

## **Wellness of the Salon Professional (2 hours)**

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### **Module 1: Self Care and Personal Health (1 hour)**

#### **Learning Objectives:**

- List the foods of a healthy diet
- Identify the positive effects of exercise on the body
- Explain how posture correlates with good health
- Describe the science behind proper sleep
- Describe in brief the history behind hygiene
- Identify the cause and effect of perspiration
- Explain how bacteria plays a part in hygiene
- List ways to perform personal care techniques

**Introduction:** The information contained in this lesson reviews very important principles of self care and personal health.

## **A healthy diet**

is one of the most important things you can do to help your overall health.

Along with physical activity, your diet is a key factor that affects your weight.

**Having a healthy weight for your height is important.**

Being overweight or obese increases your risk of heart disease, diabetes, high blood pressure, cancer, stroke, arthritis, osteoarthritis, gallbladder disease, sleep apnea and breathing problems.

Dietary Guidelines for a healthy diet are: fruits, vegetables, whole grains, and fat-free or low-fat milk products; lean meats, poultry, fish, beans, eggs, and nuts; and a diet low in saturated fats, cholesterol, salt, and sugar.

### **Dining Out**

Make substitutions, like having steamed vegetables instead of fries.

Choose lean meat, fish, or skinless chicken.

Choose broiled, baked, grilled, steamed, or poached meats. Ask for baked, boiled, or roasted potatoes.

Order vegetable side dishes without butter or sauce.

Use low-fat salad dressing or lemon on your salad. Order fresh fruit or fruit sorbet in place of cake, pie, or ice cream desserts.

### **Portion Awareness**

**Eating the right amount of food at each meal is important. Even if you are a healthy eater, you could hurt your efforts by eating more than the recommended amount of food.**

## **Here are some examples of serving sizes.**

- A serving of meat, boneless and cooked is two to three ounces, or roughly the size of the palm of your hand or a deck of cards.
- A serving of chopped vegetables or fruit is 1/2 cup. A serving of fresh fruit is one medium piece.
- A serving of cereal is 1/2 cup.

A healthy diet will help you either lose weight or keep you at a healthy weight.

It is well balanced with foods from all food groups: fruits, vegetables, whole-grains, lean meats or soy and fat-free or low-fat milk products.

**A health diet is low in fat, and cholesterol.**

**Beneficial oils come from fish, nuts, and vegetable oils.**

**The color of fruits and vegetables play a roll in the amount of nutrients they contain.**

The deeper the color, the more nutritious they have.

A healthy diet: will provide a well balanced supply of sufficient fiber and nutrient-dense whole foods such as whole grains, fruits and vegetables.

### **Exercise**

Exercise is very important for personal health.

Being physically active can provide many benefits:

- It lowers your risk of getting heart disease, stroke, high blood pressure, colon cancer, and diabetes.
- It lowers high blood pressure.
- It helps keep your bones, muscles, and joints healthy.
- It reduces anxiety and depression and improves your mood.
- It gives you more energy.
- And it helps you sleep better.

**We should all get at least 30 minutes of moderate physical activity per day.**

Most people can get even greater health benefits by being physically activity for a longer duration and with more intensity.

**Here are some tips that will help motivate you to participate in physical activity:**

- Choose an activity that's fun.
- Alternate your activities, so you don't get bored.
- Doing housework, gardening, yard work, and walking the dog are great to get you moving.
- Create opportunities for activity, such as parking your car farther away,  
taking the stairs instead of the elevator.
- Exercise with a friend or family member.
- Make your activity a regular part of your day, so it becomes a habit.

It's easy to see how important diet and exercise is to our wellness.

Let's turn our attention to another important topic for all Professional Cosmetologists: **Posture**

### **Posture**

**Posture is the position that you hold your body while standing, sitting or lying down.**

Good posture involves training your body to stand, walk, sit and lie in positions where the least strain is placed on supporting muscles and ligaments during movement or weight-bearing activities.

- **Proper posture will keep your bones and joints in the correct alignment so that your muscles are being used properly.**
- Proper posture will help decrease the abnormal wearing of joint surfaces that could result in arthritis.
- It will decrease the stress on the ligaments holding the joints of the spine together.
- It also prevents the spine from becoming fixed in abnormal positions.
- Proper posture will prevent fatigue because muscles are being used more efficiently, allowing the body to use less energy.
- It will prevent strain or overuse problems that result in backache and muscular pain.
- And of course we know that good posture contributes to a healthy appearance.

### **The Correct Standing Position**

1. Hold your head up straight with your chin in. Do not tilt your head forward, backward or sideways.
2. Make sure your earlobes are in line with the middle of your shoulders.
3. Keep your shoulder blades back and down.
4. Keep your chest up.
5. Keep your knees straight but not locked.
6. Stretch the top of your head toward the ceiling.
7. Tuck your stomach in. Do not tilt your pelvis forward or backward.
8. The arches in your feet should be supported.
9. Avoid standing in the same position for a long time.
10. If possible, adjust the height of the work table to a comfortable level.
11. When standing, try to elevate one foot by resting it on a stool or box. After several minutes, switch your foot position.

### **Correct Positions for Stooping, Squatting and Kneeling**

- Decide which position to use.
- Kneel when you have to go down as far as a squat.
- For each of these positions, face the object, keep your feet apart, tighten your stomach muscles and lower yourself using your legs.

So we see how Diet, Exercise and Posture are key elements in our wellness.

## How About Sleep?

Getting a good night's sleep is the best way to insure that you have days full of energy with a positive mood.

**Here are some tried and true rules to help you sleep better.**

**Maintain a regular bed and wake time schedule including weekends.**

**Our sleep-wake cycle is regulated by a circadian clock in our brain and the body's need to balance both sleep time and wake time.**

A regular waking time in the morning strengthens the circadian function and can help with sleep onset at night.

That is also why it is important to keep a regular bedtime and wake-time, even on the weekends when there is the temptation to sleep in.

Establish a regular, relaxing bedtime routine such as soaking in a hot bath or hot tub and then reading a book or listening to soothing music.

A **relaxing** routine activity right before bedtime, conducted away from bright lights, helps separate your sleep time from activities that can cause excitement, stress or anxiety.

**Both bright light and excitement make it more difficult to fall asleep, get sound and deep sleep or remain asleep.**

Avoid arousing activities before bedtime like working, paying bills, engaging in competitive games or family problem-solving.

Some studies suggest that **soaking in hot water** such as a hot tub or bath before retiring to bed can ease the transition into deeper sleep.

**Avoid exposure to bright light** before bedtime because it signals the neurons that help control the sleep-wake cycle that it is time to awaken, not to sleep.

**Create a sleep-conductive** environment that is dark, quiet, comfortable and cool.

Design your sleep environment to establish the conditions you need for sleep – cool, quiet, dark, comfortable and free of interruptions.

**Make your bedroom reflective of the value you place on sleep.**

- Check your room for noise or other distractions such as light, or another person's snoring.
- Consider using blackout curtains, or a sleep mask.
- Sleep on a comfortable mattress and pillows.
- Make sure your mattress is comfortable and supportive.

**Use your bedroom only for sleep.**

It is best to take work materials, computers and televisions out of the sleeping environment.

Use your bed only for sleep to strengthen the association between bed and sleep.

If you associate a particular activity or item with anxiety about sleeping, omit it from your bedtime routine.

For example, if looking at a bedroom clock makes you anxious about how much time you have before you must get up, move the clock out of sight.

Do not engage in activities that cause you anxiety and prevent you from sleeping.

Diet, Exercise, Posture and Sleep are key elements in the wellness of the Professional Cosmetologist. Participating in good health practices is the best reward we can give ourselves!

## **Hygiene, Grooming and Body Maintenance**

The origins of personal cleanliness:

Since water is essential for life, the earliest people lived near water and knew something about its cleansing properties..

A soap-like material found in clay cylinders during the excavation of ancient Babylon is evidence that soap making was known as early as 2800 B.C.

Inscriptions on the cylinders say that fats were boiled with ashes, which is a method of making soap.

Records show that ancient Egyptians bathed regularly.

They combined animal and vegetable oils with alkaline salts to form a soap-like material used for treating skin diseases, as well as for washing

At about the same time, Moses gave the Israelites detailed laws governing personal cleanliness.

He also related cleanliness to health and religious purification.

Biblical accounts suggest that the Israelites knew that mixing ashes and oil produced a kind of hair gel.

The early Greeks bathed for aesthetic reasons and apparently did not use soap.

Instead, they cleaned their bodies with blocks of clay, sand, pumice and ashes, then anointed themselves with oil, and then scraped off the oil and dirt.

They also used oil with ashes. Clothes were washed without soap in streams.

Soap got its name, according to an ancient Roman legend, from Mount Sapo, where animals were sacrificed.

Rain washed a mixture of melted animal fat, or tallow, and wood ashes down into the clay soil along the Tiber River. Women found that this clay mixture made their wash cleaner with much less effort.

Commercial soap making in the American colonies began in 1608. However, for many years, soap making stayed essentially a household chore.

Eventually, professional soap makers began regularly collecting waste fats from households, in exchange for some soap.

Soap making was one of America's fastest-growing industries by 1850.

At the same time, its broad availability changed soap from a luxury item to an everyday necessity.

Household detergent production in the United States began in the early 1930s, but did not really take off until after World War II.

**The first detergents were used chiefly for hand dish washing and fine fabric laundering.**

The breakthrough in the development of detergents for all-purpose laundry uses came in 1946, when the first detergent was introduced in the U.S.

By 1953, detergents replaced soap-based products for laundering, dish washing and household cleaning.

Detergents are also found in many of the bars and liquids used for personal cleansing.

### **Perspiration**

We perspire to regulate our body temperature, but changes in diet, exercise, medical conditions or even the weather can increase the amount we sweat.

**Sweat is a mixture of water, sodium and chloride and does not smell until it comes in to contact with bacteria.**

Antiperspirants stop sweating by using zirconium and aluminum.

The astringent ingredients limit the amount of sweat produced.

Deodorants mask the smell of sweat but do not prevent sweating. They contain a fragrance or have anti-bacterial ingredients which minimize the odor-producing bacteria.

Deodorants may limit the smell, but they will still leave you with the wetness. If you don't like the idea of stopping your body from sweating, deodorants are the best answer.

Most antiperspirants also contain a fragrance, although you can get unscented ones.

### **Bad Breath**

The main cause of halitosis, bad breath is a buildup of food particles in the mouth and the bacteria that result.

Here are some helpful tips to keep your breath in check:

- Visit your dentist at least every six months for cleanings and checkups to keep your mouth free of plaque buildup and other problems that may lead to bad breath.
- Watch your consumption of foods such as garlic, onions, proteins, sugars, coffee and alcohol. These foods cause bad breath.
- Brush your teeth and tongue twice a day to remove food particles and plaque, and floss between your teeth.
- **Use a mouth wash with antiseptic ingredients.**

If bad breath persists, check with your dentist. Bad breath might be a warning sign of other health problems.

### **Foot Care**

- Wash your feet daily.
- Rinse off all soap and dry thoroughly, especially between toes.
- Trim nails straight across, and not too short.
- Don't cut out or dig at corners.
- Do not trim, shave, or use over-the-counter medicines to dissolve corns or calluses
- Wear clean socks or stockings, changed daily.
- Don't wear shoes that are too short or too tight.



## **Shoes**

Some people's feet sweat more than others, and are more prone to athlete's foot.

A good idea to keep feet fresh is to switch shoes from day to day and use foot powder.

Wearing shoes that have synthetic materials are contributing factors of the production of excessive perspiration and the growth of bacteria.

## **Hand Care**

Hands are the most visible parts of you, but they also take a lot of abuse.

You use them in everyday activity, and yet, they are the ultimate accessory.

Keep your hands and nails in good condition just like you would tell your Salon Clients.

This is very important for personal service workers not only for your health but for your appearance.

In addition, washing your hair, brushing your teeth, manicuring your nails and taking your vitamins are body maintenance routines that we must do on a daily basis.

Personal service workers need to take the same good advice they would give their clients.

## **Summary**

We can now list the foods of a healthy diet, identify the positive effects of exercise on the body, and explain how posture correlates with good health. We can describe the science behind proper sleep, and the reasons for proper hygiene. And last but not least, we can list the ways the professional salon worker can effectively perform personal care practices.

## **Module 2: The Salon Team (1 hour)**

### **Outline**

- Preparing for the Job Interview
- Job Applications
- Prospering In The Salon
- Glossary

### **Key Terms**

*accomplishments*

*attitude*

*employment*

*enthusiasm*

*evaluation*

*integrity*

*motivation*

*portfolio*

*prosper*

*resume*

*revenue*

*role-play*

*subordinate*

### **Introduction**

In this study module, we will discuss ways of successful preparation for a job interview, what to expect on job application forms, and how to prosper once you do get the job.

Advance preparation in several crucial areas can determine success or failure.

## **Preparing for the Job Interview**

### **Resume Review:**

Preparing for the face to face interview includes reviewing your resume.

- Does your resume represent your abilities and accomplishments in your job and training?
- Does it make your reader inquisitive and want to learn more?
- Is the format neat and easy to read with content that emphasizes your skills?
- Is all information relevant to the job you are seeking?
- Is it a relatively complete and well-rounded overview?

### **Portfolio Review:**

Preparing for the face to face interview includes reviewing your portfolio.

Did you include:

- diploma
- awards and Certificates of Achievement
- resume
- letters of reference from former employer(s)
- continuing education certificates
- memberships of Cosmetology organizations
- before and after photos
- other relevant documentation

Now would be the time to remove anything from your resume or portfolio that doesn't fit in with your overall purpose.

### **Now let's focus on wardrobe.**

Since you have previewed the potential establishment, you now have an idea of what they consider the image appropriate for their salon.

You should try to mirror this as closely as possible.

You want to look like you could begin work the day you are interviewed with no changes needed.

You might be asked to return for a second interview so have ready a second outfit for that purpose.

**Consider these points:**

- Is your outfit appropriate for that position?
- Is it an up-to-date fashion and does it fit well?
- Are your accessories appropriately sized and not noisy?
- Are your fingernails clean and manicured?
- Is your hair style up to date and flattering?
- Ladies, is your make-up up-to-date and appropriate?
- Men, are you clean shaven and/or your facial hair appropriately trimmed?
- Is your cologne or perfume lightly applied?
- Are you carrying a handbag or briefcase but not both?

In addition to your resume and portfolio, you will need to have a list of names and dates of former employment, education and references.

**Be ready for the questions!**

You may not be a professional “interviewee” but there is a good chance that your future employer is a professional “interviewer”.

She will be ready to ask the hard questions whether or not you are ready to answer them, so be ready. There are certain questions that are often asked by employers.

You can be ready and even rehearse your answers. Get a friend or family member to **role-play**.

It's a great way to put yourself at ease with having to think on your feet.

**Let's role-play right now!**

**Below are typical questions that are often asked during an interview.  
What would be your answers?**

What did you like best when your first began training in your field?
Are you regularly on-time for meetings and work-days?
What do you feel are your strongest skills? What areas do you feel are not as strong and why?

Are you a team player? Give me an example of when you were a team player.
Are you flexible? Give me an example of when you had to be flexible.
What is your ultimate career goal?
What days and hours are you available for work?
Do you have your own transportation?
Are there any problems that would prevent you from being employed full-time?
What assets would you bring to this position and to our salon?
Who is the most interesting person you have ever met? Why?
How do you handle difficult people?
How do you feel about retail?

- If you prepare ahead of time, you will be more relaxed and will give better answers.
- If you were told to be prepared to perform a service as part of the interview, you will need to prepare your model to ensure that she will meet interview standards.
- Discuss with her what to expect, what to wear, what not to wear and the need to arrive early.
- Gather all necessary gear to perform the service.
- Be careful to observe all modes of sanitation, storage and customary behaviors you normally would.

## The Interview

### Tips for the “face-to-face”:

- Be early.
- Smile.
- Use good posture at all times.
- Be courteous and polite at all times.
- Remain standing until asked to be seated or whenever you are aware that it is expected.
- Never chew gum or smoke even if offered to do so.
- **Do not bring food or drink.**
- Do not lean. Do not touch the interviewer except for a hand shake. Do not touch his desk or other items.
- Make a good first impression, be relaxed and confident.
- Speak clearly.
- Answer questions truthfully and do not speak longer than a couple of minutes about any given subject.
- Never criticize former employers.
- **Thank the interviewer at the end of the interview.**

**You will be asked by the interviewer if you have any questions. Never say no! It shows interest and enthusiasm to be inquisitive about your new job.**

### Here are a few questions that you can ask.

May I review the job description?
Is there a salon manual?
How does your salon advertise?
How long do your employees usually work here?
Does your company offer continuing education?

**Does your company offer benefits, medical insurance or paid vacations?**

What is your compensation plan?

When will the position be filled?

Should I follow up with you about your decision or will you be contacting me?

It probably wouldn't be necessary to ask all of the questions listed above, however, do ask the questions that are most important to you.

Pay attention to the interviewer's reactions to your questions. You will most likely be able to discern when it is a good time to end the conversation.

## **Employment Application**

Here is where you will use your prepared notes: dates of employment, addresses of former employers.

The application is always a mandatory addition to your resume. Employment applications will vary from company to company however there is a standard in which certain information is customary.

### **Read the following Sample Application:**

<b>Personal Information</b>		
Date	Telephone	Social Security Number
Last Name	First Name	Middle Name
Physical Address		
Do you have relatives that are employed with X Company?		Name:
Were you referred to this salon?		Name:
Desired Position		
Date you can start		Salary desired

Current Employer				
May we contact them?				
Have you ever applied for a position with our company before?				
Where?				
When?				
<b>Education</b>				
Name/ location of school			Years completed:	
Subjects studied:				
<b>Additional subjects studied:</b>				
What languages do you:				
Speak fluently?				
Read fluently				
Write fluently				
<b>List any US Military Service</b>		<b>Rank</b>	<b>presently serving?</b>	
<b>Do you serve in the National Guard Reserve?</b>				
<b>Employment History</b>				
List below the last three employers, beginning last one first.				
<b>Date:</b> <b>month/year</b>	<b>Name and</b> <b>Address of</b> <b>Employer</b>	<b>Position</b>	<b>Reason for</b> <b>leaving</b>	<b>Salary</b>
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
<b>References:</b>				
List names of 3 people not related to you that you have known for one year or longer.				
<b>Name</b>	<b>Address</b>	<b>Business</b>	<b>Years known</b>	




**Physical Record**  
Do you have any physical disability that might affect your job performance?

Emergency Contact Person:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone \_\_\_\_\_

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I authorize all my statements in this application to be investigated. I understand that I can be dismissed from employment if any misrepresentation or omission of facts are present.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Prospering in the Salon

There are many ways to ***prosper***.

You prosper in your relationship with other professionals.

You prosper in your relationship with clients and management.

You prosper financially.

One of the basic tools to measure prosperity as a salon professional is your finances and income.

Financial prosperity comes with successful business practices.

It's our reward for excellence.

The personal service industry can be very challenging, especially if you are ever mistreated or disrespected by the people that you serve.

Prosperity in the knowledge that you have lasting integrity and honesty with those that you serve and those that you work with is immeasurable.

## Thriving or Surviving?

There are solid approaches to increase prosperity in the salon. Putting these approaches into action will help the salon professional to thrive.

Put others first. This sometimes means putting your own feelings aside while putting the client or the salon first.
Fulfill your word. Do what you say you will do. Be truthful and do not exaggerate.
Be on time. Your time is carefully scheduled and if you are late it will impact the client and your team. Arrive to work early enough to prepare your station and to prepare for your first client before she gets there.
Be grateful for your job. It is a privilege to have a job. Behave with a positive attitude and appreciation for it.
Be a problem solver. All places of employment has it's share of difficulties. You can assist in solving any problem that may arise. Think constructively and be the problem solver.
Respect all. No matter what is said or done, respect all at all times.
Learning for a lifetime. All of your professional life, there will be new things to learn. A mature professional always finds new things to learn.

## The Team

It's a give and take world no matter what the job. You can't always be a taker, you must contribute. Whether you contribute much or little, no kind deed goes unnoticed. A salon is the kind of team environment that provides the opportunity to exercise great artistic freedom. Many people are not so fortunate as to have a professional license and would love to take your place. No matter what the challenge, it is indeed a privilege to be on the team.

## Key Principles of The Team Mentality

### To be a good team player you should:

**Help others.** Do things not only to help yourself be successful but be concerned with helping others succeed. Go beyond the call of duty from time to time when you see someone needs assistance.

**Pitch in.** Join in to do tasks. Be self motivated. Do things because they need to be done. Don't wait to be instructed.

**Share your knowledge.** We are all in this together and if you can mention something that can enhance the knowledge of others it is always a good thing.

**Be positive.** Don't join in with those that have negative attitudes. Speak positive and think positive.

**Build relationships.** Get along with others. Have conversations and build a relationship between you and other team members.

**Resolve conflicts willingly.** Find solutions and be quick to forgive. Quickly resolve unpleasant issues so they do not grow into bigger problems.

**Be willing to be subordinate to your manager.** All employees must be able to be instructed by their manager. You must make an effort to show you are willing to be instructed.

**Loyalty.** Be loyal to your manager and to your salon.

### Please review the following definitions.

## Glossary:

<i>enthusiasm</i>	en·thu·si·asm [en-thoo-zee-az-uh m] Origin: c.1600, from M.Fr. enthousiasme, from Gk. enthousiasmos, "be inspired," *ardent and lively interest or eagerness
<i>motivation</i>	mo·ti·va·tion [moh-tuh-vey-shuh n] Origin: 1873, from motivate. Psychological use, "inner or social stimulus for an action," is from 1904 *desire to do; interest or drive
<i>portfolio</i>	port·fo·li·o [pawrt-foh-lee-oh, pohrt-] Origin: 1722, from It. portafoglio "a case for carrying loose papers," from porta, imperative of portare "to carry" + foglio "sheet, leaf," from L. folium. *a flat, portable case for carrying loose papers, drawings, etc.
<i>posture</i>	pos·ture [pos-cher] Origin: 1595–1605; < French < Italian postura < Latin positūra. *A position of the body or of body parts.
<i>prosper</i>	pros·per [pros-per] Origin: mid-15c., from O.Fr. prosperer (14c.), from L. prosperare "to flourish, succeed." *to be successful or fortunate, especially in financial respects; thrive; flourish.
<i>relevant</i>	rel·e·vant [rel-uh-vuh nt] Origin: 1560, from M.L. Relevantem *bearing upon or connected with the matter in hand; pertinent:
<i>role-play</i>	role-play [rohl-pley] Origin: 1945–50 *to assume the attitudes, actions, and discourse of another, especially in a make-believe situation in an effort to understand a differing point of view or social interaction:
<i>subordinate</i>	sub·or·di·nate [adj., n. suh-bawr-dn-it; v. suh-bawr-dn-eyt] Origin: 1425–75; late Middle English (adj.) < Medieval Latin subōrdinātus past participle of subōrdināre to subordinate, equivalent to Latin sub- sub- + ōrdin- (stem of ōrdō ) rank, order + -ātus -ate *placed in or belonging to a lower order or rank
<i>work ethic</i>	work ethic Origin: 1950–55 *a belief in the moral benefit and importance of work and its inherent ability to strengthen character.

## Summary

By professionally applying employment principles, practices and theories, the salon professional will have the best chance to get the job. Applying what you have learned about the job, can gr

## Course Conclusion

In this course o study, we have prioritized giving you the tools to take care of yourself and your working environment. The longer you can maintain personal health, the longer you can achieve your goals. We hope this study inspires you to make the most of your career in the beauty industry, and to live as an example to others as a happy and healthy salon team member. Thank you for your participation!eatly improve your chances amog other employment candidates

## Credits, References, and Resources

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U.S. Environmental Protection Agency <https://www.epa.gov/dictionary.com>

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