



BEAUTY PARLOUR



This training manual is for training those women who have decided to start and run small 'Beauty Parlour'. The duration of training is of seven days and having five hours a day. A trained beautician can be invited to guide the trainees as large part of this training contain demonstrations and practical activities.

Introduction

It is a natural instinct of human being to look and feel beautiful. The trend of availing beauty services is growing exponentially now a days. Everywhere; from urban to rural areas the demands of beauty parlour is growing day by day. Starting and running a Beauty Parlour can be a good source of earning for women entrepreneurs. Although it requires artistic, technical, entrepreneurial and communication skills to run a successful beauty parlour, but it can be achieved through continuous work and practices.

Congratulation! You have decided to start and run a beauty parlour. During this training you will learn various beautician skills such as facial treatment, bridal makeups, design eyebrows, henna (mehndi) application and gain some professional tips to run the beauty parlor successfully and earning some profit out of it.

The main objectives of the training

- To provide thorough information about general services offered in a beauty parlour.
- To provide an in-depth knowledge to the participants about 'Starting and running a beauty parlour.
- To provide information about making budget.
- To provide information about how to deal with customer and maintain hygiene in beauty parlour.
- To provide information about setting prices for various beauty services.
- To provide more information about running a beauty parlour through visiting and talking with women running beauty parlour.

An outline of the training

Session	Detail Content	Time	Method
DAY ONE			
Session 1	-Welcoming the participants -Getting to know each other -Introducing the 7 day training -Sharing of objectives of the training	0.5 hour	-Explanation -Interaction
Session 2	-Preparing the tools & parlour equipment for demonstrations & practices	0.5 hour	-Explanation -Presentation Activity: 'Preparing the tools and parlour equipment for demonstration and practices?'
Session 3	Threading	45 min.	-Demonstration - Explanation -Interaction

			Activity: "Things I should know & care while threading?"
Session 4	Waxing	45 min.	-Demonstration -Interaction - Explanation Activity: "Things I should know & care while waxing?"
Session 5	- Bleaching	1 hour	-Demonstration -Interaction -Explanation Activity: "Things I should know & care while doing bleaching"?
Session 6	- Facial	1 hour	-Demonstration -Interaction -Explanation Activity: "Things I should know & care while doing facial?"
Session 7	-First aid	0.5 hour	-Demonstration -Discussion - Explanation Activity: "What precautions I should take in emergencies?"
DAY TWO			
Session 8	-looking and analyzing the cross list -Hair styling and designing	1.5 hours	-Demonstration -Interaction -Explanation Activity: "Things I should know & care while doing hair style and designing"?
Session 9	-Henna (Mehandi) designs	1.5 hour	-Demonstration -Interaction -Explanation Activity: "What are the things I should know & care while doing mehndi"?
Session 10	- Bridal Makeup	1.5 hours	-Interaction -Demonstration -Explanation Activity: "Things I should know & care while doing bridal make up"?
Session 11	-Making preparation for field visit	0.5 hour	-Explanation -Interaction
DAY THREE			

Session 12	-Meeting with women who are running a beauty parlor and talk to them - Concluding the learning of the day	5 hours	-Visiting field in pairs -Discussion -Individual works
DAY FOUR			
Session 13	- Searching a perfect place to start beauty parlour - Concluding the learning of the day	5 hours	-Visiting field in pairs -Discussion -Individual works
DAY FIVE			
Session 14	-Meeting and talking to shopkeepers who sell beauty products - Concluding the learning of the day	5 hours	-Visiting field in pairs -Discussion -Individual works
DAY SIX			
Session 15	-Visit villages and talk to people, identify their demands - Concluding the learning of the day	5 hours	-Visiting field in pairs -Discussion -Individual works
DAY SEVEN			
Session 16	-Looking and analyzing the Cross List - Sharing experiences from the field visits	1.5 hours	-Explanation -Interaction -Presentation
Session 17	Manicure & Pedicure services	1 hour	--Demonstration -Discussion - Explanation
Session 18	- Making a budget	1 hour	-Explanation -Discussion -Individual works -Presentation
Session 19	- Dealing with customer - Parlour hygiene	1 hour	-Explanation -Interaction
Session 20	- Concluding the training	0.5 hour	-Interaction

Day 1

Session 1:

Welcoming the participants

- The trainer will welcome the participants and register them for the training.

Getting to know each other

- The participants will introduce themselves by telling their names.
- The participants will tell why they chose to start and run a beauty parlour as their small business.
- They can share if they have any previous experiences or skill on this trade.
- Participants can ask questions to each other to know more about themselves.

Introducing the 7-day training

- The trainer will share the whole 7-day training programme with the participants.
- The trainer will encourage participants to ask any questions regarding the program.
- The trainer will introduce the Cross List which has been made by him beforehand. It contained the list of all the things that are to be learnt during these 7 days and name of participants. The trainer will instruct participant to put a cross mark (X) after finishing each activity/session. The Cross List will be analyzed at the starting of each day's training.

Sharing the objectives of the training

- The trainer will share the objectives of the training.

Session 2:

Preparing the tools & parlour equipment for demonstrations & practices:

During the training the trainer need to setup a temporary beauty parlour with necessary equipment, so she can demonstrate the procedures to participants. A professional beautician can be invited for demonstration & practices during the training sessions.



The major activities carried out in a beauty parlour can be divided into four areas:

- i. Removal of extra hair
- ii. Skin care and make up
- iii. Hair care, cutting and styling
- iv. Manicure and pedicure

Activities that are to carry out and tools to be used are mentioned in the following table :

Activities	Tools used
<i>i. Removal of extra hair</i>	
a. Threading	Chair, thread, tweezer, scissors, talcum powder, astringent lotion, strong cotton thread, cotton, cleansing tissue, moisturizer, head band, mirror, eyebrow brush/comb, Eyebrow pencil, hand mirror.
b. Waxing	Wax heater, hot/cold wax, strips, talcum powder, towel, astringent, moisturizer, water, spatula.
c. Bleaching	Head band, towel, bleach cream, hydrogen peroxide, ammonia, powder bleach, spatula, ice pack, cold water, chair.
<i>ii. Skin Care and Make up</i>	
a. Facial:	Couch, head band, drape, towels, cleansing cream or lotion (as per skin type), Cotton pad, water, scrub, sponges, gel and cream toner, masks, ice pack, face pack, brush, plastic bowl, moisturizers, hand sanitizer, steamer, black head remover, comedone black head extractor, disinfectant lotion etc.
b. Make up	Head band, drape, cotton, cleansing lotion, astringent, foundation, make up brushes and sponges, face powder, rose water, eye brow pencil, eye liner, eye shadow, lipsticks, lip liner, mascara, blushers, shimmers, bindis, concealers, pancake, highlighteners etc.
c. Bridal makeup	Concealer, face powder, eyebrow cosmetics, mascara, foundation, eye shadow, eyeliner, blusher and lip colour.
d. Henna (Mehndi)	Henna paste, plastic cone, paintbrush or a stick, lemon juice and white sugar, tissue, coconut oil, different mehndi designs etc.
<i>iii. Hair care, designing, styling & colouring</i>	
a. Hair designing & Styling	Dryer, curling rod, rollers, setting gel, setting lotion, hair pins, clips, towel, cutting sheet, chair, hair spray, artificial aids, decorative jewellery and combs etc.
<i>iv. Manicure and pedicure</i>	
Caring of hand and feet for healthy & good looking	Stopper, warm water, scissor, nail cutter, enamel remover, cuticle knife, cuticle cream, soap, brush cotton, shampoo, liquid soap, orange stick, creams, different oils etc.

Maintenance of tools and equipment

It is important to take specific attention in handling and caring the equipment and tools used in the beauty parlour. It is always good to read and follow the manufacturer's instruction about their care and safety. Some of the precautions are as below:

- Practice and learn the correct way of holding and using tools and equipment.
- Always follow instructions given by the manufacturer in using them.
- Always keep sharp edged tools like, scissor, knives, files, etc. in such a position that they do not injure the user when picking them up. For use, for example, the scissors are usually placed with the handles outward for easy picking up and handling.
- Ensure that makeup brushes are kept well covered to prevent dust settling on them.

- All electric tools must be checked from time to time to ensure that the wires are not cut and plugs not broken. They should be kept away from water. Do not use wet hands to handle them. Electric supply should be of correct voltage and wattage. Check them at regular intervals and undertake repairs without delay.

Activity: Preparing the tools and parlour equipment for demonstration and practices

- Before the training date, the trainer will contact and talk with a professional beautician for delivering skill training.
- The trainer will arrange (by purchasing or hiring) all necessary training equipment and cosmetics in consultation with the beautician.
- The trainer also agreed with some local volunteers as costumers to whom the beautician give her services during the demonstration.
- During this activity the participants will help the trainers in setting up all beauty equipment and cosmetics in place.
- The trainer will demonstrate each training equipment and describe in short their features, when and how to use them.

Session 3:
Threading

Threading is one of the major types of in-expensive temporary hair removal techniques and is used today in most of the Beauty Parlours. Threading is a good alternative for those unable to tolerate the pain of waxing or application of other product on the face. This method is also used to remove small amounts of hair.

In which body parts threading is used: This is usually used to shape the eyebrows, besides removing hair from upper lip, chin, forehead, finger and removing scattered hair from elsewhere.



Procedure of threading:

1. Dry the skin area with talcum powder from where the hair is to be removed.
2. Measure and decide the correct shape and size of eyebrows.
3. Make a loop with a thread.
4. Begin threading the hair between the mark you made at the inner corner of each eyebrow. Ask your customer to stretch the skin from below and above with both the hands. Thread the hair in the opposite direction of the hair growth.
5. Remove excess hairs above the brows. The brows should be gradually arched to the highest point marked on the skin. If any hair extends beyond the outer corner of the eyes remove these hairs in the opposite direction of their growth.
6. Also remove the hair below the eye brow.
7. Brush the eye brows against their growth and look for any stray hairs. Stray hair

can be removed by a tweezer.

8. Apply astringent to the skin and the eyebrows.



Things to care about

- The thread should be a strong, cotton, clean and sterilized.
- The thread should range in length from 24” cut to 30” cut.
- For learners, the shorter threads are better as it is easier to control.

Activity: "Things I should know & care while threading?"

- The trainer will explain what is threading and why it is used for?
- She will show the tools and cosmetics used in threading and explain their use.
- She will demonstrate the process of threading by demonstrating various steps like in which position to stand or how to hold the thread, how long the thread should be, how to create arch etc.
- The trainer will tell about the things to care during threading and ask the participants to note down.
- The trainer will encourage the participants to ask questions and answer their doubts for clear understanding of the process of threading.
- The trainer will ask the participants to make pairs to practice threading on each other.
- The trainers will guide the participants while they are practicing.
- After completing the threading procedure, the pairs will assess the threading of each other and give their comments.

Session 4:

Waxing

There are two major methods of waxing for hair removal;

- Hard wax (non-strip method).
- Major wax (hot wax or strip method). This can include the honey-textured waxes and crème waxes.

Types of waxes

- **Warm waxes** are frequently made of mixtures of sugar, syrup and zinc oxide are also called honey wax.
- **Hot wax** It takes relatively much time to use and used at quite a high temperature, extra care to must be taken to avoid burns.
- **Sugar wax:** Sugar wax has pure sugar as the main ingredient, plus other natural ingredients such as lemon.

There are two methods of sugar wax hair removal- **Sugar paste and Strip sugar.**

1. **Sugar paste** is applied to the skin, using the hands, in the direction of hair growth. The hairs embed in the wax, is then removed swiftly against hair growth.

2. **Strip sugar** is similar in application and removal to warm wax and requires a wax removal strip to remove the wax, against hair growth.

Procedure of waxing

- Use a towel to protect the client's clothes.
- Wipe the area to be waxed with a good antiseptic pre-wax cleansing lotion on cotton wool. Blot the area dry with tissues before applying the wax.
- If the client's skin is very greasy (she may for example have applied oil before coming to the clinic), cleanse it using an astringent lotion. Use dusting powder with cotton wool on the treatment area before the application of wax.
- Apply wax on the area which is to be treated in the same direction of hair and press the disposable strip, with stretching the skin and pull the strip with sudden tug in the opposite direction of the hair.
- An after-wax lotion should be applied, using clean cotton wool, at the end of the treatment. This helps to clear up the wax, feel comfort & protect against infection and irritation.



Waxing techniques

Things to take care while waxing:

- Hot wax is always applied in the direction of hair growth and removes against hair growth.
- It is always better to work from lesser hair growth to denser hair growth.
- The wax should not be applied to a large area at a time.
- The strips should not end where there is still wax.
- The strip should be placed over the wax, always allowing a sufficient free edge to grip easily.
- Once the strip is placed over the wax, it is only needed to be smoothed or rubbed once or twice to adhere to the wax and be effective.
- Excess rubbing may feel discomfort.
- The pull of the strip should always be against the hair growth. It should be quick and decisive and as close to the skin as possible for minimal discomfort.

Activity: “Things I should know & care while waxing?”

- The trainer will explain what is waxing and in which of the body parts it is used?
- She will explain the process of waxing by demonstrating how to hold the tools, how to put wax & when & where to put strips, when & how to pull strips, what to do after that and so on.
- The trainer will tell about the things to care during waxing and ask the participants to note down.

- The trainer will ask participants to ask questions in order to understand the whole process of waxing.
- The trainer will ask participants to make pair of two to practice waxing on each other.
- The trainers will guide the participants while they are practicing.
- After completing the waxing procedure, the pairs will assess the waxing result of each other and give their comments.

Session 5:

Bleaching

Bleaching is a temporary solution to facial hair which will mask rather than remove hair. Facial hair bleach usually comes as a powder and cream, which should be mixed together before applying. Bleaching is also done for whitening, lightening of the skin through using some chemical substances.

Types of Bleaches

Powdered bleach: This is done by adding bleaching powder with liquid hydrogen peroxide and ammonia. If powder bleach is used for eliminating dark spot and freckles, then bleaches should be applied only to that area of dark spots and freckles.

Cream bleach: This is available at any drugstore or at chemist shops and used in most of the beauty parlours. It is used for Skin brightening.

Protein Bleach: It is mild bleach, in which butter pack is used to ensure a soft supple skin. Ammonia is used to lighten the hair and remove tanning. Protein Bleach is a blessing for those who have a sensitive/ oily skin.

Gold Bleach: In gold beach Aqua activator is used along with the Gold cream bleach, which helps in activating the bleaching action to give you a fairer and glowing skin.

Oxy bleach: It is a special type of bleach which is especially good for the tanned and sensitive skin. It helps oxygen to penetrate the skin. It is a healthy way to bleach.

Procedure for Bleaching

- Arrange all the material required for bleaching on a tray.
- Make the client comfortable and remove the jewellery.
- Cleanse the face and neck thoroughly.
- Prepare the client using head band and wrap a towel or a neck cape.
- Prepare the bleach pack as per the manufacturer's directions.
- Cover the client's eyes with cotton dipped in rose water.
- Apply bleach pack in upward and outward movements. Leave for 10- 15 minutes
- depending on the lightness desired and clean the face with tap water.
- Apply moisturizer.

Activity: "Things I should know & care while doing bleaching"?

- The trainer will explain what is bleaching and for which purpose it is used.
- She will explain different types of bleaches, and how it is prepared.
- She will ask the participants to help her in preparing bleaches.

- She will demonstrate the process of bleaching & ask the participants to support her in doing different things.
- The trainer will tell about the things to care during bleaching and ask the participants to note down.
- The participants will ask questions to the trainer if they have doubts in doing this.
- The trainer will ask participants to make pair of two to practice bleaching on each other.
- The trainers will guide the participants while they are practicing.
- After completing the bleaching procedure, the pairs will assess the bleaching result of each other and give their comments.

Session 6:

Facial

A facial service is one of the most common service available in the beauty parlors. Facial is done through using facial cream & massage. Cleansing and moisturizing of skin by right creams help remove dirt and dead skin cells, prevent pimples or spots. Cleansing also removes the oil on the skin and keeps moisture. A beauty parlour owner should ensure that the facial room is quiet, clean, comfortably warm and indirectly lit. The client cannot relax if these conditions are not met. The facial bed or chair should be comfortable and adjustable. Facials are designed according to skin type and disorders.



Steps of doing facial?

- Apply a cleansing product to your hand and warm before applying to the skin. Starting at the neck with a sweeping movement, use both hands to spread the cleanser upward on the chin, jaws, cheeks, and the base of the nose to the temples and along the sides and the bridge of the nose. Make small circular movements with your fingertips around the nostrils and sides of the nose. Continue the upward sweeping movements between the eyebrow and across the forehead to the temples.
- Remove the cleanser with facial sponges, tissues, moist cotton pads, or warm, moist towels. Start at the forehead and follow the contours of the face. Remove all the cleanser from one area of the face before proceeding to the next. Finish with the neck, chest, and back.
- Steam the face mildly with warm, moist towels or with a facial steamer to open the pores so they can be cleansed of oil. Cover the client's eyes with cotton pads moistened with

distilled water during steaming. Steam helps to soften superficial lines and increases blood circulation to the surface of the skin.

- Massage with cream or gel using the same procedure as for the cleanser. Massage the face, using the facial manipulations.
- Remove massage cream with tissues, warm, moist towels, moist cleansing pads, or sponges. Follow the same procedure as for removing cleanser.
- Apply a mask/pack formulated for 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 jawline and apply the mask on a face from the centre outward on one half of the face, then the other.
- Allow it to remain on the face for five to ten minutes. Remove the mask with a wet cotton pled gets or sponges.
- Apply toner/astringent and finally moisturizer or sunscreen.

Activity: “Things I should know & care while doing facial”?

- The trainer will explain what is facial and its benefits for skin.
- She will ask the participants to help her in organizing the things for facial procedure.
- She will demonstrate the process of facial & ask the participants to help her in doing different things.
- The trainer will tell about the things to care during facial steaming and ask the participants to note down.
- The participants will ask questions to the trainer if they have doubts in any steps.
- The trainer will ask participants to make pairs of two to practice facial on each other.
- The trainers will guide the participants while they are practicing different steps.
- After completing the facial procedure, the pairs will assess the facials result of each other and give their comments.

Session 7:

First aid:

Any minor injuries may encounter during the beauty treatment in a parlour, so to ensure health and safety, precaution must be taken to dealing with the emergencies. Burn may cause by being in contact with dry heat source such as hot wax or by touching hot object as wax heater and so on. It is necessary for a beauty parlour owner to learn basic first aid techniques and be prepared to apply it whenever required. Keeping a first aid box handy is necessary to act upon these emergencies. The main types of emergency that can occur in a beauty parlour is listed as bellow:

Cuts – Beauticians use sharp scissors and other tools so, cuts are a possibility. It is good to keep some gauze in that first aid kit.

Thermal burns – With straightening irons, curling irons, and hot waxes at beauty parlor thermal burns are very likely. Cool water works best on burns.

Electrical burns – Too many appliances plugged into power strips can cause fires. Curling iron, straightening iron, and a hair dryer plugged into one power strips can overload electrical cords. Remember to keep them away from the water as well to prevent electrocution. The owner should make sure about how to shut of the power at her main circuit panel as well.

Chemical Spills and Inhalation – A beauty parlor owner should give special attention to ventilation of her beauty parlor and it is important to keep all the chemicals separate. Bleach and ammonia are poisonous when mixed together.

Materials required for a first aid kit:

- Plasters in various sizes
- Individually wrapped sterile wound dressing
- Sterile water and antiseptic cream
- Sterile eye dressings
- Two pair of gloves
- Scissors and safety pins
- Instant ice pack
- Wrapped triangular bandages etc.



Activity: “What precautions I should take in emergencies?”

- The trainer will introduce the participants about first aid and its importance.
- The participants will discuss in pairs or small groups about what emergency can occur in a beauty parlour and how to deal with them.
- The trainer will explain the participants about a beauty parlour kit and tell in which types of injuries to use which first aid items.

Day 2

Session 8:

Looking and analyzing the Cross List

- Each participant will look at the Cross List and discuss about progress of the training.

Hair styling and designing

Hair care services form an important component of a beauty parlour. The hair care services include shampooing, massage, and styling. Hair style is a statement one makes with hair. The way hair is styled has mostly to do with personal taste and hair texture. There are many ways to style hair. The most popular ways to style are by cutting, Blow Drying, and hair styling using Products or letting it dry naturally.

Before giving any hair treatment, scalp and hair analysis is very important. This help a beautician to understand the hair problems and scalp condition. It is through hair analysis that she can learn about the characteristics of hair as listed below:

- **Porosity** - Is the measure of the hairs' capacity to absorb moisture. It can be smooth and glassy, slightly rough, rough to very rough, brittle and dry.
- **Texture** - Three types of texture - very fine and thin hair, medium hair, and coarse hair.
- **Elasticity** - It is the capacity to stretch and return to its original size.
- **Density** - It is the amount of hair per inch on the scalp - it can be thick, medium or thin.
- **Condition of scalp and hair** - It can be healthy, dandruff and disease free or may have some problem.

Braiding

There are different ways women do to look their hair stylist and design, braiding is one of them, starting with the most basic and moving on to more complex styles, including braided extensions. It can be broadly classified as visible and invisible. A visible braid is a three-strand braid, in which strands of hair are woven by hand under the centre strand. An invisible braid or inverted braid. Also, a three-strand braid is produced by overlapping the strands of hair on top of each other. The followings are some of the procedures of common braiding styles.



Invisible Braid

The invisible braid is made by an overhand pick-up technique. It can be done on the scalp or off the scalp, with or without extensions. It looks like one braid down the back of the head. Firstly, the layered hair must be dampened slightly and gelled to hold shorter strands in place.

In which type of hair this should be done?

This style is ideal for long hair, but can also be executed successfully on hair that is layered.

Rope Braid

The rope braid is made with two strands that are twisted around each other.

In which type of hair this should be done?

It can be done on hair that is all one length as well as on long, layered hair. It is made by adding to both sides before twist the right side over the left.

Fishtail Braid

The fishtail braid is a simple two-strand braid in which hair is picked up from the sides and added to the strands as they are crossed over each other.

In which type of hair this should be done?

It is good to do on dry, non-layered hair that is at least shoulder length.

Activity: “Things I should know & care while doing hair style and designing”?

- The trainer will ask the participants to share, if any of them have the experiences of doing hair braid.

- The trainer will collect idea from them, about different types of hair style and design women prefer to have in that area?
- She will tell (by showing pictures) in which type of hair, which design can be done?
- She will demonstrate the procedure of doing different hair style and design & ask the participants to support her in doing different things.
- The trainer will tell about the things to care during doing different hair styles and ask the participants to note down.
- The participants will ask questions to the trainer if they have any doubts in doing this.



Session 9:

Heena (Mehndi)

Putting henna (Mehndi) is one of the most popular painting that people prefer to have very often. It is made by beauty herbs, leaves of henna (Mehndi) known for its cooling effects. It is not only used to decorate hands or feets but is also applied on hair for colouring with the orange or dark-red/brown. It is used as a cosmetic to cover gray hair, and to change hair colour into more fashionable. It is recommended to give 1-2 weeks break for another hair treatment after applying henna on hair.



Ingredients for making Mehndi:

1/4 cup (25g) Henna powder,
 2 teaspoons (8g) sugar,
 2 teaspoons (8ml) essential oil,
 Distilled water or lemon juice,

How to make mehndi paste for skin

- Measure out ¼ of henna powder and put in to the plastic or disposable bowl.
- Add 2 teaspoons of sugar in to container.
- Add 2 teaspoons of essential oil of your choice.
- Mix with distilled water or ¼ lemon juice.
- Mix until the paste is smooth.
- Cover paste it with a plastic bag and leave it in a warm place for dye release, (24 hours if lemon juice and 2-6 hours if distilled water is used).
- Henna likes to be warm, not hot. 75-85 Fahrenheit (23-30 Celsius) is the preferred temperature for henna paste.
- After 24 hours give it a good mix, you can test to see if it has released dye.
- To see if the paste is ready, apply a little henna on your palm and leave it for 5 minutes. It should be left with a lovely bright pumpkin orange stain

How to make mehndi dark?

- Leave henna for a longer time: Wash off the henna after 7-8 hours. ...
- Dab lemon sugar mixture a couple of times: Boil some sugar in water and allow it to cool. ...
- Wrapping up the design: ...
- Run your hands over the fumes of the cloves: ...
- Apply balms after scrapping the crust:

How to make henna darker for grey hair?

- Mix henna in hot black coffee to make paste and leave on hair for 3-4 hours.
- You can also add egg, olive oil and yogurt to henna for conditioning dry hair.
- Boil 2 cups of water and add 2 tbsp black tea, boil until 1 cup left.
- Keep aside to cool down and use for hair colour.

Activity: “Things I should know & care while doing mehndi”?

- The trainer will ask the participants to discuss on; different types of mehndi design women prefer to have in different body parts and also hair? (by showing some pictures)
- She will ask the participants if any of them have experiences of doing mehndi works, to share; how do they prepare & put mehndi?
- She will explain by demonstrating the methods of preparing mehndi & colour compositions.
- The participants will pair up (good to have with any experienced if they have) and practice ; (The trainer will support them telling some easy tips of doing these)
 - making artistic works (floral) on mehndi.
 - preparing mehndi paste
 - doing mehndi designs
- The trainer will tell about the things to care (before and after) putting mehndi
- The trainer will answer the questions of the participants regarding mehndi and conclude the session.
- The trainer will ask the pairs to show their mehndi works before all, select the best one, award the pair and conclude the session.

Session 10:

Bridal Makeup

The main objective of applying make-up is to enhance the natural beauty of the face through some facial cosmetics items. Make-up is an art and as a bridal make-up artist you must have to consider about certain things like –the structure of face, colour of the body, lightness or colour of the dress and the colour combinations.

Materials needed for bridal make-up: Concealer, face powder, eyebrow cosmetics, mascara, foundation, eye shadow, eyeliner, blusher and lip colour.

Activity: “Things I should know & care while doing a bridal makeup”?

- The trainer will tell about some important considerations of doing a bridal makeup.
- The participants will do the practice of bridal makeup to each other being in pairs of two.
- They will make a list of materials (previous day) required for a bridal makeup and come with that as much as possible.
- Each pair will decorate themselves
- The trainer will ask the participants to select the best looking bridal makeup and concluding the session, clapping for all.



Session 11:

Preparation for field visit

The purpose of this field visit is to meet people connected with the beauty parlour business such as women running parlour, beautician working in the parlour, sellers of beauty products, customers etc. and get information about this business from them. Participants can ask a variety of questions to the women running parlour, such as how much investment was required to start a parlour, why they thought about starting a parlour, what they do to attract customers to their parlour, how do they buy goods for parlour, how do they decide the price of different services, how much they earn in a month, What are the main challenges before them in running a beauty parlour and what other advices they want to give them etc.

Visiting and talking with the shop keepers who sell beauty products and take a look at the prices of different types products used in a beauty parlour. Talking with them about whether they can sell the goods in concessional rates. Along with this, the participants will meet local people during the visit and talk about their expectations related to beauty parlour.

- The instructor will explain to the participants about the purpose of the 4 days visits in detail.
- Participants will make pairs for the field visits and will prepare questions to ask people related to the beauty parlour business.
- Instructors can recommend more questions and ways to talk to people during the visit.
- The instructor will share the next four-day field visit with everyone.

Day 3

Season 12

Meeting with women who are running a beauty parlor and talk to them

- Participants will go to different beauty parlor and talk to the women running beauty parlors about their experiences based on questions prepared beforehand.
- The participants will also talk about the beauty parlor charge for various beauty services and how they fix the pricing.
- During the conversation, the participants will look into decorations of parlor, cosmetics in the parlor and how to keep the beauty equipment in a safe and orderly manner, display of pictures, and price list etc.
- During the conversation, they will write important things in their notebook so that the group can discuss about it.

Concluding the learning from the field visit

The participants will discuss the information they received during the conversation with women running the beauty parlors and conclude their findings.

Each participant will –

- present their learnings and thoughts from the field visit to their visiting pair.
- Based on the things learned, they will present a write up on what information they received about beauty parlor business.

Day 4

Season 13

Searching a perfect place to start beauty parlour

To earn more profit from the beauty parlor business, it is very important to open a parlor at a convenient place. If there is no possibility of setting the parlor in your home and it is unlikely to get more customer, then select a place where children and women can access safely. You can consult others for this.

- Participants will meet different women in the village (they can go either alone or in pairs)
- During the conversation, participants will write important things about the possible place, rent amount, other facilities, consent letters etc. in the notebook, so that it is easier for them to finalize the place.
- Every participant will decide on the basis of inquiries, family consent and information received from various people to open a beauty parlor and why?

Participants will share their thoughts with each other and give their suggestions.

Concluding the learning from the field visit

The participants will discuss the information they received during the conversation with women running the beauty parlors and conclude their findings.

Each participant will –

- present their learnings and thoughts from the field visit to their visiting pair.
- based on the things learned, they will present a write up on what information they received about beauty parlor business.

Day 5

Season 14

Meeting and talking to shopkeepers who sell beauty products

To run a beauty parlor, it is very important to know about from where the good quality beauty products can be bought at reasonable prices. Participants can buy this stuff from a local shopkeeper or go to a wholesaler to buy at a lower price. To find out, they have to go to the nearest market, or go to the wholesale dealers located in nearby small towns and talk to them about their requirements.

- The participants will meet wholesalers who are selling beauty products in nearby markets, or nearby small cities, and will interact with them using pre-prepared questions. (They can go either alone or in pairs)
- They can discuss following things during the conversation, such as:
Which beauty products and equipment are available in the shop, how much discount can they get for the products, do they have any system to borrow goods on credit, what kind of stuff that most beauty parlour owners buy, can they return unused products, and other facilities etc.
- During the conversation, they will write important things in their notebook so, that can be helpful during discussions.

Concluding the learning from the field visit

The participants will discuss the information they received during the conversation with shopkeepers who sell beauty products and conclude their findings.

Each participant will –

- present their learnings and thoughts from the field visit to their visiting pair.
- based on the things learned, they will present a write up on decision they have taken to purchasing beauty products.

Day 6

Season 15

Visit villages and talk to people, identify their demands

- The participants will meet different people in the village, especially with the women (they can go either alone or in pairs).
- During the conversation they will find out which parlor services has a lot of demand in that locality, how much money they can spend in beauty services etc.
- The participants will note down all the suggested beauty services in their notebook for later use.
- Participants will share their findings with each other and give their suggestions.

Concluding the learning from the field visit

The participants will discuss the information they received during the conversation with shopkeepers who sell beauty products and conclude their findings.

Each participant will –

- present their learnings and thoughts from the field visit to their visiting pair.
- based on the things learned, they will present a write up on which services will be available in the beauty parlor.

Day 7

Season 16

Looking and analyzing the Cross List

- Each participant will look at the Cross List and discuss about progress of the training.

Sharing experiences from the field visits

- The participants will make preparation to share the knowledge and experiences they received during their four-day field visit.
- Each pair will share their experiences among all other participants.

Session 17:

Manicure and Pedicure:

Manicure & pedicure is a beauty treatment process that helps for keeping hands and palm, feet and nails clean and good shape and also healthy and strong. Manicure is for palm and pedicure is especially for cleaning, designing and shaping of feet. The massage oil and moisturizing elements relieve aching feet and muscles, stimulate blood circulation and prevent dry cracked heels. It helps removing dead skin cells and improve circulation and stimulate blood flow. It helps to clean, strengthen, shape, make attractive and sometimes even dress nails. It not only makes nails and hands look good but it is also feel very relaxing and help in treating painful or broken skin if present around the nails.



Manicure

Equipment & materials required: stopper with warm water, scissor, nail cutter, enamel remover, cuticle knife, cuticle cream, soap, brush cotton, shampoo, liquid soap, orange stick, creams, different oils etc.



Procedure for manicure

- ✚ Begin by cleaning hands and remove any old enamel that you may have on nails with the cotton wool and enamel remover.
- ✚ Decide on what shape you would like on nails, cut them if needed, then use emery board to file them.
- ✚ Take a cotton bud and remove a very small amount of polishing paste from the pot and slight on the top of nail and with the buffer, buff nails.
- ✚ With another cotton bud, remove a small amount of cuticle cream and apply to the cuticle of each nail. Massage this in circular movements.
- ✚ Soak hands in warm soapy water containing an anti-bacterial liquid soap.
- ✚ Dry hands carefully with the towel. Put a tipped orange stick into cuticle remover and wipe over each cuticle. Dip hoof stick in the disinfectant and carefully push back cuticles in movement described.
- ✚ Wet cuticle knife to carefully lift the cuticle from the nail plate. Cuticle nippers to remove excess cuticle.
- ✚ Re-soak hands then pat dry. It is important to remove cuticle remover from your hands after application. Dry and apply a good moisturizer all over the hand and arm up to the elbow, as this is a place everyone tends to forget. Give massage manipulations.
- ✚ Clean the nails with cotton wool and enamel remover again to remove any oil from the moisturizer that is left on the nail plate.

- ✚ Apply base coat and wait for it to dry. Pick coloured enamel or frosted enamel and paint on, wait for the enamel to dry.
- ✚ Apply the topcoat to coloured enamels. If you do not wish to paint nails then just quickly go over them again with the buffer for a lovely shine.
- ✚ One last thing, use orange stick and enamel remover to remove all traces of enamel left on the skin to make a really neat job.

Hand massage

- Apply a hand lotion. Holding client's hand in the palm of your hand, apply the lotion to the back of the client's hand. Gently distribute the lotion to the wrist and the fingers.
- Place the client's elbow on the manicuring pillow. Hold the hand in an upright position, supporting it with your left hand. With your right hand, slowly bend the client's hand back and forth. All manipulations are repeated three times. While the hand is in this position, place the cushions of your thumbs in the palm of the client's hand and massage in a circular movement from wrist to fingers.
- Rest the client's arm on the manicuring table and put her hand in yours. Grasp each finger between your thumb and index finger and rotate it in a circular motion.
- Hold the client's hand in yours with both thumbs on the back of her hand at the wrist. Massage in a circular sliding movement down the back of the hand, following the line between the bones from the knuckles to the wrist.
- Rotate each finger-in a circular motion, beginning at the base and working up to the fingertip. Slide back and, with your thumb and fingers, pull down toward the fingertip.

Pedicure

Equipment & Material Required:

Emery board (nail file), nail cutter, cuticle cutter, cuticle pusher, nail brush, orange stick, foot scrapper, 2 basins, pumice stone, toe separator, cotton, towel, plastic sheet, exfoliator, nail enamel remover, liquid soap or shampoo, lukewarm water, antiseptic lotion, cuticle cream, massage cream, nail polish, foot powder, hydrogen peroxide etc.



Procedure of pedicure:

- Before beginning the procedure, make sure that you are properly prepared. Disinfect all hard surfaces, then wash your hands with soap and water.
- Submerge both the client's feet in the warm water, adding more water if necessary, to adjust the temperature to the client's comfort. Soak the client's feet for 5 minutes.
- Place a dry towel in your lap and remove one foot from the water to put over the towel. Pat the foot dry and remove the enamel from the toenails.
- Gently massage for 2 to 3 minutes, concentrating on areas of extreme dryness, then rinse and pat dry. Wrap the foot in a clean towel.
- Clean the foot with pumice stone, and dry, you are ready to proceed to the next part of the service.
- Trim the corner of the big toenail at a 45° angle.
- Use cuticle softener around the nails of the foot. Work gently to remove excess cuticle, using a cotton-tipped orangewood stick.
- Apply cuticle cream and massage it into the cuticle around the nail.
- Apply foot cream and massage the foot, paying special attention to rough areas such as the heels.
- After all toenails have been pedicured, rinse the foot in the bath and pat dry.
- Hold the foot at the edge of the pan, using the nail brush to remove the cuticle cream.
- Space the toes by placing folded cotton between nails.
- Apply a base coat.
- Apply nail polish to the toes of both feet. Allow polish to dry thoroughly.



Foot massage

- Apply lotion or cream to the foot.
- Start by placing both thumbs on the instep bracing the front with the fingers on the bottom of the foot. Using a firm rotating movement, working down to the center of the toes.
- Slide back to the instep and repeat the same movement.
- Continue to massage until you have covered the top of the foot completely.
- holding the heel of the client's foot in your left hand, rotate each toe three times.
- With the foot in an upward position, massage the sole of the foot from the heel to the toes by rotating them in small circles with your thumbs.
- Slide your right hand to the ankle and rotate the foot.



For foot Reflexology use thumb pressure on reflex points as shown in the picture to gain the benefits.

Precautions for manicure and pedicure

- Ensure proper hygiene. Use clean and fresh tools for each client.
- Make comfortable sitting arrangement for the client.
- Be very careful when trimming nails and cuticle. Apply an antiseptic ointment in case you have injured the area.
- Wipe and dry hands and feet after every step.

Activity: “Things I should know & care while doing manicure and pedicure”?

- The trainer will explain about manicure and pedicure along with their benefits for hands and foot.
- She will ask the participants to help her in organizing the things for manicure and pedicure.
- She will demonstrate the process of manicure and pedicure one after another & ask the participants to help her in doing different things.
- The trainer will tell about the things to care during the manicure and pedicure.
- The participants will ask questions to the trainer if they have doubts in any steps.
- The trainer will ask participants to make pairs of two to practice manicure and pedicure on each other.
- The trainers will guide the participants while they are practicing different steps.
- After completing the manicure and pedicure procedure, the pairs will assess the result of each other and give their comments.

Session 18:

Making a budget

Determining the startup cost for my beauty parlour

Activity: 'What are the things I need'?

The participants will make a list of the things they need to start up their shops.

- The trainer will distribute a piece of paper to each participant.
- Each participant will make a list of the things that she needs to start up her beauty parlour.
- Each of them will present her list to the group.
- The trainer will add things needed if any more on the basis of the example given below.

Let's take an example of Payal. She wants to start a beauty parlour. She made a list of things she would need to start the grocery shop, such as:

1. 1 room with lights, fan with ventilation & curtains on the door

2. 2 chairs and one bench
3. One mirror with racks to put items
4. Beautician & makeup items like lotions, creams, facial cleansers with toning lotion etc.
5. 2 Water spraying bottles
6. Set of hair combs, brushes, scissors, tissue paper, towels, masks, curling and bending pins etc.
7. First aid kit
8. Leaflets for advertisement
9. A sign board of her beauty parlour

Activity: 'How much money I need for each of the things?'

- The participants will put an estimate price for each of the things in their lists.
- The participants should consider if they can find some of the things without spending any money or by spending less.
- Each participant will present their start-up cost to the group.
- The group will comment and conclude the point.

Estimating Fixed and Variable Monthly Expenses

Fixed Monthly expenses may include rent, electricity, utilities, phone, publicity, etc. Monthly variable costs may include purchasing costs of cosmetics & beautician items and tools and transport costs, etc.

Activity: 'My fixed and variable costs'

- The trainer will distribute a piece of paper to each participant. He will explain what fixed and what variable cost are for a beauty parlour.
- The participants will make two columns and calculate fixed and variable cost for their businesses for a month.
- Two participants will present their calculations. The group will discuss their presentations, correct them if they have made any mistakes

Estimating Monthly income of my beauty parlour

Activity: 'My monthly income'

- Each participant will make a monthly estimated income from beautician services. She can take support from the other participant in her pair.
- Each participant will fix a price for various beauty services they want to provide by analyzing the conversation about price with the beauty parlor owners and village women during the field visits.
- This time two other participants will present their monthly estimated income.

Putting everything together

By putting the start-up cost, fixed and variable cost and monthly estimated income together, we can make the budget.

Activity: 'Putting everything together'

- The trainer will distribute a copy of a six-month budget format to each participant that they have used during the FEST. The participants will work in pairs or in Trios.
- Each participant will put all her calculations into the budget format.

Session 19:

Dealing with customer

A satisfied customer become a regular customer. Therefore, paying special attention to their satisfaction can attract more customers on regular basis. It is therefore recommended that:

- A beautician should always talk and discuss the process with the client before starting the process. She should work according to the client's expectations and personal preferences.
- Always pausing between the process and seeking the opinion of client about the process
- A beautician should never impose her choice or opinion on the client. She may only suggest customer to make final decision.
- She should ensure the comfort of the client with regard to seating, temperature, use of products, hygiene etc.
- She should make the customer feel welcome.

Here are some of the most common expectations that customers seek from a beautician, by meeting which a beautician can create good customer base.

- Fast, efficient and accurate service
- High quality products at a competitive price
- Friendly, helpful to provide information and answer questions
- Prompt responses to their enquiries, whether online, by phone or in person
- Sufficient stock to meet their needs without long waits

Activity: How to deal with the customer

- The trainers will explain about how to deal with customer for meeting their expectations and to make them their regular customers.
- The trainer will ask the participants to discuss in Trio and add some points on how to deal with the customers.
- Each Trio/pair will present their discussions and additional points to the group.

Parlour hygiene

To provide a pleasant ambience and in order to prevent spreading infections an owner of beauty parlour need to observe strict hygiene of the self and the parlour like:

- Keeping the parlour neat and clean by regular sweeping, mopping, dusting, deep cleaning etc.

- All tools and equipment must be kept clean by using appropriate cleaning medium.
- Disinfectants can be used after cleaning of tools and equipment.
- Regular spraying of insecticides can prevent breeding of mosquitoes and flies.
- Using of clean towels, aprons and sheets are advisable.
- Using covered dustbins and empty them regularly can prevent litter.
- A beautician should wear neat and ironed clothes, clean apron while working in the parlour.

Activity: Maintaining hygiene in my beauty parlour-

- The trainers will explain about basic parlour hygiene.
- The trainer will ask the participants to make and present a check list to maintain good hygiene in their beauty parlour.

Session 20:

Concluding the training

- The trainer will ask the participants to share their learnings from the training.
- The participants will share what they learned from the training and how they will use the learning in starting and running their beauty parlour businesses.
- The trainer will give her concluding remarks and wish all the participants for success in their businesses.

Materials required for the training

- a board and pieces of chalk
- beauty products and equipment that to be used during the training
- notebook and pen
- a convenient room for the participants to practice beauty services

