.
4. Check for any hair fall, collect and dispose them carefully.
5. Check hair wash area for henna stains, on side walls or floor and clean well.

Learner’s Observations

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Instructor’s signature



Practical 15

MAKE-UP

Objectives

At the end of this session, you will be able to:

- clean, tone and moisturize the face
- apply concealer and foundation
- apply eye make-up
- apply lip make-up and blushers
- undertake complete make-up of client

Tools, Equipments and Materials

- Beauty chair
- Primer
- Facial tissue
- Toner
- Concealer
- Spatula
- Head band
- Blusher
- Bowl
- Make-up Brushes
- Eye shadow palatte
- Eye lash curler
- Lip lining pencil
- Sponge (latex)
- Cleanser
- Foundation
- Make-up palette
- Moisturizer
- Translucent powder
- Trolley
- Cotton
- Eye brow shaeow pencil
- Water
- Mascara
- Liner
- Lipstick palette



Make up kit

Pre-procedure

1. Observation

- (a) Before you prepare the client for make-up. Check for any skin or eye disorders like:
- cuts and wounds
 - swelling
 - boils on the skin

If any such disorders are found then politely suggest the client to consult a medical practitioner.

2. Client consultation

- (a) Find out from the client – her profession and occasion for which makeup is required.
- (b) Context for which make-up is to be worn
- (c) Colour of clothes, jewellery and accessories to be worn
- (d) Areas that she thinks need special attention.

3. Skin analysis

Ask your client questions related to her skin type or analyse the skin type using wood lamp or tissue paper technique.



Notes

A. Wood lamp technique

Hold the wood lamp over the client's face in a dimly lit room then:

- (i) a silver patches indicates dry skin
- (ii) a yellow or orange light indicates oily or acne prone skin
- (iii) purple patches indicates dehydrated skin
- (iv) brown patches indicate pigmented skin.
- (v) normal blue glow indicate healthy skin

B. Tissue paper Technique

Fold a tissue paper in a triangle and place it on the 'T' zone

- (i) If paper remains dry then it is dry to normal skin.
- (ii) If paper turns oily then it is oily skin

4. Prepare the client

- (i) Make the client sit on the beauty chair
- (ii) Protect the client's dress by making the client wear disposable gown
- (iii) Ask her to remove her jewellery and keep it in a safe place
- (iv) Sanitize your hands

Procedure**1. Cleansing**

- (a) Remove eye make-up: Ensure the client's eyes are closed, take eye make-up remover or dampened cotton wool and wipe down the eye make-up outward over the upper eye lid. Discard the soiled cotton. Use fresh cotton for other eye.
- (b) Remove lip make-up: Apply suitable cleanser on dampened cotton wool. Remove the lipstick completely. Discard soiled cotton.
- (c) Cleanse face and neck: Apply a small amount of cleanser on face and neck, massage lightly and remove with moistened cotton wool. With moistened cotton wool apply astringent for oily skin and toner for dry skin on face and neck.

2. Applying Base

- (i) **Primer:** Take a small amount of **primer** and apply all over the face and neck quickly and evenly to form a fine film.



(ii) **Concealer** : Choose a colour one or two shades lighter than the foundation. Apply it for concealing minor blemishes or dark circles under the eye. Apply it with brush, sponge or finger. Blend it well.

(iii) **Foundation**

- Choose the exact shade of foundation to match client's skin. Check the colour of foundation with the client's jawline or forehead.
- Take a little foundation with a clear spatula on to a make-up palette.
- Apply foundation to cover the entire face, including lips and eye lids. Avoid clogging eyebrow with foundation.
- Do not forget to apply foundation on the ears, neck and other exposed parts of the back and chest.
- Blend the foundation well to avoid any demarcation lines around hair line and jaw line.
- Foundation can be applied with brush, or wedge sponge (if the wedge sponge is wet the coverage would be light and if the wedge sponge is dry, the coverage would be heavier)

(iv) **Translucent Powder**

- Select the correct shade and type of powder that matches the client's skin tone.
- Take out a small amount of powder on a tissue to avoid cross infection.
- Use a powder brush or puff to apply.
- Ask the client to keep the eyes closed.
- Use powder puff, press the powder all over the face and then use large brush to dust off extra powder.
- Use downward sweeping strokes at the end to flatten the facial hair.

3. Applying Blusher

If using powder blusher, use face powder before that, if using cream blusher apply blusher first and then apply face powder. It will help in setting the blusher and also offset the shine of cream blusher.

- (i) Place a blusher, beginning at least 1.5 (1½) inch (two fingers) away from the nose
- (ii) Do not blend cheek colour in eye socket area.
- (iii) The direction of brush stroke should be upward and outward towards the hair line
- (iv) Blusher should not extend to the temple bone.



Notes

4. Applying eye make-up

- (i) **Eyebrow pencil:** Brush the eyebrows to remove excess foundation or powder. apply the eyebrow shadow or eyebrow pencil with light hair like strokes to give shape and colour
- (ii) **Eye shadow :** (Select according to client's dress and time of the day)
 - (a) Choose a light base colour and apply all over the lid
 - (b) Apply medium shade to the crease of the eyelid as a shading colour.
 - (c) Apply a dark shade from the outside corner of the eye to the area above the inside of the iris to frame the eyes. Blend it well.
- (iii) **Eyeliner**
 - (a) If using pencil liner, shapen the liner before and after use.
 - (b) For liquid liner use eyeliner brush. Dip into eyeliner and apply a thin coat of liner starting from the inner corner of the eye and stopping at the outer corner. Apply liner as close to eyelashes as possible
 - (c) Matte eye shadow can be applied as liner with the brush dipped in water.
- (iv) **Mascara application**

Ask the client to look forward and down. Comb the lashes. Apply mascara to the upper lashes by stroking from underneath. Use eye lash curler before or after applying mascara to give natural curl to the lashes.

5. Applying lip make-up

- (i) Select the lip liner according to the colour of the lipstick to be used.
- (ii) Ask the client to stretch the lips. Line the outer edges of the lips.
- (iii) Apply the lipstick with lip brush. apply lipstick in vertical strokes. Blot off excess lipstick with a tissue
- (iv) Apply lipstick again
- (v) If required apply small amount of lip gloss.

Precautions

1. Always choose exact shade of foundation as per client's skin tone.
2. Mascara and liner should not enter client's eye.
3. Do not apply make up if client is suffering from skin disease or disorders.



Notes

- 4. Use quality and branded products
- 5. Observe hygiene of self and client to prevent infections

Post Procedure

- 1. Discard all disposable items, such as sponges and disposable applicators
- 2. Disinfect implements as eyelash curler and tweezers.
- 3. Clean and sanitize brushes.
- 4. Place washable items in the laundry.
- 5. Sanitize your work station.
- 6. Put back all tools and products well cleaned in their assigned places.

Learner's Observations

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Instructor's signature



Practical 16

CARE OF THE BEAUTY SALON

Objectives

At the end of this session, you will be able to:

- To plan and prepare a project report for setting up a beauty parlour.
- To take care of the beauty salon parlour.

Beautifying one self has been one of the natural characteristics of a human being. These days because of the increased awareness and the change in the trend, lots of small saloons and beauty parlours are mushrooming. There are ample opportunities for both wage and self-employment.

As wage **employee** you can work in any beauty parlour or a salon. Whereas for **self-employment** one can look into various areas like 1) opening up a shop or a saloon or beauty parlour or a massage salon, 2) as assistants in Entertainment Industry (TV, cinema, stage, event management), 3) organizer of hobby classes and many such related jobs for which sky is the limit. For self employment firstly you require a very thorough knowledge of the subject and secondly, and equally important, you should know the proper steps involved for setting up a unit or enterprise.

Qualities of an entrepreneur (for starting any business)

- Analyze your strengths and weakness

This will give you a fair idea of the skills that you have and about the skills that you need to master. Try to analyze in which areas you are good.

Ability to compete with the competitors

You should be aware about the latest trends and styles as well ‘’ as the products which are available in the market and are in fashion in order to compete.

- Listen to your customers and have a patient ear

Always answer their queries correctly. Deal with each customer politely. Politeness can take you to the top, whereas harsh words may make you lose your customer.



- Always lay due stress or give importance to the services and I quality that you are providing. Since there is lots of competition, every customer looks in for the service and quality that he/she is being provided for the money that he/she is paying. Do not charge extra, but provide excellent service.
- Make sure that you display your products neatly and attractively. A good display always catches the eye and impresses the ‘^^ customer.
- Always ensure that there is a professional touch to the work that ; you do.

Communication skills

Communication is a two way process in which there is a person sending a message and a receiver. Communication is not complete unless there is full understanding and acceptance of the message. Beauty industry is mainly dependent on conversation, meetings and telephone. So the beautician must assess her communication skill and learn and use the appropriate ones.

If you set up your own establishment or enterprise, then you need to’ seriously consider the following:

- Why you want to start the particular enterprise or **why you want to step in i.e. the decision to be self employed.** This is the most important step, and for this one should seriously analyze ones own potential. You have to be very confident and realistic in your goal setting. There may be problems but if you are determined then no one can stop you from succeeding. Talk to some experienced people in this field, make a visit to some of the well established units and share their experiences. At all the places you many not get a very friendly response but do not worry and be determined. Therefore to take the final decision you need to have required and appropriate-
- Attitude/inclination towards this business.
- Educational/technical qualification,
- Training and mastery of skills
- Aware of his/her capacity to mobilize the resources both Human and non-human

Next you need to select the area for your enterprise. i.e. **market survey** Before setting up a unit it is important for an entrepreneur to undertake a very thorough market survey. Consider the following factors: Is there is more scope and requirement? What is the availability of labours, technical experts in this field, and whether they suit your resources (finances).

The next step is to decide upon the **size of the establishment** in relation to funds at your disposal, whether you want a small, medium or large unit. Then work out the advantages and disadvantages of all these 3 types of units, How big will the business be? Can you manage it alone? What kind of manpower is required? Answers to such questions and many more, helps in deciding the size of the organization and its structure.



Notes

There are various types of organizational structure i.e.

- Partnership firm
- Co-operative society
- Company

For business having **small size of operations**, the partnership or proprietary firm is better as it ensures direct control over business operations.

Proprietary Unit: In such a unit a single individual is the sole owner of the concern and conducts the business himself or herself, bearing the entire risk and deciding all policy matter individually.

Partnership firm: As per the Indian Partnership Act 1932, a partnership is the relation between persons who have agreed to share the profits of a business carried out by all or any of them acting for all. A partnership firm cannot have more than 20 people. A written agreement known as partnership deed is worked out. The firm has to be registered on a prescribed format with the registrar of firms, along with prescribed fees and relevant papers.

- **Selection of Location and site:** For a successful project or a business, a suitable site is a very important factor and its decision is based upon several considerations. Therefore advance planning is required and for which these factors have to be kept in mind
- **Proximity to the market and access to raw material:** This is very important, as when there is an easy availability of the raw material, money spent on the transportation is saved, situations of emergency can be handled easily, therefore, panic and stress levels are reduced.
- **Availability of power and water:** Areas should not have a major problem with power and water, other wise the work gets badly effected, especially when the machines are to be run on electricity. Moreover power and water are very important with regards to physical comfort of the workers. Better working conditions will result in better output. For emergencies some kind of arrangement needs to be palnned, so that the work does not suffer.
- **Availability of transport system :** Transport is required for purchasing the raw material, for attracting clients, and transport of workers.
- **Availability of required skilled labour and prevailing wages:** The choice of area of work should also take into account the availability of r~quiste and skilled manpower for the establishment, because skilled and efficient manpower ensures success and profit.
- **Space for future expansion:** Every business starts on a small scale but slowly and gradually it expands so the planning needs to be done in such a way that there is always a scope for future expansion, There should be space for extra and new machines and storage of supplies to cater to growing needs.



- **Assessment for machinery and equipment:**The requirements for machinery, equipment's, spare parts, tools, etc. should be properly assessed depending upon the size of the unit. Ensure the installation of basic and necessary equipment. It is not necessary to buy all the equipment, but it is cheaper and convenient to hire some components or taken on job work basis from the market rather than making heavy investments. For selection of equipments and machinery careful comparison of various brands - prices, quality, warranty after sales services provided, delivery time and other such points should be considered before the final purchase. Also buy from a known and authorized dealers, which proper bills and papers signed. A proper market survey is a very important exercise before final assessment and purchase of any machinery and equipment.
- Make estimates of the money or capital available with you
 - Calculate the amount of money you have for each head.
 - If financing has to be done, then
 - List out the financial institutions from where you can get loans,
 - Or else you can also go to the banks.
 - Decide upon the **means of financing** whether it is long term/short term.
- **Arrangements of finances :** According to the size of the enterprise you can approach SIDBI/banks/venture capital companies/ Commercial banks/state capital corporations/ Small Industrial Development Corporation/Leasing companies/ Co-operative banks/rural banks. State Bank of India (SBI) offers various schemes to entrepreneurs starting their enterprises. One such scheme is known as **entrepreneur scheme**, where it offers finances up to 2 lakhs, to the technically qualified/ experienced persons for setting up a unit. Rate of interest on such loans is also low. Always take financial help from government agencies and not from any private financiers. Government offers lots of benefits and polices related to such kinds of loan with “° low rate of interest whereas with private financier you may at y times get cheated and may not get many benefits. So be careful.
- **Raw material procurement :** As already stated that the market for the procurement of material should be near by. Also one should ensure that there is timely flow of raw materials. Buy the material from the whole sale market and make a trip when lots of material have to be purchased so that you save on the trips made on going to the market every time. A good market survey is also required for finally deciding upon the shops from where the material has to be purchased. One should work out various sources of supply of raw material and never depend upon one single source of procurement.

Also see whether your enterprise requires to be registered or not. **Registration** is obtained from District Industry Centers (DIC). If it needs to be registered than all the formalities for registrations have to be fulfilled.



Notes

- **Marketing :** Marketing is the main and important area in making any enterprise successful. It is a complex process of creating ‘ customers for your product and services. Marketing involves knowing and reaching out to customers. The overall objectives of marketing is to communicate your message, create an awareness of your product or your services, motivate “ customers to buy and in effect it increases the sales of your ry product. Care should be taken regarding the following-

- Budget for advertising
- Method of promotion
- Long term marketing

The underlying objective should be that your message should reach the people. One can do advertising in the form of:

- Posters
- Pamphlets
- On Cable TV
- Word of mouth
- Exhibition & displays.
- Banners and tin plates
- How to attract more customers
 - Make sure that the enterprise that you have started has a friendly environment. It should be planned according to the kind of clientage expected.
 - Care should be taken to see that the work area is always clean and free form flies and other insects.
 - Always use clean aprons, scissors, combs etc.