

● **MILADY STANDARD COSMETOLOGY COURSE MANAGEMENT GUIDE
CLASS SIGN-IN SHEET 3.0**

INSTRUCTOR NAME: _____

DATE TAUGHT: _____

SUBJECT: ORIENTATION

TOPIC: YOUR PROFESSIONAL IMAGE

LESSON OBJECTIVES:

Upon completion of the lesson, the student will be able to:

1. Understand personal hygiene.
2. Explain the concept of dressing for success.
3. Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movements.

IMPLEMENTS, EQUIPMENT, SUPPLIES REQUIRED:

Student	Instructor	Items
x	x	<i>Milady Standard Cosmetology</i>
x	x	<i>Milady Standard Cosmetology Theory Workbook, Practical Workbook, and Study Guide: The Essential Companion</i>
x		Student notebook
x		Pens, pencils

TEACHING AIDS (Audio/visual equipment, handouts, etc. used by Instructor):

1. Board
2. LCD Projector and *Milady Standard Cosmetology Instructor Support Slides* OR Overhead Projector and Transparencies
3. *Milady Standard Cosmetology DVD Series* and DVD player

FACILITY: Theory Classroom

TIME ALLOTMENT: 1–2 hours (adjust based on school schedule and student activities/participation)

PRIOR STUDENT ASSIGNMENT:

1. Read Chapter 3, *Milady Standard Cosmetology*

EDUCATOR REFERENCES:

1. *Milady Standard Cosmetology*
2. *Milady Standard Cosmetology Theory Workbook, Practical Workbook, and Study Guide: The Essential Companion*

Student Signatures	Student Signatures

(If more space is needed, use reverse side of form.)

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NOTES TO EDUCATOR:

1. Review chapter, entire lesson plan, and *Milady Standard Cosmetology Instructor Support Slides* prior to lesson.
2. Review Learning Reinforcement ideas/activities and predetermine which are to be used.
3. Check the projector to ensure it is working properly.
4. Gather all materials and supplies needed for demonstrations prior to starting class.
5. Have students sign in for class and document attendance based on school's procedure.
6. During the Instructor preparation time and while students are entering and getting settled for the class, have the first *Milady Standard Cosmetology Instructor Support Slide* containing the inspirational quote projected (or write it on the board or flip chart). This will help get instructors and students into the appropriate mind-set for learning and for the day.
7. The information found in this lesson correlates to the information found in Chapter 3 of *Milady Standard Cosmetology Course Management Guide*, 2008 edition.

LEARNING MOTIVATION (WHY?)

First impressions matter a lot, and because you are in the image business, how you look and present yourself has a bigger than usual impact on your success. If you are talking about style, then you need to look stylish; if you are advising your clients about makeup, your makeup must be current and beautifully applied. If you are recommending hand care services, your hands and nails should be well groomed. When your appearance and the way that you conduct yourself are in harmony with the beauty business, your chances of being successful increase dramatically!

Of course your personality and abilities also come into play, but how you look is the first and most important clue that leads potential clients to decide that you can make them look great. Add your behavior, the attitude you project, the way you interact with others, your communication skills, and how you physically hold yourself, and you create a complete, professional image. Ideally, you should present a great total package.

Maintaining a healthy body and mind are both critical for projecting the best possible image, whether in your personal or your professional environment. There are some general guidelines that will help you do just that. We're going to discuss those guidelines and much more in today's lesson. By the time we conclude this class, there will be no doubt in your mind as to the importance of your professional image for the attainment of your success.

Inspirational Thought for the Day:

"If we do not plant knowledge when we are young, it will give us no shade when we are old."

—Lord Chesterfield

PRESENTATION OF THE SKILLS AND/OR INFORMATION LESSON PLAN 3.0

SUBJECT OUTLINE

IN-DEPTH NOTES

(Information to share during presentation)

I. YOUR PROFESSIONAL IMAGE

ACTIVITY: Divide students into small groups and have them share meaningful stories about a person who really impressed and inspired them for the good, someone who had a real impact on them. Give them about 10 minutes for discussion and then have them decide which person they will report to the full group. As time permits, have each group report to the full class on one of the people discussed in their group.

As the groups report on their chosen person, have a volunteer act as "scribe" and record a list of characteristics on the board or flip chart that apply to those impressive people. Discuss the qualities that all these impressive people had in common. What seems to be the primary ingredient for an excellent professional image?

NOTE: After activity, move into the lesson plan.

The impression you project through your outward appearance and your conduct in the workplace

A. PROFESSIONAL IMAGE DEFINITION

II. BEAUTY AND WELLNESS

A. PERSONAL HYGIENE

The daily maintenance of cleanliness by practicing good personal habits

B. HYGIENE PACK CONTENTS

1. Toothbrush and toothpaste
2. Mouthwash
3. Sanitizing wipes or liquid
4. Dental floss
5. Deodorant or antiperspirant

C. HYGIENE PACK USE

1. Wash hands often
2. Use deodorant or antiperspirant
3. Brush and floss teeth
4. Use mouthwash and breath mints
5. Perform self-checks periodically

D. SMOKING

Try not to smoke while working. If you cannot wait until after work, smoke outside or in well-ventilated area at least half an hour prior to serving a client. Brush your teeth, use mouthwash, and wash hands after smoking if still serving clients.

SUBJECT OUTLINE

IN-DEPTH NOTES

*(Information to share during presentation)***III. APPEARANCES COUNT****A. GOOD GROOMING REQUIREMENTS**

1. Put thought into appearance
2. Keep haircut and color fresh
3. Keep skin well-groomed
4. Maintain well-groomed nails
5. Change style frequently

Use sun block.

Change as often as you feel comfortable and keep up with trends.

B. PERSONAL GROOMING AND DRESSING FOR SUCCESS

1. Image should be consistent with salon
2. Clean, fresh, and stain-free
3. Functional as well as stylish
4. Accessorize without distracting
5. Comfortable, well-fitting shoes

Clothing should reflect the fashions of the season.

C. WEARING MAKEUP IN THE SALON

1. Accentuate your features
2. Mask less flattering features
3. Be guided by salon's image

D. BEHAVING PROFESSIONALLY

1. Keep a positive attitude
2. Project a positive image
3. Be polite
4. Gain mentors by being helpful

IV. YOUR PHYSICAL PRESENTATION**A. POSTURE AND DEPORTMENT**

1. Keep neck elongated
2. Balance neck above shoulders
3. Lift upper body with chest out
4. Hold shoulders level and relaxed
5. Sit with back straight
6. Pull abdomen in and flat

B. ERGONOMICS – DEFINITION

1. *Webster's*
2. *Safety and Health in the Salon*
By Dennis Nelson

An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.

The study of human characteristics for the specific work environment. Ergonomics attempts to "fit the job to the person and sometimes includes human factors engineering."

SUBJECT OUTLINE

IN-DEPTH NOTES

*(Information to share during presentation)*3. *Milady's Standard Cosmetology*

The science of designing the workplace as well as its equipment and tools to make specific body movements more comfortable, efficient, and safe. Ergonomics fits the job to the person.

C. MUSCULOSKELETAL DISORDERS

Hundreds of cosmetology professionals are reported to have musculoskeletal disorders

D. SELF-MONITORING OF STRESSFUL REPETITIVE MOTIONS

1. Gripping, squeezing too tightly
2. Bending wrist up/down constantly
3. Holding arms away from body
4. Holding elbows more than a 60-degree angle away from body for extended periods
5. Bending forward and/or twisting toward client

D. MEASURES TO AVOID PROBLEMS

1. Keep wrists in a straight or neutral position.
2. Have nail client extend hands across the table to you.
3. Use ergonomically designed implements.
4. Keep back and neck straight.
5. Stand on an anti-fatigue mat.
6. When cutting, sit if possible. When standing, stand correctly.

Stand with legs hip-width apart, bend knees slightly, and align your trunk with your abdomen.

E. QUICK EXERCISES FOR WRISTS

1. Stand up straight.
2. Raise both arms straight out.
3. Bend wrists so fingers point upward and hold for 5 seconds.
4. Hold wrists steady and turn your so fingers face floor and hold for 5 seconds.
5. Repeat cycle five times.

F. QUICK EXERCISES FOR FINGERS

1. Get a tennis or tension ball.
2. Grip ball tightly for a five count and release.
3. Repeat five times.

SUBJECT OUTLINE

IN-DEPTH NOTES

(Information to share during presentation)

G. QUICK EXERCISES FOR SHOULDERS

1. Stand straight and shrug shoulders upward.
2. Roll shoulders back and hold for a five count.
3. Reverse direction and roll shoulders forward for a five count.
4. Repeat five times.

SUMMARY AND REVIEW

Your professional image is yours to create and define. Once you've identified the image you most want to project and have taken ownership of it, your professional life will grow and flourish. Through today's lesson we have established that our professional image is comprised of much more than just our outer appearance. If we work in an environment that has any physical discomfort built into it, we need to try to counter the problem by including regular stretching intervals to break up the repetitiveness of the motions we use. In addition, we must put our health first before any tasks at hand.

LET'S REVIEW:

1. What are four good personal hygiene habits?

Answer:

- Wash your hands throughout the day as required, including at the beginning of each service.
- Use deodorant or antiperspirant.
- Brush and floss your teeth, and use mouthwash or breath mints throughout the day as needed.
- Do self-checks periodically to ensure that you smell and look fresh.

2. What is the best way to ensure you are dressed for success?

Answer: "Tune in" to your salon's culture and clientele, so that you can make the best clothing choices.

3. What are four ways you can avoid ergonomic-related injuries?

Answer:

- Use ergonomically designed implements.
- Keep your back and neck straight.
- Stand on an anti-fatigue mat.
- When cutting hair, sit if you can. When standing to cut, position your legs hip-width apart, bend your knees slightly and align your trunk with your abdomen.

LEARNING REINFORCEMENT IDEAS AND ACTIVITIES

1. Have students complete Chapter 3 of *Milady Standard Cosmetology Theory Workbook, Practical Workbook, and Study Guide: The Essential Companion*.
2. Have students complete review and final testing with *Milady Standard Cosmetology Online Licensing Preparation*.
3. Have students work in small groups of three to five people and discuss experiences they have had when professionals they have dealt with did NOT practice the elements discussed in this chapter on Professional Image. Have them identify specific cases, state why the results were negative, and provide a solution or identify changed behavior that would have had a more positive effect. Have them report back to the whole class. You may want to assign specific topics to the groups such as:
 - Health, posture, physical presentation
 - Personality, bad manners
 - Poor appearance and grooming
4. Invite a nutritionist and/or professional image consultant to the school as a guest speaker to provide additional information on this important subject.

5. Assign for extra-credit essays on the various topics such as: nutrition, personality development, developing communication skills, professional ethics.
6. On the lines below, write any activities, assignments, or ideas that have been used effectively with this lesson in order to aid other instructors who may use this lesson plan in the future:

TEST—CHAPTER 3—YOUR PROFESSIONAL IMAGE

1. The impression you project as a person engaged in the cosmetology profession that consists of your outward appearance, your behavior, your attitude, the way you interact with others, your communication skills, and how you physically hold yourself is known as _____.
 - a) code of conduct
 - b) work professionalism
 - c) professional image
 - d) work ethic
2. The daily maintenance of cleanliness and healthfulness through certain daily practices is known as _____.
 - a) public sanitation
 - b) health awareness
 - c) public hygiene
 - d) personal hygiene
3. Regardless of your salon's dress code, your clothing should always be clean, fresh, functional, and _____.
 - a) subdued
 - b) stylish
 - c) plain
 - d) bright
4. The most important point to keep in mind about makeup is that it should _____ your best features and mask your less flattering ones.
 - a) minimize
 - b) reduce
 - c) lessen
 - d) accentuate
5. To a large degree, your physical presentation is made up of your posture and walk, and should convey an image of _____.
 - a) confidence
 - b) attitude
 - c) arrogance
 - d) meekness
6. Your _____ shows off your figure and conveys an image of confidence.
 - a) attitude
 - b) spirit
 - c) philosophy
 - d) posture
7. An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely is known as _____.
 - a) economics
 - b) ergonomics
 - c) physics
 - d) basics
8. One measure that can be taken to prevent injury on the job is to break up the repetitiveness of motions used by including:
 - a) regular stretching exercises
 - b) occasional bending and twisting
 - c) gripping implements tightly
 - d) holding arms away from body

9. Another measure that can be taken to prevent injury on the job is holding implements so that the wrist is in a relatively _____ position.
- a) vertical
 - b) angled
 - c) upright
 - d) neutral
10. Stressful, repetitive motions have a cumulative effect on the muscles and _____.
- a) skin
 - b) joints
 - c) eyes
 - d) lungs

TEST—CHAPTER 3—YOUR PROFESSIONAL IMAGE ANSWER KEY

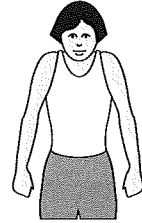
1. c
2. d
3. b
4. d

5. a
6. d
7. b
8. a

9. d
10. b

HAND, WRIST, AND FOREARM STRETCHING EXERCISE

1. While standing, shrug shoulders and hold for the count of eight.



2. Raise your arms above head, stand on your toes, and clench your fists. Hold for the count of four.



3. Spread fingers apart. Rotate hands clockwise four times, then counter-clockwise four times.



4. While standing or sitting, put hands together in praying position, just touching the chest. Raise elbows until you feel pulling in your forearm. Count to eight.



5. Put back of hands together with fingers pointing down, and hold wrists in forced flexion. Count to eight. If this causes numbness and tingling, you may have Carpal Tunnel Syndrome (CTS).

**LP 3.0, H-1a**

6. With wrists in maximum extension (bent back as far as possible) and fingers out, flex thumb and each subsequent finger to palm of hand. Repeat with all of the fingers (in reverse order) until you get back to the thumb. Repeat with the other hand.



7. Holding palm up, move a golf ball around in your hand using your fingers only. Continue this exercise for a count of eight. Repeat with the other hand.
8. Squeeze a rubber ball or a spring hand grip to strengthen your wrist muscles; count to eight. Repeat with the other hand.
9. Using a wide rubber band or tubing, practice extending and flexing each wrist in each direction. Use stronger bands as your strength increases.
10. Tie one end of a rope to the middle of a broom handle and the other end to a 1-lb weight. With palms down, turn the handle to wind up the rope and the weight. Keep your hands level with the arm, turn the handle with your fingers. Repeat the exercise with the palms up.

LP 3.0, H-1b

