



**SINE
QUA
NON
CIVIL**

.....
**Assistant
Manual**

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ASSISTANT JOB DESCRIPTION

RESPONSIBILITIES

As a stylist, you represent the salon as a whole and should strive continually to exceed our customers' expectations. You should be a team player who constantly inspires, motivates, and works with the rest of the team. You should lead by example. Act professionally at all times and continually develop yourself.

QUALIFICATIONS & SKILLS

A successful graduate of cosmetology school and high school, with a valid Illinois Cosmetology License or Permit.

DUTIES & SCHEDULE

Assist stylists, coordinators, and managers at all Sine Qua Non locations when scheduled. Follow opening, daily, and closing procedures. Must work either Saturdays or Sundays. Take blowdry and child haircut appointments when necessary. Obtain management approval for all blocks/time off in schedule.

ATTENDANCE

Arrive 10 minutes before shift begins.
Attend all meetings promptly (staff, assistant, network educators, etc.)
Call management by 8:15am when you are sick and unable to work.
Do not call in sick when you are not.
Submit Time-Off requests at least one month in advance.
Requests should be submitted to the scheduling manager.

EDUCATION

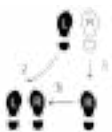
Participate in weekly education classes.
- Acquire models at least 2 days in advance of class.
Schedule your models two weeks in advance. Call models to confirm.
Attend all soirees, creative labs, and in-salon education events.

POLICIES

Personal belongings must be kept in the employee breakroom only.
No chewing gum while working.
No talking above the clients' head. Pay attention to your client.
Dress according to code and present yourself in a groomed and fashionable way.
No cell phones on the floor.
No reading magazines or sitting on the floor

SUPPORT PROVIDED

One-on-Ones with management
Monthly department meetings
Educational classes
Bi-Annual Reviews with owner
Assistant meetings before class



ASSISTANT DUTIES

This is a fast paced environment! You need to keep up and be moving constantly.

Be conscientious of the front desk: When the desk becomes busy, help maintain the client flow by taking/retrieving coats, beverages, etc. If you see that it is busy, greet guests waiting to check in.

Primary concern is to help stylists.

Treat the salon like your home when you are expecting guests.

- o Be aware of how all areas of the salon appear.
- o Check for magazines, empty cups, etc.
- o Keep restrooms tidy and mirrors clean.
- o Lower shades in waiting area when hot.
- o Be sure garbage and towel receptacles are NOT overflowing.
- o Keep stations clear of clutter.
- * Always leave at least ONE towel for stylist.
- * Put away magazines that are not in use by client.
- * Remove empty cups or offer refills.
- o Close doors on stations and lower chairs and position parallel to mirror.
- o Acknowledge guests when they arrive. This includes retail only clients – use the opportunity to educate the client on the products we offer and how to use them.
- o Don't forget about bathrooms.
- o Always work at a fast pace.
- o Be aware of stylists running behind schedule.
- o Help maintain Sine Qua Non's status as a high-end salon experience.

Front Desk

- o Use front desk staff as a resource
 - * Laundry
 - * Foils
 - * Don't be afraid to ask for their help if you are running behind.

Sweeping

- o Sweep hair before new client sits in chair
- o Quickly
- o Stay out of stylist's way when sweeping.
- o Not too detailed if it causes you to get in the way.
- o Use hair dryer to blow hair out from under chair to collect more easily.

Towels

- o Be aware of and try to avoid color staining.
- o Use poor looking and faded towels to clean. DO NOT put bleached out towels on clients.
- o Newer, dark towels – HAIRCUT ONLY!
- o Keep color towels separate.
 - * This includes color cart towels
 - * Arrange towels by degree of staining (left side = heavily used)
- o Phase out used towels
 - * Fraying edges = trim off hanging strings
 - * Heavily used = clean salon with these towels

- * Destroyed = throw away and notify manager of need for more
- * Throw out capes with holes

Windex hand mirrors often

Draping Clients – Be consistent and drape immediately after shampooing client.

- o Shampooing for haircuts
 - * Tell the client what cleanse and condition products you are using. If stylist doesn't specify a preference, use the opportunity to diagnose a good match for the client's hair texture.
 - * Ask client if temperature is okay.
 - * Ask client if pressure of scalp massage is okay.
 - * Clients love to have their hair washed, let them enjoy it, keep conversation to a minimum.
 - * Remove water from ears with towel before they sit up.
 - * Return client to chair with towel on shoulders, hair nicely combed out at bowl.
 - * Cape the client when they sit down
 - * Tell the stylist the client is in their chair
- o Color Service
 - * Have client change into gown.
 - Especially when in a high collar or nice clothing
 - * Color towel at neck with jaw clip to secure

Color Cart Setup

- o Highlight
 - * Foiling comb
 - * Foils
 - * Duckbill clips
- o Highlight & Color
 - * Foiling comb
 - * Foils
 - * Duckbill clips
 - * Color Towel w/ jaw clip
 - * Gloves in proper size for stylist
 - * Base for hairline protection
- o Single Process
 - * Color Towel w/ jaw clip
 - * Gloves in proper size for stylist
 - * Base for hairline protection

Foils

- o DO NOT cut with scissors
- o Make sure foils are NOT sticking together

Station Product Checks

- o Check for items that can be refilled
- o Label each product with the stylist initials
- o Do this inventory when there is no client at the station
 - * Best for early shift to address this issue

- o Ask stylists if they are missing anything
 - * Refill empty product
 - * Pull new product from retail area and notify front desk associate

Restocking Inventory

- o Put the right products where they belong
 - * Especially shampoo and conditioner that look alike
 - * For example, there are conditioners behind the shampoos.
- o Face Products
 - * Moving products to the front of the shelf, using clipboard to align them
 - * This must be done throughout and at the end of your shift
- o Restock
 - * Check every hour and just before closing time
 - * There should be as many pieces on the shelf as can fit
 - * For example, 8 for Bb. Shampoo and Conditioner
 - This must be done at the end of your shift*

Put away color bowls and brushes after cleaning

- o When cleaning Aveda brushes take the bristle part off to clean, color gets stuck in there.
- o Let bowls and brushes dry on a towel in color room if you cannot dry them off due to being too busy
- o Never stack wet color bowls!

Organize Color Room / Coffee Room

- o Developers sealed
- o Color stocked and put back in place
- o Counter tops free of food and garbage (throw everything out at end of the night)
- o Restock cups
- o Do dishes
- o Maintain laundry
- o Stock toilet paper and kleenex
- o Shelves dusted and orderly
- o Clean baseboards, mirrors and faucet
- o Check barbicide according to schedule
- o Fill stylist use products and wipe down stations.
- o Organize magazines and throw out if they are outdated.

Clean Shampoo Area

- o Wipe down shampoo bowls
- o Change garbage
- o Dust color carts (feet and wheels)
- o Clean back bar including shampoo and conditioner bottles

Observing

- o Ask to watch a haircut or style
 - * Make sure it is okay with the other assistant working with you.



UNDERSTANDING THE PROGRAM

Expectations

Your manual must be with you during each and every class. The educators will be checking your book weekly. Failure to bring your manual to class will significantly slow down your progress and make it impossible for the educators to evaluate your progress.

You are expected to have all your equipment, outlined in the tools & supplies section, with you for each and every class. You may not EVER borrow things from the stylist stations.

We want to make sure all assistants understand the Facebook and photo posting requirements needed to graduate our training program. In order to begin working on individual haircuts in the manual and to test out of them there are these mandatory expectations you must do.

1. Before you being working on a haircut you must post 5 pictures of the look. Log on to the SQN Facebook group page and post them there.
2. You must do your head sheets before beginning each haircut in the manual. This ensures you understand the technique.
3. You must do your inspiration boards every week. Post at least 3 inspiring looks. Your educators will not let you proceed with any haircut without the 5 photos on Facebook and head sheets for all haircuts completed.

Section 1-5 Fundamentals/Business Building

At this level, you are developing your foundational hairdressing skills. Beginning with blow dry/styling, through the end of the technical training program, you will be building a strong foundation for your career at Sine Qua Non Salons. You must pass out of all cutting exercises outlined in the Curriculum Guide to advance through the program. This may take anywhere from 1 to 2 years, depending on the individual.

Final Five Test-Out: You must present the five haircuts listed below on live models, already completed and styled ahead of time, to the educators in order to move on to the creative section of training.

LAYER 1

SHEAR OVER COMB

GRADUATED BOB

ROUND GRADUATION

SQUARE LAYER

Section 6 "Jr Stylist" days on the floor, Creative Cutting, Color Training

After completing sections 1 through 5, you are now ready to get some real hands on experience. You will be awarded two days 'on the floor.' You will be assigned different educators that you will be mentoring during your regular assisting hours. You will shadow them all day and be their personal assistant, watching everything they do in a day behind the chair.

UNDERSTANDING THE PROGRAM

You are still expected to come to class on Mondays for the next 8-12 weeks to do your creative section. You will do a 1 o'clock and 3 o'clock model, and may also take clients on the floor before and after class.

You are still a part of the Assistant program and are expected to continue doing the same tasks as before, in addition to your time on the floor. You are expected to be busy and continue helping out as much as you did before. You may also be talked to and coached about your work on the floor by any member of the Education Team.

SOIREÉ

During the time you are in creative cutting, you should be conceptualizing your Soireé. A Soireé is when you give a formal presentation to the other members of the SQN team of stylists. This is a fashion show illustrating your talents, creative vision and personal style as a new stylist.

You will prepare 6-10 models for an evening of fun and style, showcasing what inspires and motivates you as an artist, haircutter and future colorist. Themes are also a great way to put on a great soireé. After the show you will talk about what you did on each model, including the color formulations. We can help you plan this event. You can pick a date with Laura after the Educators approve that you are ready to go on the floor full time.

GUIDELINES

- All soireés are held at Lincoln Park and are done on a Friday evening at 7pm.
- You will prepare your models after 5pm on the upper level of the salon.
- The runway is down the stairs and then up and back across the floor.
- You have a budget of \$150.00 for food and drinks. Plan on having a few snacks and maybe one or two types of beverages. You may have a theme if you like. Anything over \$150.00 will be at your own expense.
- You may invite a few family and friends, and all SQN hairstylists and management will be in attendance.
- After the runway section of your soireé you will talk briefly about each model, explaining what you did to achieve your color and cut.
- The show will be followed by a celebration that will commence by 9pm.



TECHNIQUES TO SUCCESSFULLY RECRUIT MODELS

PREPARE

Appearance

- Dress in a professional way which reflects the salon culture.
- Style your hair appropriately. Be a good example.

Presentation

- Don't act like a solicitor. You are offering something of value. (Don't be the person on the corner bothering people.)
- Don't look like you are hunting.
- Have your Business Cards / Notebook. The notebook should look professional; no clipboards, ratty notepads or crumpled scraps of paper.
- DO NOT stack a bunch of appointment cards in your hand. This makes it seem that you are handing them out to everyone. Act like a talent scout. You are a talent scout, discreet, discriminating.

Choose the Right People

- Know What You Are Looking For
- Find people who would most likely be open to the type of cut you are going to do.
- It is best to keep focused on one style at a time.

Find Approachable People

- People who are browsing or waiting around are usually more willing to talk to you.
- Avoid people who are busy or seem to be in a rush.

Timing

- The best time to recruit is the same time of day that you will be doing the cut. Chances are the people you find will typically be available at the time.
- Don't recruit last minute. You will be more successful if you plan ahead.

LOCATIONS TO FIND GOOD MODELS

- Book stores • Music stores • Shopping centers
- College campuses • Restaurants
- Places where a deal would be appreciated
 - TJ Maxx ◦ Filenes
 - Marshalls ◦ Discount Centers / Resale Shops
- Recruit people who work with the public (wait staff, sales people, cosmetic staff). These people are more approachable since they must listen to you; you are a potential customer. The rules of this job require they engage with the public and you have greater opportunity to make your move. Ask your clients if they'd like to model. It'll make them feel special.
- For styling models, you may want to ask current clients. It makes them feel special.

SAY THE RIGHT THING

First Impressions

- Always be polite and courteous.
- The first few seconds are crucial.
- Be clear, confident, and professional all the time.

What to Say to a Woman

- Can I ask you a question?
- I work for Sine Qua Non Salon and I am looking for a model for my next class. Would you be interested in being a part of our model program?
- Realize their facial expression and body language, then either...
- IF POSITIVE, "would you be interested?"
- IF NEGATIVE, offer more information and explain the benefits. Be complimentary.
- Be prepared to answer the question 'what would you do?'

What to Say to a Man

- Starting with a question does not work as well with men.
- Men need an immediate reason to listen. Give them that reason immediately.
- "Hi. My name is _____ and I work for Sine Qua Non Salon in Lakeview. Are you familiar with that salon?"
- If they don't know of Sine Qua Non, tell them a bit about it in a way which builds value, then explain that you are looking for a model for your class, but get to the point.
- As long as they are receptive, tell them the date and time of the class to quickly weed out those who are not available.

Read Body Language and Attitude

- Negative signs:
 - Crossed arms
 - Annoyed expressions
 - Walking away as you speak
- Positive signs
 - Attentiveness
 - Leaning toward you
 - Asks questions

WHEN THEY SAY 'NO'

- Don't give them the opportunity to say 'no' right away.
- If the 'no' is abrupt and to the point, thank them and move on.
- If the 'no' is somewhat hesitant (more of an 'I'm not sure'), then provide more information and benefits until they are more affirmative. Smile, if they still aren't sure, don't pressure them. Never force a decision. You can always give them a card and let them call you.

When They Say 'Yes'

- Give them an appointment card with your name, phone, salon address, and date/time of cut.
- Record their contact information in your notebook.
- Tell them you will call them to confirm either the day of the class or the day prior.

TREAT MODELS WELL

- Models should always be treated as paying clients.
- Even though it is an educational situation, and they are getting a free haircut, the reputation of your salon is on the line.
- Models are potential customers.
- Provide each model with full service.

ENSURE REPEAT MODEL CLIENTS

- Always thank the models for coming in.
- Keep them informed.
 - Tell them of upcoming events or classes.
 - Offer to contact them.
 - Give them a business card.
- Ask them to tell their friends and family.
- Make sure they know that they must be evaluated for appropriate hairstyles and textures.



TOOLS & SUPPLIES

In order to do great quality, precision work, and for us to be able to educate you effectively, you must have professional tools at the start of your training. The educators will be checking to see that you have all these items. Here is a list of the tools you will need to bring to work and for every class:

STYLING TOOLS:

1. A traditional 9 row Denman brush
2. Mason-Pearson or Denman natural bristle flat brush
3. Natural Boar Bristle round brushes, 2-inch and 3-inch sizes
4. Paddle Brush
5. Diffuser
6. Good quality, professional, QUIET, hair dryer.

**Salono or Twin Turbo are staple brands; however, there are other good ones available. If your blow dryer is not up to par you will be asked not to use it in the salon.*

CLIPS:

Have some good quality, professional clips on hand at all times. Whenever possible we will try not to use clips while cutting in order to learn about head shape.

COMBS:

Find a few combs that work for you. Have at least 3 cutting combs and 1 barbering comb. We like #101 combs and #107 combs made by Beuy Pro, and YSparks are also acceptable.

SHEARS AND CUTTING TOOLS:

Regular 4-6-inch Japanese Shears. Yasaka shears are the most affordable technical shears available. Other excellent choices are Nic's, Matsusaki, or Hikari. Shear World is great resource for shear purchasing.

CLIPPERS AND NECK TRIMMERS:

Clippers are a great tool to learn to master. We like Oster 76's or Model 10. Andis also makes a great product. Neck Trimmers are needed for men's hairlines, eyebrows and ears.



This guide is intended to illustrate and provide ideas to develop your educating & retailing skills. These skills are the sine qua non, or the essential ingredient, vital to your success in our industry, as well as at Sine (i.e., to achieve promotions and pay increases).

At Sine, educating & retailing is an integral part of your craft. Being a great retailer will lead to better customer service and client retention, more money in your paycheck (7.5%-10% commissions), opportunities for promotions and pay increases, and free education.

Research shows that clients that purchase 3 products have a 90% return rate, 2 products equals a 60% return rate, and clients that purchase 1 product have a 30% return rate. The reason for these statistics is clear, the client feels that you have tried to meet their specific hair needs. They feel listened to and are able to replicate their hairstyle at home. They have received excellent professional care.

Educating your clients means spending 5-10 minutes talking about their hair, and what they need to keep it healthy and stylish. These techniques are the key to excellent retention and financial success.

Here are helpful hair conversation starters to use during your haircuts and colors:

1. What kind of products do you use and love?
2. What brand inspires you?
3. How do they work for you?
4. What tools and products do you use when finishing your hair?
5. Are you out of any products right now?

At the end of your service, you are to present your recommendations and fill out a prescription pad. Hand your client the prescription and say, "These are the products I highly recommend." Tell them why and which one is more important.

CONGRATULATIONS!

You have graduated the SQN Advanced Training Program and are now receiving first time clients.

Communication is the key to your job success. A good consultation is one of the most important parts of the service you provide. With proper communication and follow through, you can exceed your clients' expectations. Building and retaining your clientele successfully.

Use these seven questions to determine how your haircut service should proceed.

1. What would you like to do with your hair today?
2. Tell me what you like/don't like about your hair?
3. What is the biggest challenge you face with your hair?
4. How long ago was your last haircut?
5. What products do you currently use (shampoo, conditioner, styling products)?
6. How much time do you spend now on your hair?
7. How much time are you willing to spend on your hair?

These questions should give you a basic idea of what the client would like you to do and what products would benefit them. They may want your original ideas for their hair. You will make suggestions by taking into consideration what they do for a living, shape of face and body, personal style, and hair type. Suitability is key.

Good Luck! Remember, the client is everything, so treat them well and be a good listener during your service.



- Class is held on Mondays from 12-4 pm at the 3417 N. Lincoln location.
- Every Monday, there is an 11:45 am assistants meeting with management.
- Dress stylish and appropriately.
 - *No shorts
 - *No Flip-Flops
 - *Avoid being overly casual. Look like a success and you will be treated as such.
- You keep your own schedule, so buy a day planner.
- There is a model book and computer at the front desk with model call forms. Ask Salon Coordinators for the book when you need it and give it back when finished.
- It is best to have your models booked 2 weeks in advance, and confirm them the day before you need them
- Don't forget to get two contacts for each model, email and phone.
- Come to class 10 minutes early so that you are ready to begin class at 12 pm.
- Have your supplies ready, as outlined in the Tools & Supplies Guide.
- Do not start your model until the educator says to.
- Talking with your client during the service should be discreet and related to the service that you are doing, or products you are recommending. Too much socializing with your guest distracts you from learning and being attentive to what you are doing. If the educator feels you are talking about yourself or other inappropriate subjects too much during class, they will bring it to your attention.
- Follow the Curriculum Guide for the order of things you will be working on. You need to test out (with signature of educator) of each section to move to the next section.
- Take your time and be conscientious. It will be worth it in the long run.
- You will be evaluated on every model in each class by the educator. Make sure the teacher fills out your forms.

CANDIDATE FOR OUR "NEW TALENT" PROGRAM:

When you get into the Third Section of the training program, you will be eligible for a New Talent Day on the floor.

To be awarded this day you must complete the items below:

1. Must be in the round graduation / shear over comb / crop section of the cutting program and have completed 2 of each of the haircuts in that sections.
2. You must bring in a total of 4 haircut models and one up-do model, before or after your shifts, to be tested out by a Cutting Educator.
3. When scheduling the models for your New Talent Test Out, know that you will give whatever haircut the client needs...you do not need to do anything specific like a "Graduated Bob" model. We want to see how you handle a behind the chair "anything goes" client experience.



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**Technical
Training**

Section 1: Hair Styling Fundamentals (6 weeks)			Commencement Date:			
Technique	Date	Pass/Fail	Appropriate Hair Textures/ Types	Tools	Comments	Educator
Pre-Dry & Quick Blow Dry			Any	Hands and Brushes		
Flat Brush Blowout w/ Pre-Dry			Straight or Wavy - at least Shoulder Length	Mason Pearson Denman Flat Brush		
Denman Blowdry			Bobs	9 Row		
Round Brush			Any	Boar Bristle Round Brush		
Diffusion			Wavy or Curly	Diffuser		
Curling Iron Technique Figure 6 Figure 8			Straight or Wavy	Curling Iron		
Flat Iron			Any	Flat Iron		
Section 2: Haircutting Basics (12 weeks)			Commencement Date:			
Long One Length			Any	Shears & Combs		
Bob (One Length)			Straight to Slightly Wavy	Shears & Combs		
Square Layer			Straight to Slightly Wavy	Shears & Combs		
Section 3: Layering and Graduation (12 weeks)			Commencement Date:			
Layer 1			Any	Shears & Combs		
Layer 2			Any	Shears & Combs		
Graduated Bob			Straight to Slightly Wavy	Shears, Combs & Trimmers		
Layered Bob			Straight to Slightly Wavy	Shears & Combs		

Stylist:		Section 4: Short Hair (12 weeks)		Commencement Date:		
Technique	Date	Pass/Fail	Appropriate Hair Textures/Types	Tools	Comments	Educator
Crop (short men's or women's)			Any	Shears & Combs		
Shear Over Comb			Any	Shears & Combs		
Round Graduation			Any	Shears & Combs		
Section 5: Advanced (12 weeks)		Commencement Date:				
Disconnection			Any	Shears & Combs		
Radial Layers			Any	Shears & Combs		
Final Test Out (See "Understanding the Program")						
Layer 1				Shears & Combs		
Shear Over Comb				Shears & Combs		
Graduated Bob				Shears & Combs		
Round Graduation				Shears & Combs		
Square Layer				Shears & Combs		
Section 6: Creative (8 weeks)		Commencement Date:				
Creativity						
Vision						
Execution						
Suitability						
Use of Multiple Techniques						

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Styling



PRE-DRY & QUICK BLOW DRY

1. Assess hair, cowlicks, growth patterns and desired end result.
2. On towel dried hair, apply appropriate products.
3. Start where the cowlicks or growth patterns are the strongest.
4. Use fingers and tension to smooth and correct any cowlicks and inconsistencies.
5. Bangs - Dry with back and forth motion using appropriate tool and set into desired position.
6. Once all inconsistencies are corrected from the hair, begin drying roots by using tension and product to over-direct and create volume on the head.
 - Root area should be 80-100% dry before moving on to blow dry.
 - Tools: Hands, Denman 9 Row, Paddle Brush, Comb, Flat or Round Brush.
7. Quick blow dry the mid-shaft and ends with any brush and hands depending on the desired end result.

STRAIGHT BLOW DRY



- Choose tools (Acceptable Options: Round Brush or Flat Brush. Choose One.)
- Choose and apply foundation and structure product
- Start with pre-drying and root direction
- Set in natural part and work with natural fall of hair
- Work from bottom to top with clean sections
- Use a boar bristle brush – size of diameter will depend on texture
- Begin in the nape, working with horizontal sections. Each section size will be determined by texture, thickness of the hair and brush size.
- Work up to the occipital crest where you will then extend your partings to the sides.
- Heat up root with brush on top of section with medium heat, high speed. This is a scooping (C-shape) motion at the root.
- Keep sections clean.
- Come down an inch and a half from scalp, flip brush under section and switch to high heat, high speed. Aim blow dryer at the brush in a 45 degree angle following the section down with blow dryer and brush connection while smoothing out cuticle. Do not run brush through heated hair.
- Work from side to side to the parietal ridge.
- At crown, take headband section direct hair 90 degrees off the head for maximum volume.
- For each section after lifting 90 degrees off the head, allow a few seconds to cool and then begin to follow through, dropping your elevation down until you reach the ends.
- After all sections are completed, take multiple sections in one (with high heat and high speed) and marry it together. Do this until all sections are softend.

Name: _____

Straightening Texture Curly

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Suitability																				
Use of Tool (Brush)																				
Product																				
Pre-dry																				
Root Direction																				
Smoothness																				
Hairline																				

Additional Comments

- 1 - Keep Working. Need to understand technique & shape.
- 2 - Getting better. Partial Understanding of technique & shape. Need consistency.
- 3 - Almost there. Understands technique & shape. Keep working on consistencies.
- 4 - Good job! Understands technique & shape. Keep perfecting.
- 5 - Great job! Perfect execution of technique & shape :-)



DENMAN BLOW DRY

In this blow dry you will use a 9-Row Denman brush and it is used to blow dry bobs.

- Choose and apply foundation and structure product.
- Starting at the nape, use the same sectioning as the one-length bob haircut.
- Use the first two rows of the brush to tip it and angle it like a comb.
- Scoop and turn hair into the 9-row brush. Continue to twirl hair in the brush to create a slightly beveled look. To keep a seamless bend to the hair, continue to twirl the hair into the brush.
- At the root, use medium heat/high speed. At the midshaft and ends, use high heat/high speed.
- Do not run brush through heated hair.
- Switch off hands on each side to be consistent.
- Continue up the back of the head and then move to the sides.
- Finish and evaluate.

Name: _____

Deman Bob Style

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Suitability																				
Pre Dry (Wrap)																				
Use of Tool																				
Understanding of Technique																				
Hairline																				
Additional Comments																				

- 1 - Keep Working. Need to understand technique & shape.
- 2 - Getting better. Partial Understanding of technique & shape. Need consistency.
- 3 - Almost there. Understands technique & shape. Keep working on consistencies.
- 4 - Good job! Understands technique & shape. Keep perfecting.
- 5 - Great job! Perfect execution of technique & shape :-)



ROUND BRUSH BLOW DRY SET

To learn how to correctly use a boar bristle round brush in conjunction with heat from your blowdryer to smooth and create a consistent bend from root to end.

1. Consult: What is the desired look? Is there any bend to the ends? Volume?
2. Pre-dry hair (see pre-dry instructions in manual)
3. Section:
 - Place fringe in desired direction
 - Mohawk section from part
 - Keeping the brush width in mind, section behind the ear towards the hairline. This is your side section.
 - Nape to the end of the mohawk sectioning for the back.
4. Starting in the mohawk section, begin at the hairline.
5. Keep sections within the width of the brush, pay attention to your:
 - elevation (determine in consultation)
 - tension (consistent tension)
 - body position (stay square to your section)
6. Heat up root with brush on top of section with medium heat, high speed. This is a scooping (C-shape) motion at the root. Come down an inch and a half from scalp, flip round brush under section and switch to high heat, high speed. Aim blow dryer at the brush in a 45 degree angle following the section down with blow dryer and brush connection while smoothing out cuticle. You will use a rolling motion with your brush. Using light tension, follow your brush with your blow dryer in a consistent rolling motion until you reach the roots, then allow to cool before unraveling your section. Roll your section either on a velcro roller or around two fingers to create a pincurl and pin on base.
7. When you get to sides, start under the mohawk section at the top of your side. You should have a minimum of 3 rolls on your sides.
8. After completing your mohawk and sides, you should have 2 triangular sections in the corners of the crown of the head. Round brush and set these sections.
9. In the back you will bricklay down to the nape to complete the section. Keep in mind your tension, elevation and body positioning.
10. You are looking for consistent bend from root to ends. Pay close attention to your midshaft.
11. Give the set time to cool. Use light hold hairspray to help this process.
12. Do not run brush through heated hair.
13. Once it is cooled, release off of velcro or pincurl and style to desired look.



- *The most important part of setting curly hair is to thoroughly work the product in to fill the hair.
- Start with clean, towel-dried hair.
- Choose and apply foundation and curl product, work product through hair.
- Setting the hair
 - Start in the nape.
 - Take your first parting and subsection (each subsection of your parting is one curl)
 - Or scrunch and twist just a few sections of curl, depending on the density, texture, and curl pattern of the hair.
- Work up the head following the set sections and subsections.
- Once you get to occipital, elevation of twist will depend on desired amount of volume (for max volume 90° from head).
- In front, pay close attention to direction you want to set in.
- Drying: Based on texture, choose heat setting.
 - For fine hair: Air dried, under a heater with no air blowing or diffused with low speed, low heat.
 - For medium hair: Under a heater or diffused with medium heat, low speed.
 - For coarse hair: Under a heater or diffused with either medium or high heat and low speed.
- Use the low speed for airflow to reduce flyaways.
- Be aware of your airflow.
- Arrange the hair inside the diffuser. Try not to touch with your fingers.
- To create volume, lift hair up hair with tail comb, place inside diffuser and keep it elevated.
- Most curls will not benefit from drying 100%. Don't over do it. The less you disturb the curls the better they look.

Name: _____

Curly Diffusion

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Suitability																				
Use of Tool (Diffuser)																				
Product																				
Twists into Natural Pattern																				
Balance																				
Additional Comments																				

- 1 - Keep Working. Need to understand technique & shape.
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Determining the Correct Heat

The following kinds of hair need less heat:

- Chemically colored and/or lightened hair
- Fine hair

The following kinds of hair need more heat:

- Coarse hair
- Hair with more texture/curl

Creating a Curl

1. Starting at the scalp, form the base. (Also known as “rock in the base”)
2. Rotate the hair into the iron.
3. Clip or anchor to the base. Work clean.

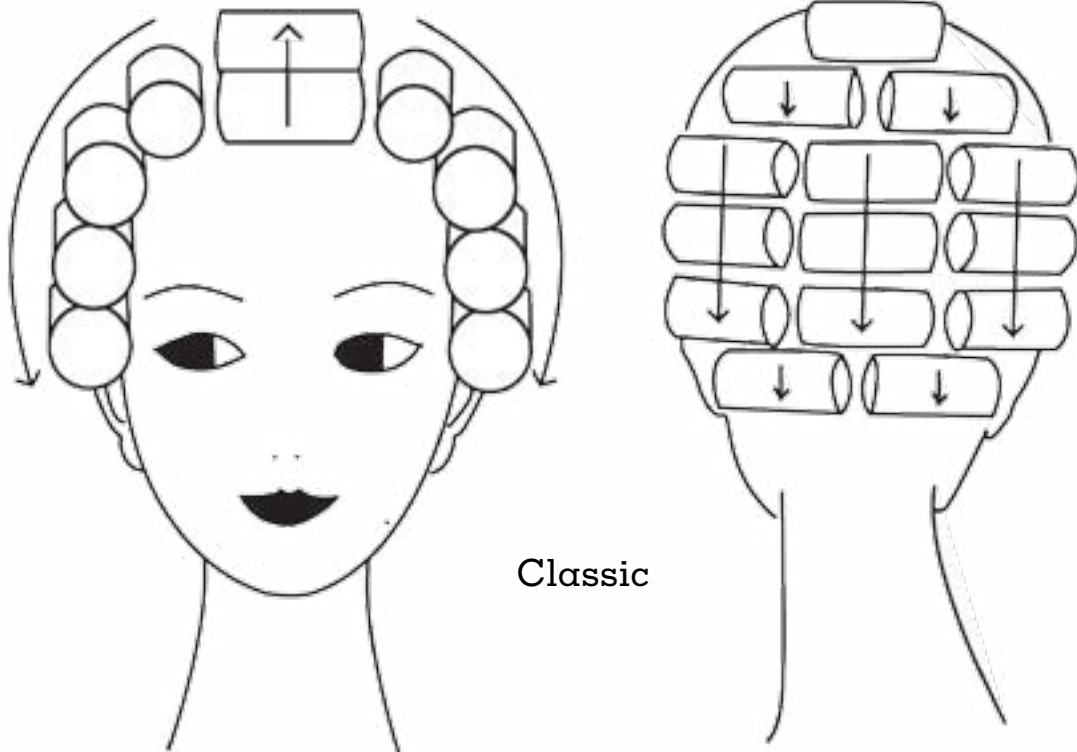
Figure 6 Curls

1. Heat and “rock in the base”.
2. Rotate the iron, opening and closing it, so that the hair rotates freely into a curl.
3. Continue rotating until the full length of the strand is curled around the barrel.
4. Remove the curl by gently clicking the iron to the right (if right handed) and moving the hair off of the barrel. A comb can be used to aid.
5. Clip the curl in place. (On base, half on base or off base.)
6. Have an Educator check your set.
7. When the hair cools, remove the clips and brush the hair through to finish and style to desired result.

Figure 8 Curls

1. Heat and “rock in the base”.
2. Do the same curl as Figure 6 Curl, then draw the strand to the opposite side of the curl and pull it over the top of the barrel.
3. Rotate the hair around the tong in barrel, clicking so the hair rotates freely into a curl.
4. Continue rotating until the hair in the strand is curled around the barrel.
5. Remove the curl from the iron by gently clicking the iron and moving the hair off the barrel.
6. Clip the curl in place. (On base, half on base or off base.)
7. Have an Educator check your set.
8. When the hair cools, remove the clips and brush the hair through to finish and style to desired result.

*Refer to page of Classic and Vintage set patterns. Choose depending on desired result.



Classic

Name: _____

Curling Iron

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Croquis (traditional)																				
Figure 8																				
Use of Tool																				
On Base																				
Evenness of Curl																				
Product																				
Control of Hair																				
Understanding of Technique																				
Service to Client																				
Additional Comments																				

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- Apply appropriate product: foundation and structure.
- Start with pre-dry with good lift and root direction.
- Blowdry
- Begin Flat Iron technique in the nape.
- Apply a light, working hairspray to the section (texture and density determine you section size) you are working on.
- With comb, pick up section. Place iron on hair above comb and follow through section in a C-shape formation to create softness.
- Continue working up the head until you reach the ear then start incorporating sides.
- At crown, make sure to work sections back to preserve volume. Keep elevation in mind as you move through your sections.
- In front hairline, work with diagonal sections according to finished style.

Name: _____

Flat Iron

Scale 1-5: 1 being the lowest/5 being the highest

Date																		
Teacher																		
Suitability																		
Use of Tool																		
Product																		
Root Direction																		
Mid Shafts																		
Smooth Ends																		
Seamless Texture																		
Understanding Technique																		
Service to Client																		
Additional Comments																		

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SINE
QUA
NON
CUTTING

.....
Cutting

**SINE
QUA
NON
SINE**

**LONG
ONE LENGTH**



LONG ONE LENGTH

This is a below the shoulder haircut with no internal layering or graduation. This technique is suitable on all hair types.

NOTE: For class purposes, use straight hair models only, in order to properly check outline.

Begin by finding the natural part. To find the part, loosely comb the hair back off the face using the large teeth of the comb. Next, use the palm of your hand to push hair forward toward the forehead. The hair should separate and fall into the natural part.



Next, starting at the top of the crown, take a vertical part down the center back. Divide hair in half.

POSTURE:

Model should sit upright with legs uncrossed, shoulders back and head tilted forward slightly.



THE CUT:

Begin in the nape area, horizontally part hair into a 1/2 inch section. Section size can depend on hair density. Slightly tilt head forward. Comb hair straight down from part using light tension. Hair should be consistently wet throughout the haircut. Use either the teeth of the comb or fingers with light tension to hold section in place. Cut a line to match the angle of the part.



Next section is taken parallel to the first. Cut in same manner using previously cut section as the guide. Continue working up the head until the top of the ear is reached.



THE SIDES:

When you reach the top of the ear, extend the parting to the front hairline. Take a small section from just behind where the ear connects. Use this as your guide to connect the back to the sides.

POSTURE: Head is tilted slightly to the side or upright. Ensure the model's chin is up, or you may not have the flow of line you desired.



3 WAYS TO CUT SIDES (pick one explain why & make head sheets):

1. Loosely comb hair over ear using your comb or fingers on the shoulder. Continue on the head working side to side until all the hair is cut.
2. Loosely comb hair towards the back and continue cutting line from the back. Continue until you've cut all the hair.
3. Have head turned to one side and comb all hair in front of the ear down in front and cut a straight line. Continue up the head and repeat on the other side.

NOTE: In order to minimize graduation, pay attention to growth patterns and avoid excess tension as you work up the head.



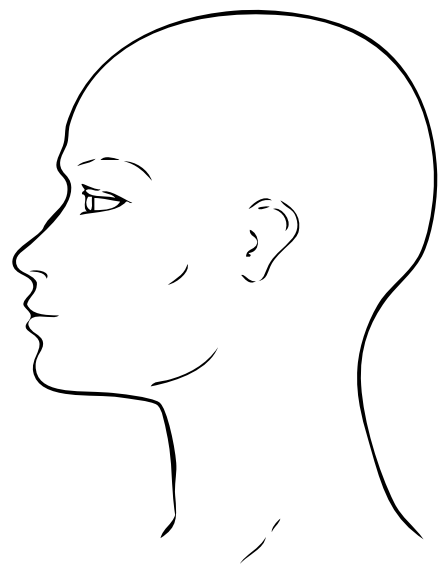
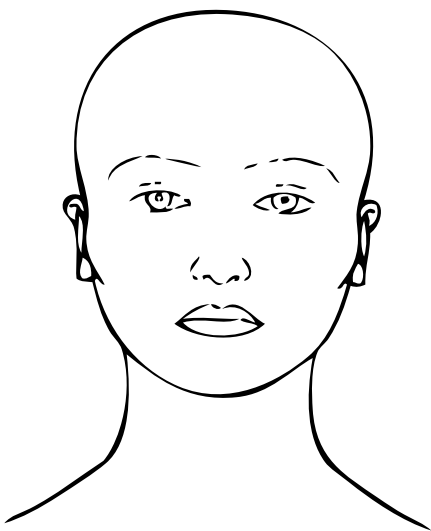
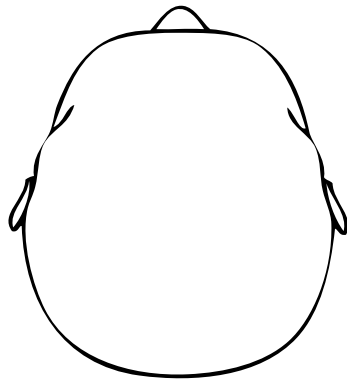
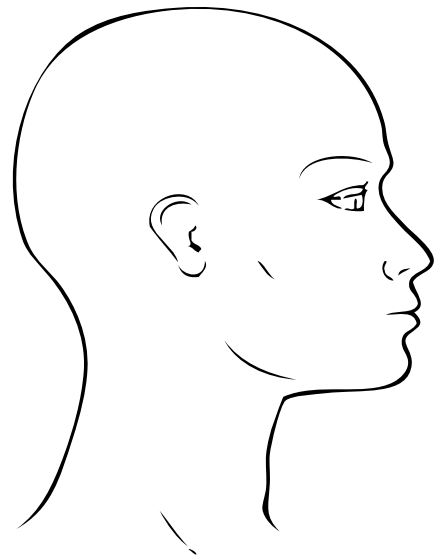
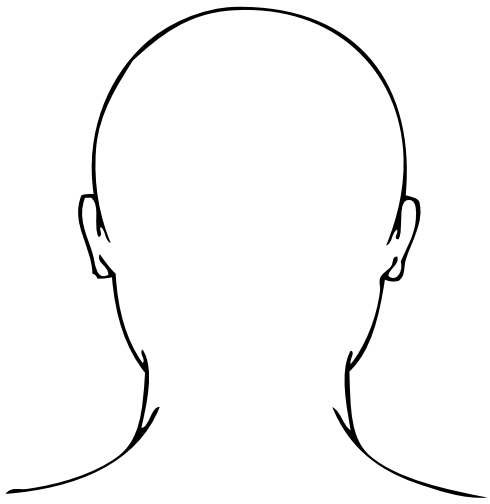
CROSSCHECKING:

Back - Have model sit upright and tilt head forward at neck, not shoulders. Comb and check off graduation. **Sides** - Have model turn head slightly tilted to left and right. Comb hair down and check off graduation.

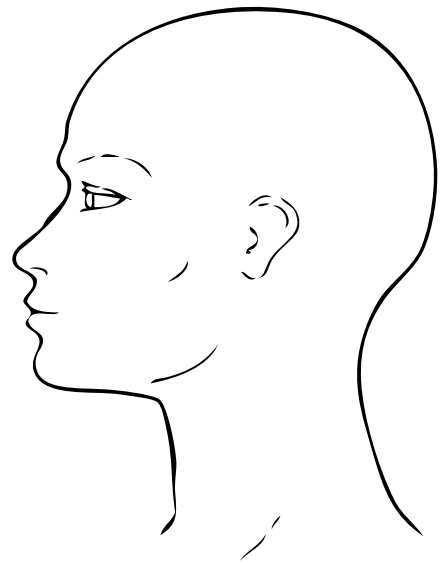
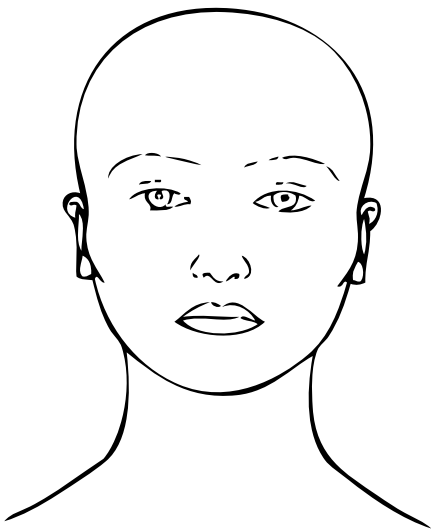
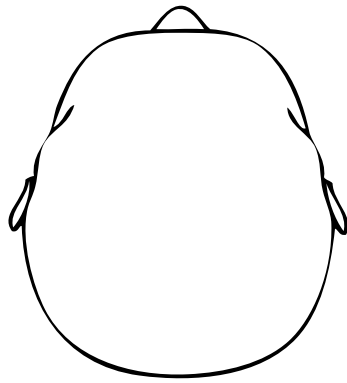
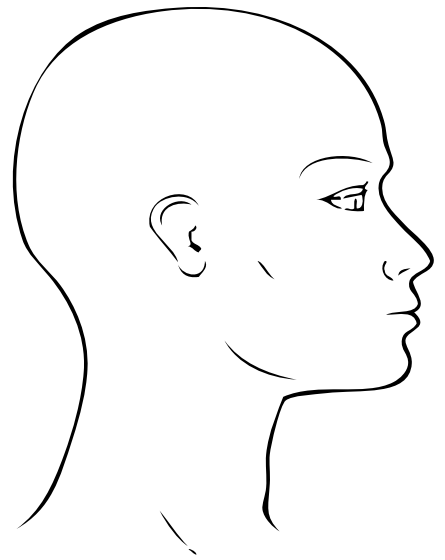
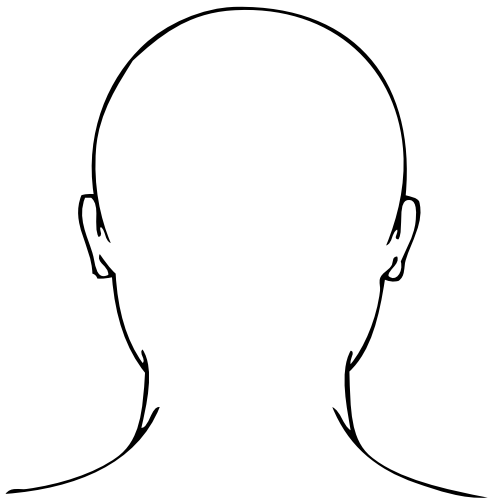
BLOWDRY:

Use a paddle brush or Denman, avoid excess root lift. Blowdry hair smooth and straight with no curved ends.

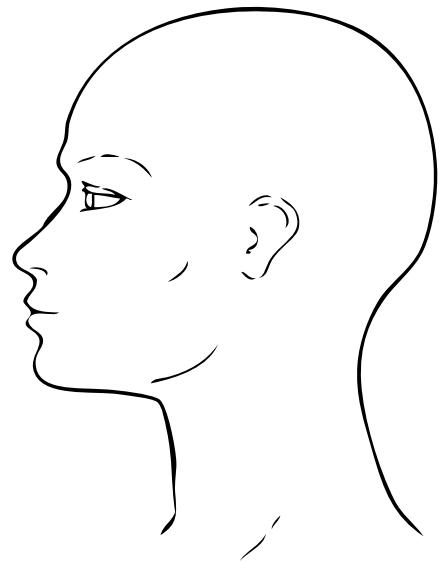
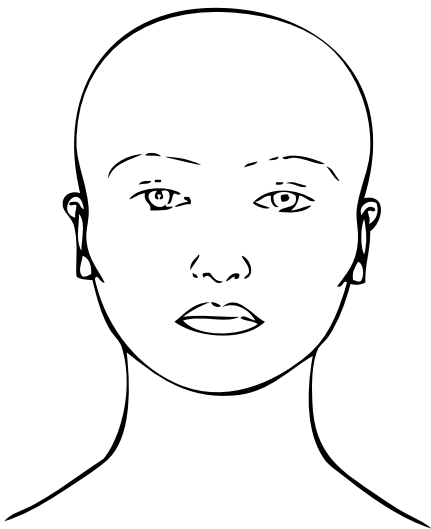
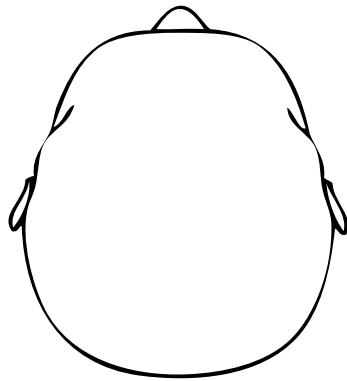
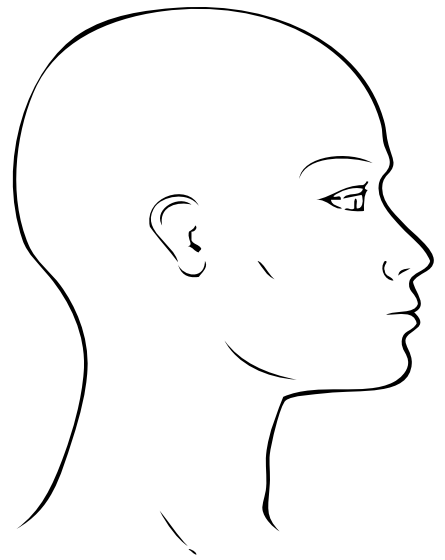
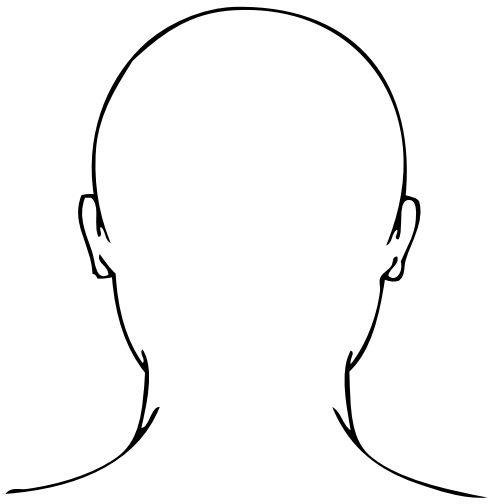
Repeat crosscheck procedure after blowdry.



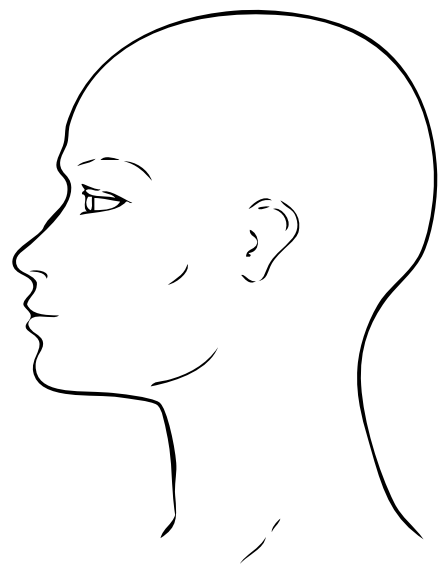
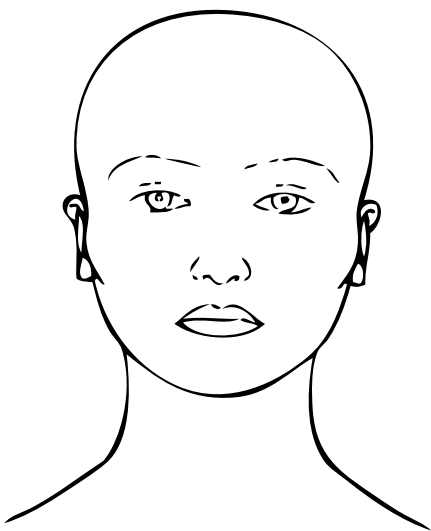
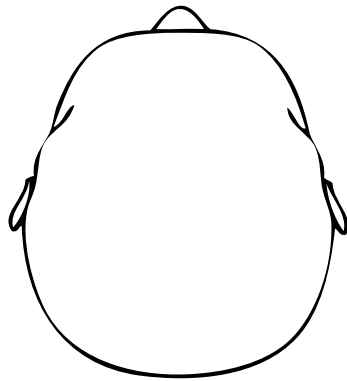
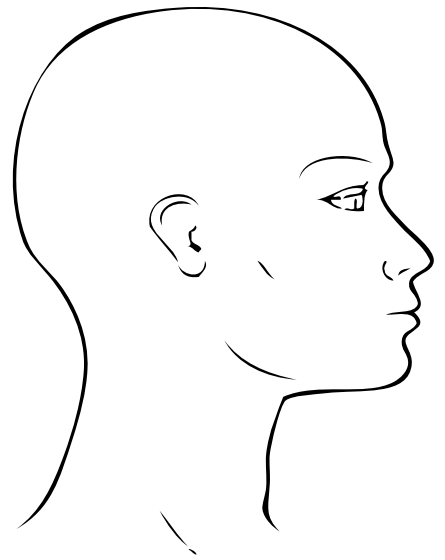
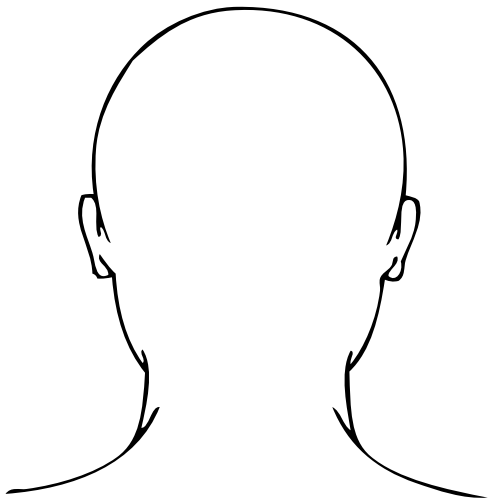
CLASS: _____



CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

Long One Length

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Suitability																				
Correct Parting																				
Control of Line																				
Correct Length																				
Symmetry of Outline																				
Allowance of Crown																				
Fringe Sectioning (if applicable)																				
Blow Dry																				
Cuticle Smoothed																				
Coordination (brush, dryer, hands)																				
Control of Ends																				
Finish/Checking Off																				
Product Use																				
Service to Client																				
Additional Comments																				

- 1 - Keep Working. Need to understand technique & shape.
- 2 - Getting better. Partial Understanding of technique & shape. Need consistency.
- 3 - Almost there. Understands technique & shape. Keep working on consistencies.
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- 5 - Great job! Perfect execution of technique & shape :-)

**SINE
QUA
NON
SINE**

BOB
ONE LENGTH



BOB ONE LENGTH

This is a one length cut, above the shoulders and below the hairline. There is no internal layering or graduation. This technique is best suited for straight to slightly wavy hair.

NOTE: For class purposes, use straight hair models only.



Begin by finding natural part. Next, start at the top of the center crown. Take a vertical part down to the nape. Divide hair in half.

POSTURE:

Head is tilted slightly to the side or upright. Ensure the model's chin is up, or you may not have the flow of line you desired.



THE CUT:

Beginning in nape area, take a horizontal section about 1/2 inch thick. Comb hair straight down from part using light tension. Use the teeth of the comb to hold hair in place. Cut to desired length.



Next section is parallel to the first. Cut in the same manner using previously cut section as guide. Continue working up the head until the top of the ear is reached.

BOB ONE LENGTH



THE SIDES:

When the top of the ear is reached, extend the part to the front hairline.

POSTURE:

Head is tilted slightly to the side. Chin up for accurate flow of line.



Using previously cut section from just behind ear as your guide, loosely comb hair over ear and continue cut into the sides. Angles can vary, depending on desired result.



Second section is parallel to the first. Using the teeth of the comb to hold hair, cut in the same manner using previously cut section as the guide. Continue up the head in this manner, using little to no tension.

NOTE: As you move up the head, pay careful attention to the crown. If it has an intense cowlick, be sure to use no tension, placing hair in the direction it grows before cutting. You may choose to leave it out entirely, until the end of the cut, to watch for growth patterns and eliminate jumping.



CROSSCHECK:

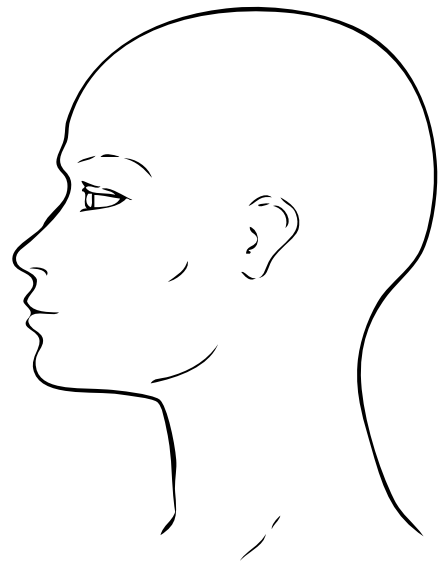
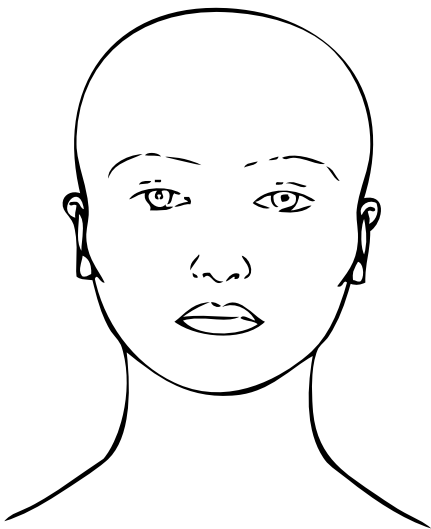
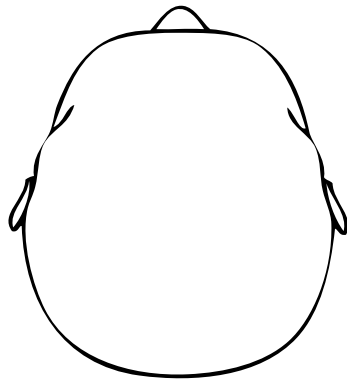
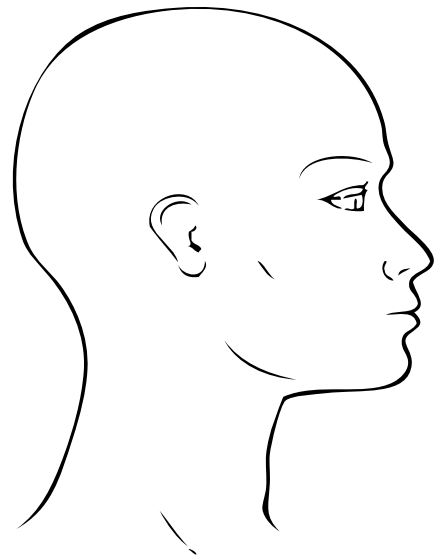
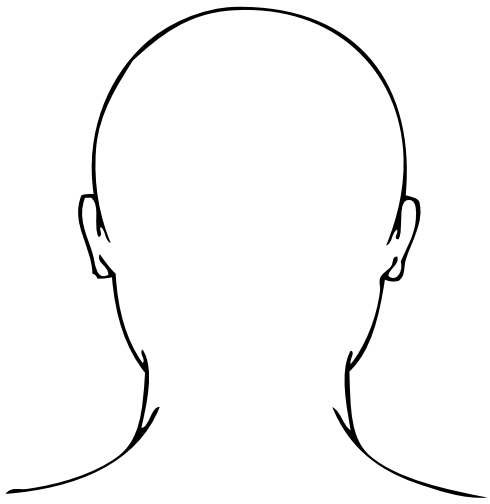
Have model sit upright and tilt forward at neck. Comb and check off any graduation. Continue to sides, tilting the head sideways. Comb and check off any graduation.



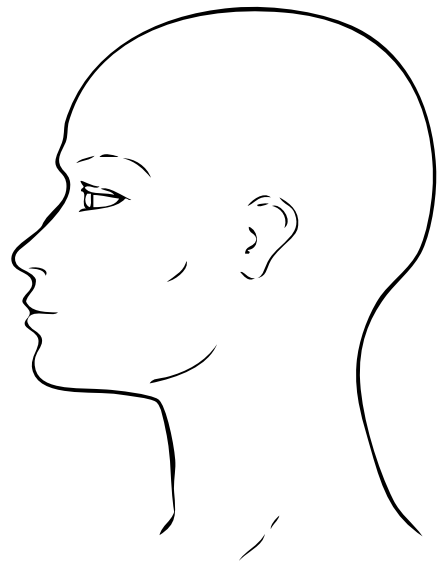
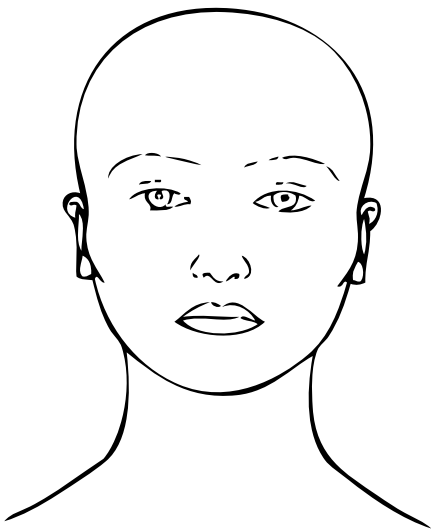
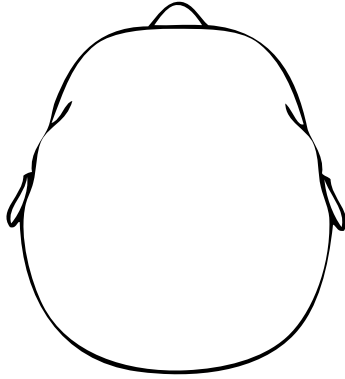
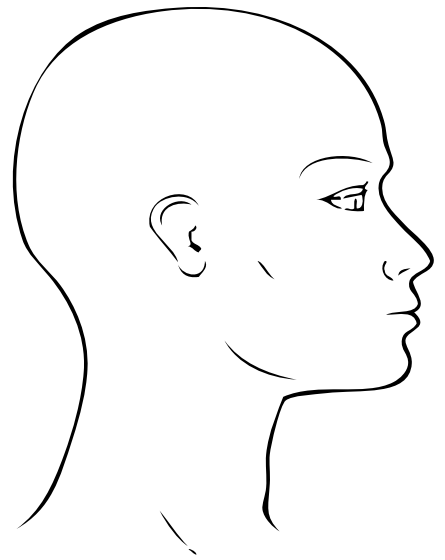
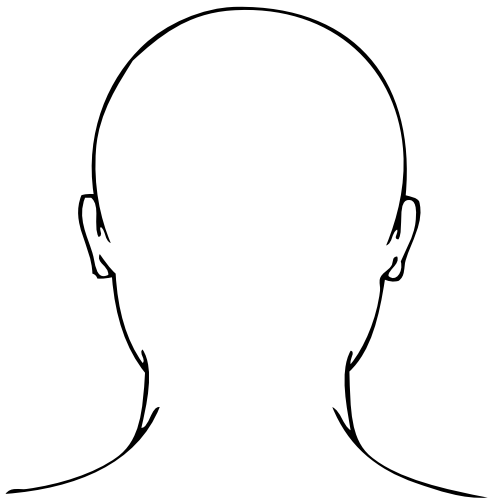
BLOWDRY:

Use a 7 or 9 Denman brush. Flat wrap avoiding root lift. End result should be smooth with no curved ends.

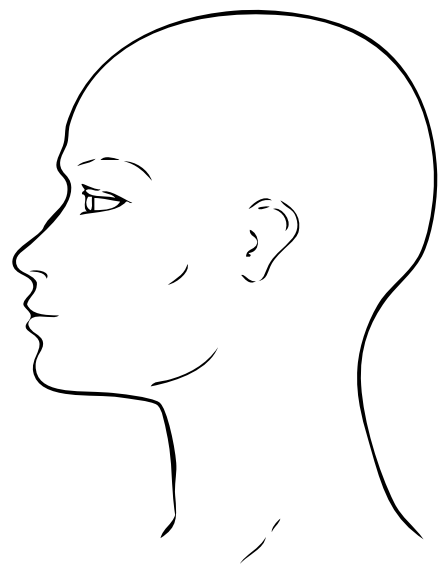
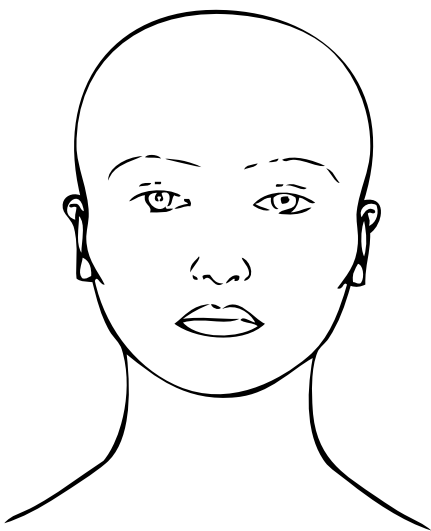
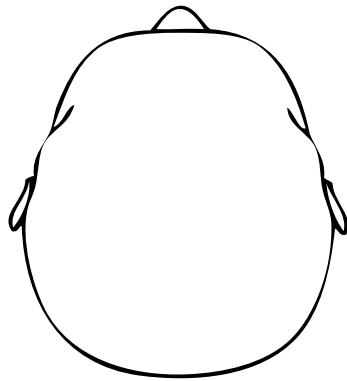
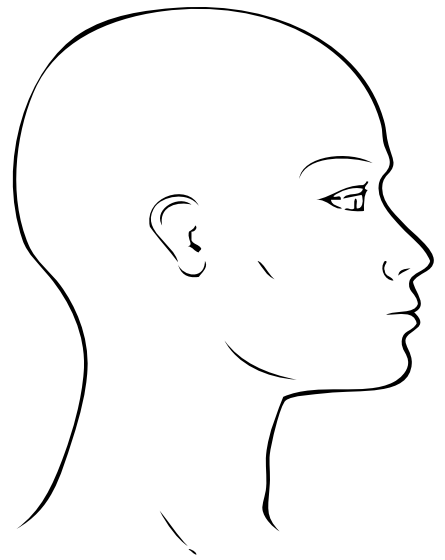
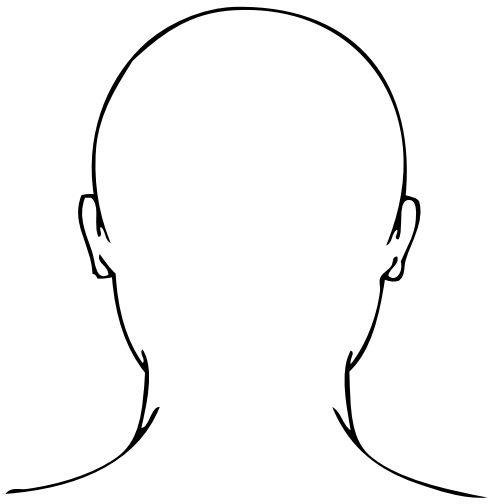
REPEAT CROSSCHECK after blowdry



CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

One Length Bob

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
A-Line or Square																				
Suitability																				
Correct Parting																				
Symmetry of Outline																				
Cleanliness of Line																				
Correct Angle																				
Consideration of Crown																				
Allowance of Hairline																				
Allowance of Ears																				
Fringe Sectioning (if applicable)																				
Additional Comments																				

- 1 - Keep Working. Need to understand technique & shape.
- 2 - Getting better. Partial Understanding of technique & shape. Need consistency.
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**SINE
QUA
NON
CIT**



**SQUARE
LAYER**



SQUARE LAYER

This technical exercise teaches the student how to build a square shape. This is a short to medium haircut and is appropriate for all hair types.



SECTIONING:

Starting at the crown, section hair from ear to ear, separating back from front. Next, subsection from lower occipital bone down to nape.

POSTURE: Head is tilted slightly to the side or upright. Ensure the model's chin is up, or you may not have the flow of line you desired.

LOWER BACK SECTION (NAPE):

Begin by taking a vertical section parallel to the center part from the occipital down to the nape. Hold hair straight out at 90 degrees and cut to desired length. Next section is parallel and over-directed into the first. Continue working in this manner. Complete one side, then the other.



CROSSCHECK:

Crosscheck using horizontal partings. Make slight changes only. It is important to crosscheck throughout the execution of this haircut.



UPPER BACK SECTION (OCCIPITAL):

Take a vertical section in the center from the crown down to occipital. Hold hair straight out. Use previously cut hair at occipital as your guide cut. This will begin to build your shape. Next section is parallel and over-directed from the first section. Continue in this manner, completing one side, and then the other.

CROSSCHECK

SQUARE LAYER

SIDES:

From the top of the crown, take a vertical section behind the ear. This hair was cut in back section. Pull straight out to the side to build your box shape. You will see a slight belly of weight in the middle. Remove weight. You have now established your guide for the sides. Work towards the face, over-directing each section into the previous section. Repeat on both sides.

JOINING SIDES TO TOP:

Take a center part from the top of the crown to the front hairline. Divide hair in half. At center crown, take a vertical section down to just behind the ear. Hold hair straight out to the side. Using previously cut hair as a guide, cut hair at 90 degrees connecting the sides into the top. Continue working towards the face taking parallel sections and over directing into the previous section.



TOP SECTION:

Begin with a center part from the crown to the front hairline. Use the previously cut crown length as your guide. Hold hair straight up and cut, working from the crown to the front hairline. Second section is parallel to the first and over-directed into previous section, working away from center part. Continue in this manner until you run out of hair. Complete one side, then the other.

Crosscheck using horizontal partings.

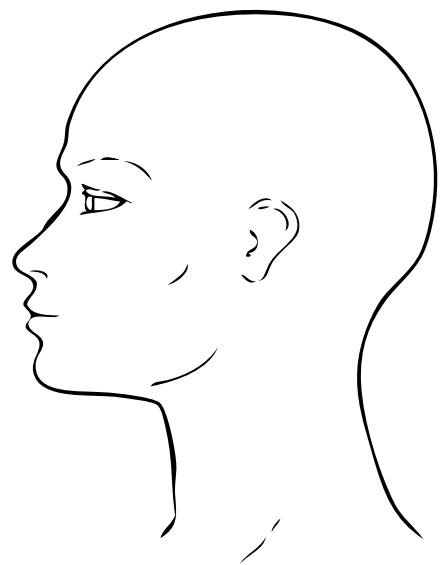
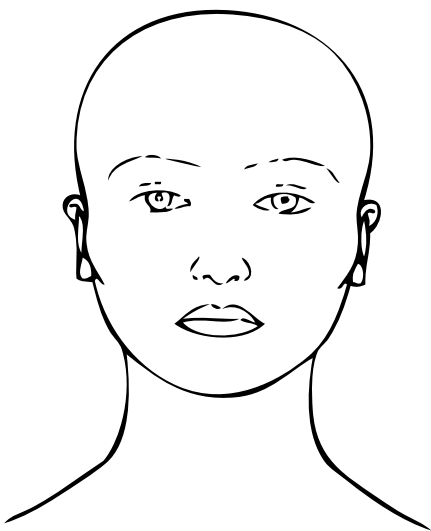
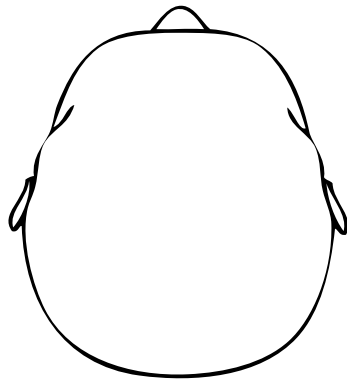
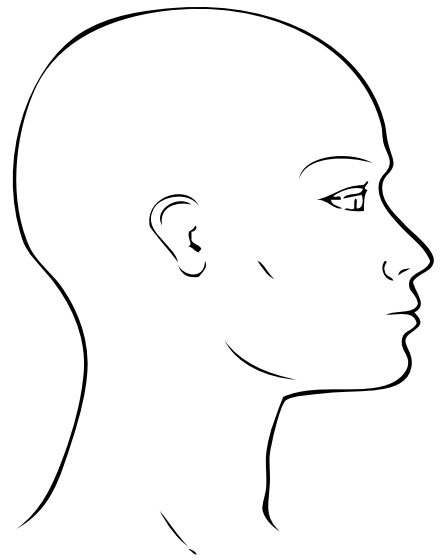
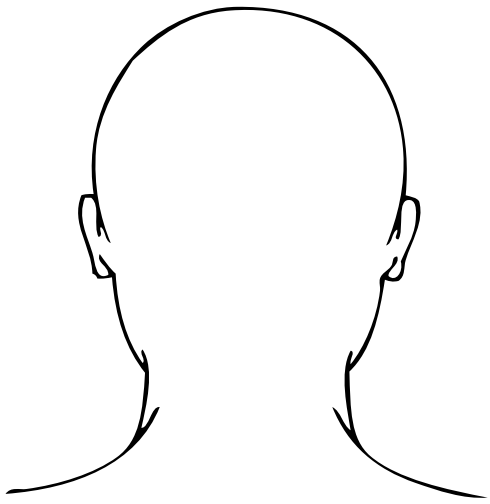


ROUNDING CORNERS:

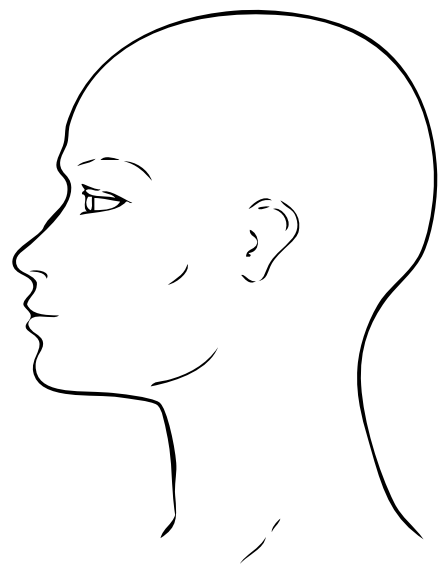
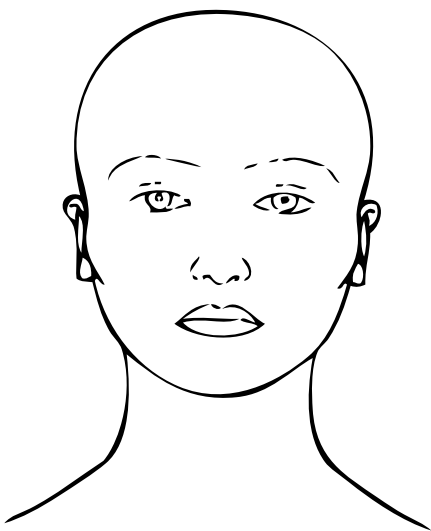
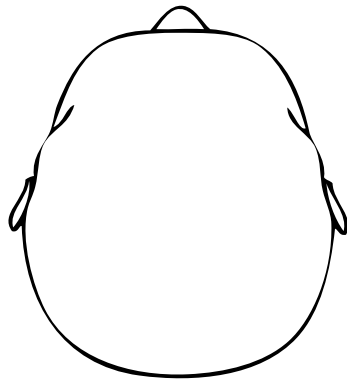
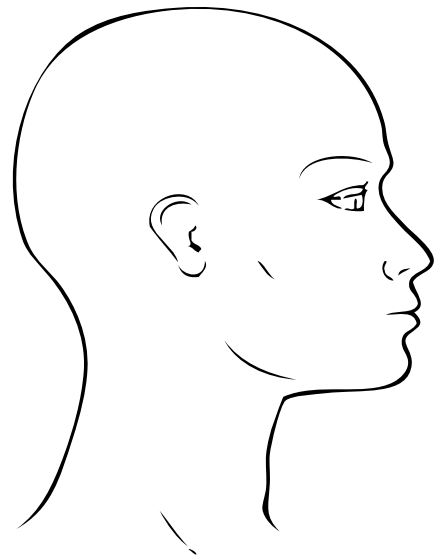
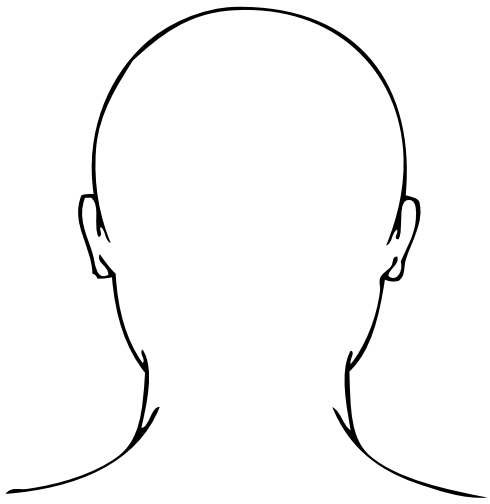
Take vertical section and hold hair straight out from where the head rounds. Gently soften the corner with point cutting. Take care not to remove the corner. Work around the head using same vertical sections. Remove weight where needed.

OUTLINE:

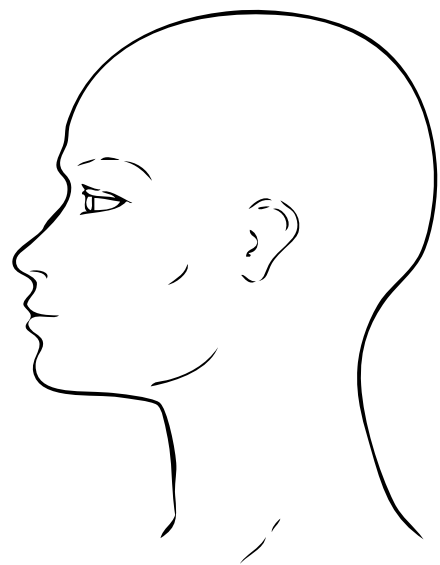
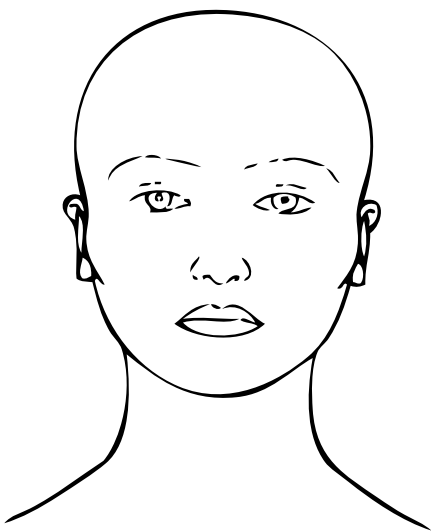
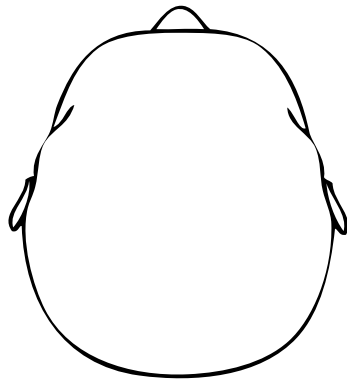
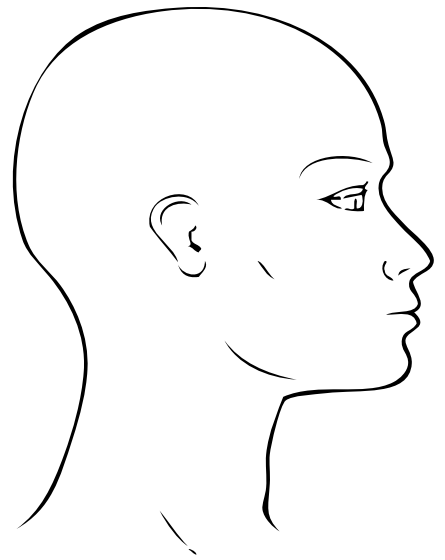
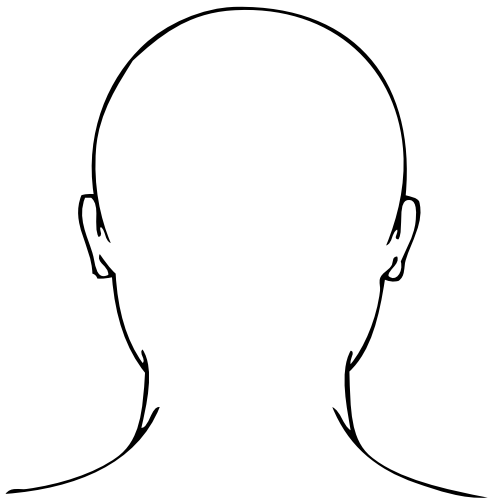
Using your eye, cut outline and detail to desired result.



CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

Square Layer

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Male/Female																				
Symmetry of Shape																				
Evenness of Layering																				
Correct Corner Placement																				
Cleanliness of Layering																				
Correct Length for Texture																				
Allowance of Hairlines																				
Allowance of Ears																				
Balance of Shape																				
Blend of Layering to Outline																				
Allowance of Crown																				
Rounding of Corners																				
Blow Dry																				
Finish/Checking Off																				
Product Use																				
Service to Client																				
Additional Comments																				

- 1 - Keep Working. Need to understand technique & shape.
- 2 - Getting better. Partial Understanding of technique & shape. Need consistency.
- 3 - Almost there. Understands technique & shape. Keep working on consistencies.
- 4 - Good job! Understands technique & shape. Keep perfecting.
- 5 - Great job! Perfect execution of technique & shape :-)

SINE
QUA
NON
CIT

LAYER
ONE



This is a below the shoulder to midback haircut with long internal layers. This technique is appropriate on all hair types.



THE CUT:

Cut perimeter to desired length, using one length technique. Then take a center part starting at the front hairline to the crown. It is essential that your perimeter is symmetrical for the layers. The length is your guide for the internal layering.

INTERNAL LAYERING:

Starting at the highpoint above the ear, take a vertical section perpendicular to center parting. Pull hair straight out from head. Starting at perimeter, cut guide for layers following the round of the head working up to the top center part.



NOTE: Beginning above the ear will avoid cutting a hole in your outline. Working forward, take sections parallel using the previously cut section as your guide. Over direct the hair forward or back, depending on the desired result.

* If suitable, ask the teacher if you can starting cutting in the back of the head.

Complete one side before doing the other.

After the first section on the second side is cut, check that both sides are balanced and even, by taking a section of hair straight up from the top of the head, making sure both sides join in the center.



BACK OF HEAD:

Starting at the highpoint above the ear, take a parallel section behind the ear.

Using previously cut section as your guide, cut following round of head, working up to top of crown. Each successive section is parallel to the previous and can be over directed either forward or back, depending on desired result.



Work to the center back, then start behind the ear on the other side. Make sure hair joins at the top of crown to ensure balance and proportion throughout the cut.



CROSSCHECK:

Cross check using opposite partings, starting just below the occipital bone. Take horizontal sections. Pull hair straight out and check off any undesired weight. Work up the head, following the head shape.



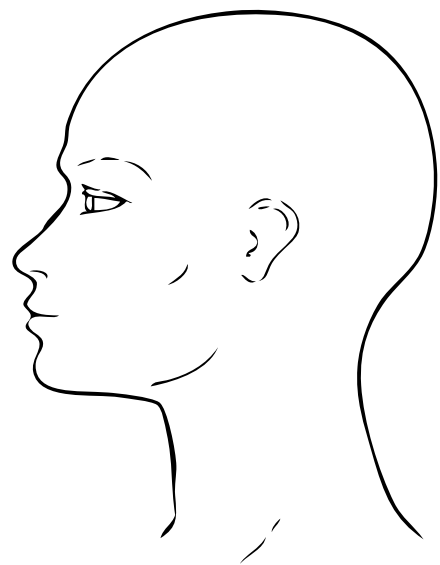
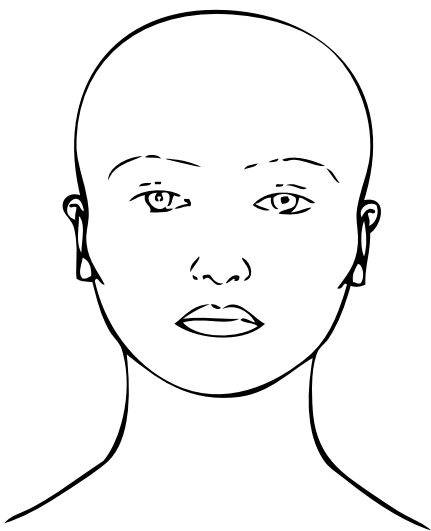
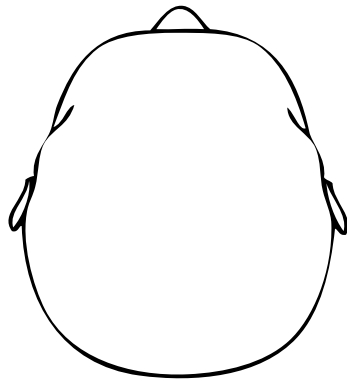
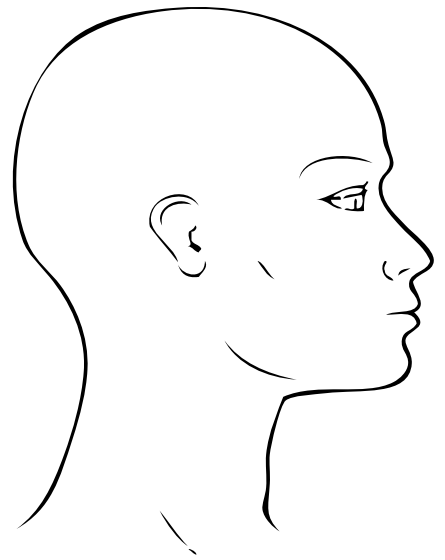
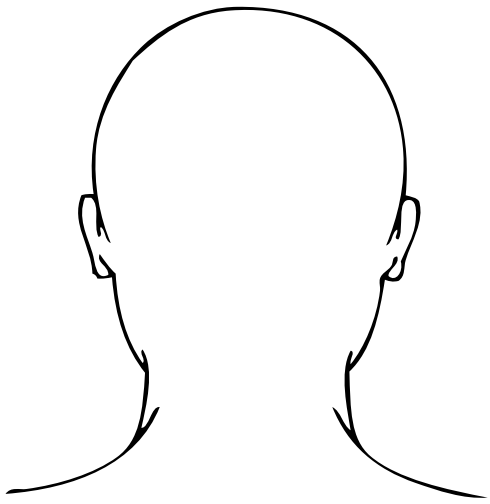
FACE FRAMING:

Take sections, working from the hairline down to just in front of the ear, following the angle of the hairline. Comb hair straight down and hold lightly with fingers, with palm facing up. Cut from the perimeter up at desired length and angle. Continue taking sections from hairline back using previous cut sections as guide. Be careful not to put too much tension on the hair to avoid creating graduation. You should run out of hair when you get to front of the ear.

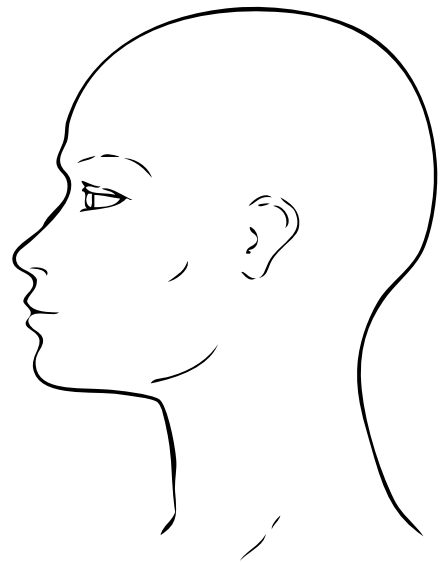
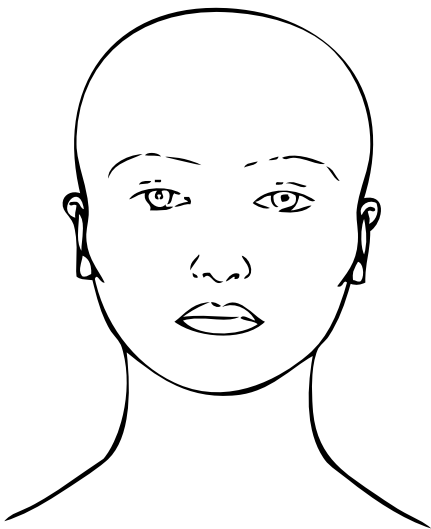
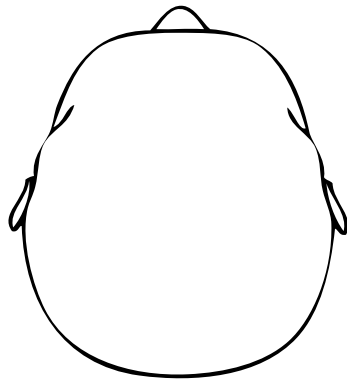
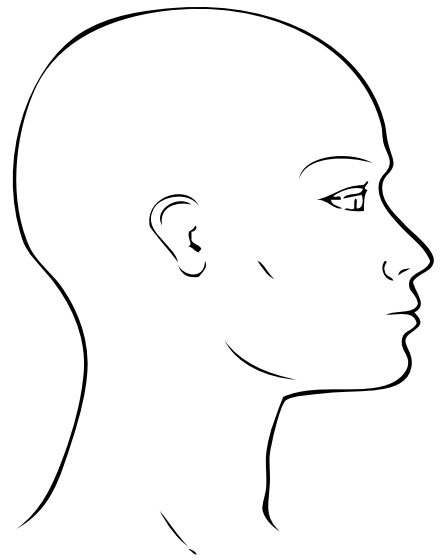
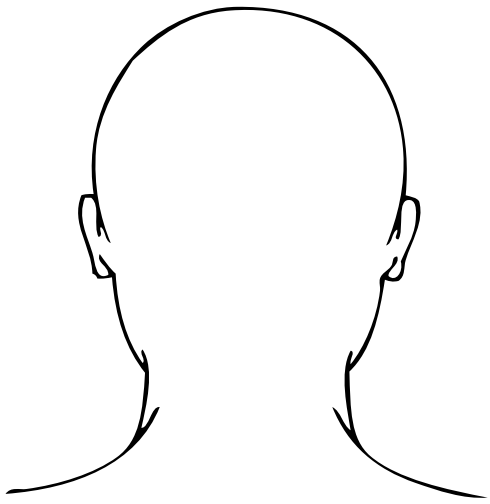


BLOWDRY:

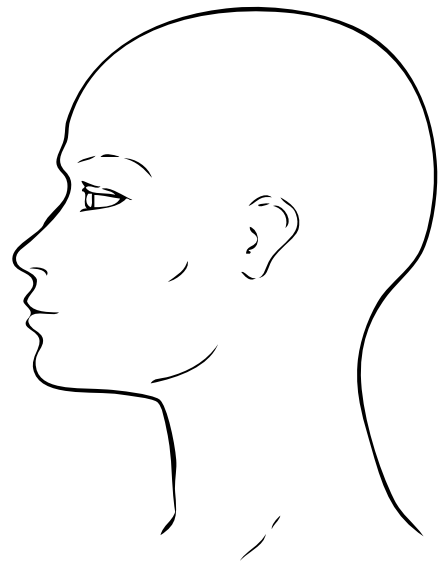
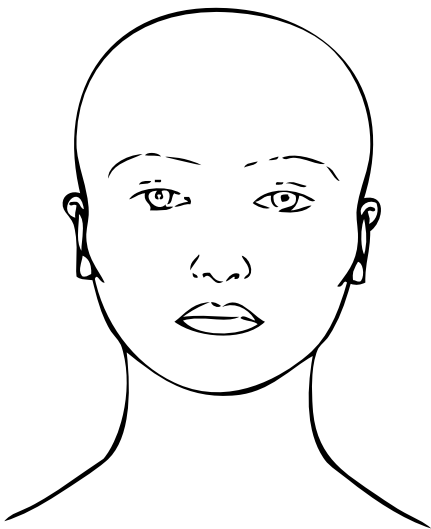
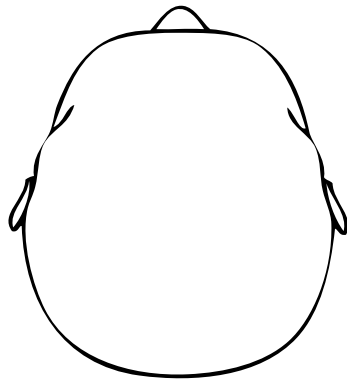
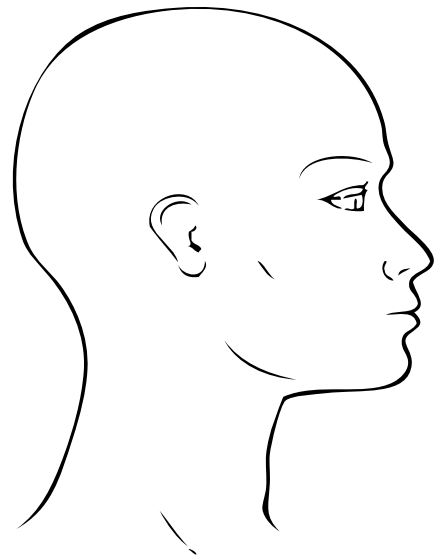
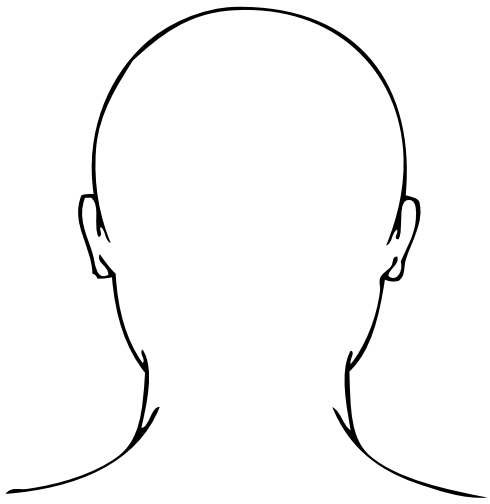
Use a paddle brush to flatwrap, then use a natural bristle brush to smooth and straighten. If curly, use a diffuser and dry using appropriate technique.



CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

Layer One

Scale 1-5: 1 being the lowest/5 being the highest

Date																		
Teacher																		
Correct Parting																		
Suitability																		
Balance of Shape																		
Symmetry of Outline																		
Use of Over-Direction																		
Cleanliness of Layering																		
Fringe/Face Framing																		
Blow Dry																		
Finishing/Checking Off																		
Product Use																		
Service to Client																		
Additional Comments																		

- 1 - Keep Working. Need to understand technique & shape.
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- 5 - Great job! Perfect execution of technique & shape :-)

SINE
QUA
NON
SINE

LAYER
TWO



This technique uses vertical sections radiating from the center back forward. This results in a flatter, more head-hugging shape, suitable for almost all lengths and textures.



THE CUT:

Begin by cutting your perimeter length. Use the appropriate techniques as illustrated in your previous one-length exercises.

INTERNAL LAYERING:

Section the hair from behind the crown to the back of the ear on both sides. Next, take a vertical section from the center crown parting down to the hairline dividing hair in half.

Take a vertical section parallel to the center back part. Finger position and elevation will determine the proportion and balance for the rest of the shape. Continue this shape and your pre-determined guide, whether that be stationary or a moving guide. The second section is over-directed into the first. The amount of overdirection will be determined by the desired internal proportions and the outline shape.



Continue working from the center outward. Sections will radiate, pie-shaped, around the head as you move forward into the sides. Pay attention to your over-direction and finger position as you work.

You'll be using any combination of techniques that you have learned thus far to create your shape. (i.e. square layering, one length, 90 degree angle, 45 degree angle, etc.) Spend time assessing your models head shape, bone structure and end result before beginning. Choose your layering technique and guide before beginning.



THE SIDES:

This will be determined by your techniques and guide choice. Follow as directed by your teacher.

NOTE: This technique can be great to preserve strength in the perimeter.



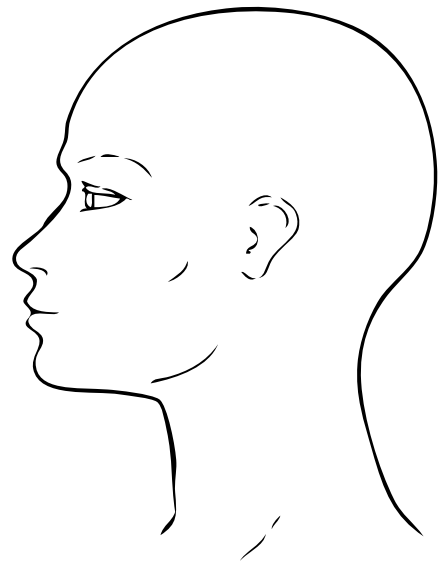
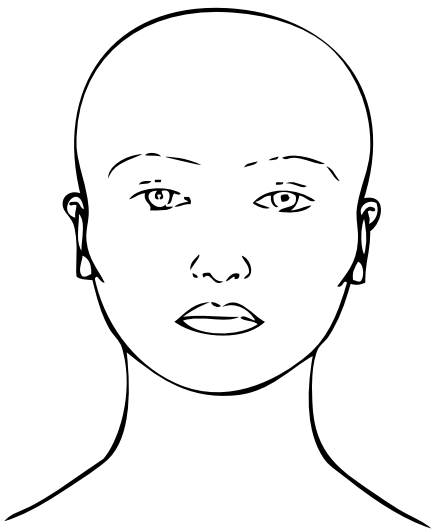
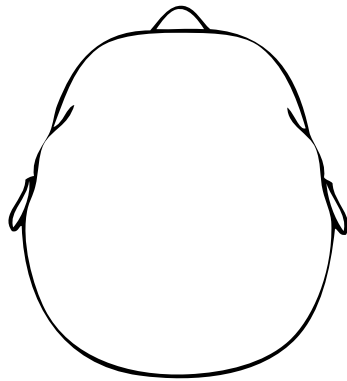
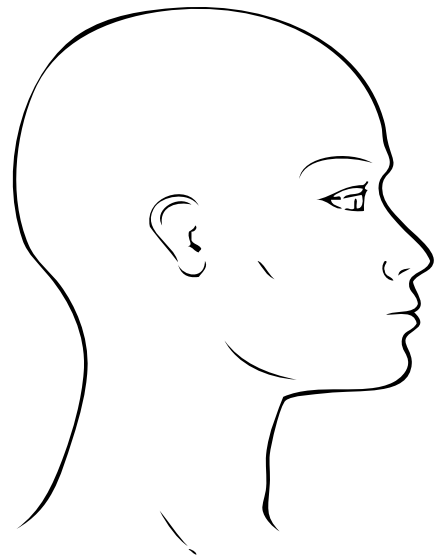
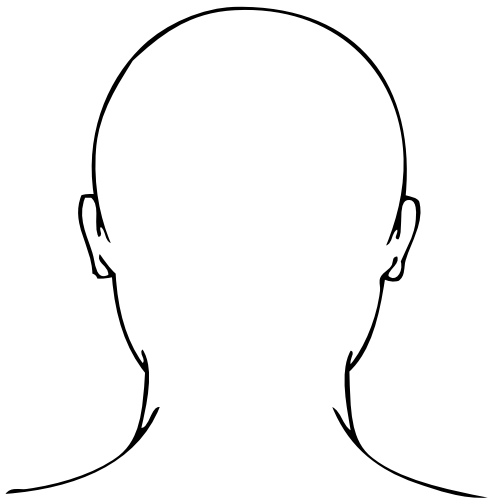
FINISHING/DRY CUTTING:

If needed, using your eye, take a slightly diagonal section at the front hairline from the center part to just in front of the ear. Over-direct in the opposite direction to how hair was previously cut. Remove any excess weight. Next section is parallel and over-directed into the first. Continue from the front hairline around to the corner back of the head. Decide whether to remove any excess area of weight. Cross check.

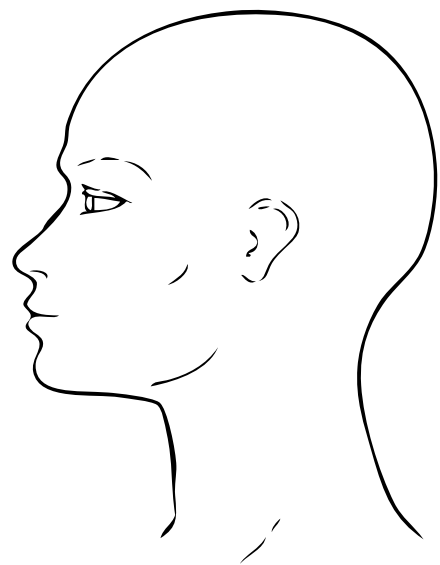
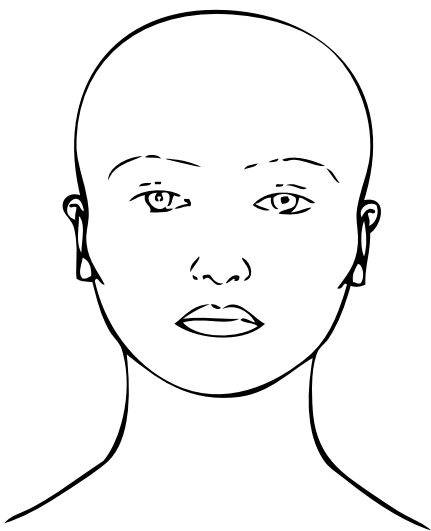
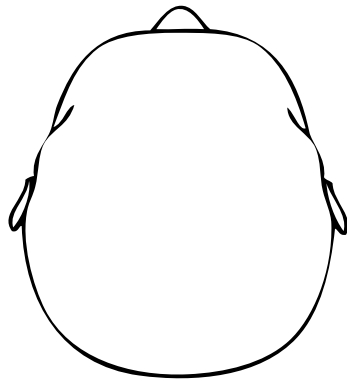
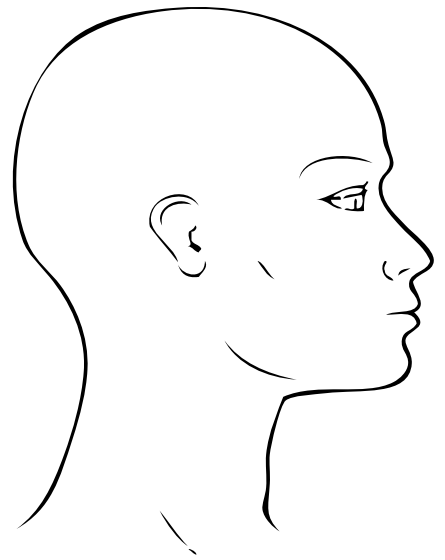
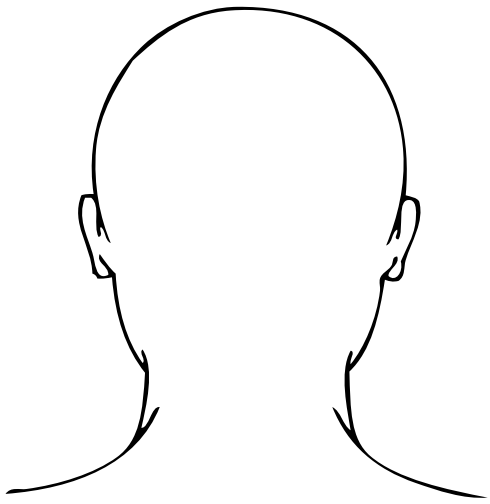


FACE FRAMING LAYERS:

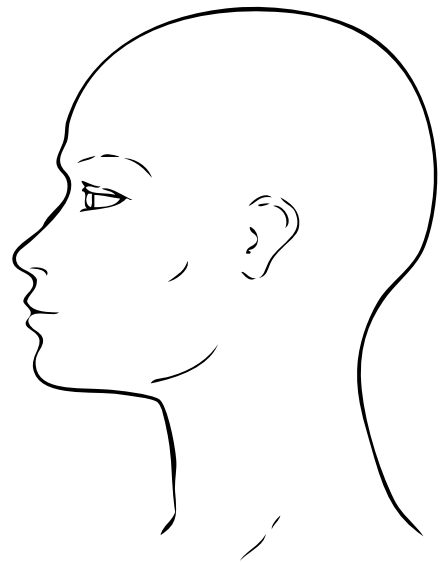
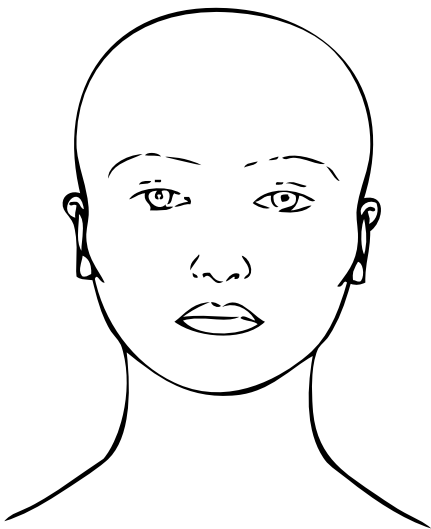
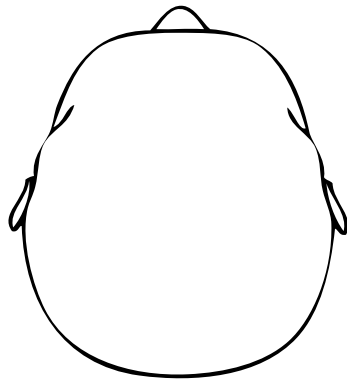
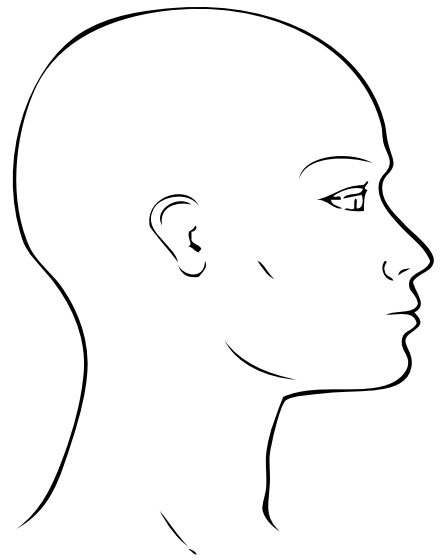
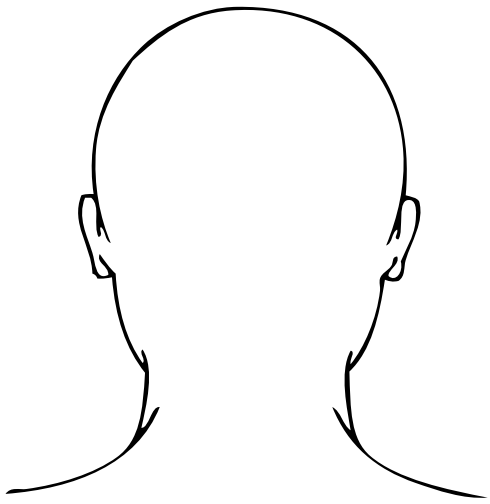
To layer the sections around the face, take small diagonal partings with the hairline; pull the hair down slightly forward and cut the desired angle. Continue working back until you run out of hair.



CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

Layer 2

Scale 1-5: 1 being the lowest/5 being the highest

Date																				
Teacher																				
Correct Parting																				
Suitability																				
Balance of Shape																				
Symmetry of Outline																				
Use of Over-Direction																				
Cleanliness of Layering																				
Fringe/Face Framing																				
Blow Dry																				
Finishing/Checking Off																				
Product Use																				
Service to Client																				
Additional Comments																				

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**SINE
QUA
NON
SINE**



**GRADUATED
BOB**



This technique teaches graduation through elevation and finger position. This is a chin to jaw length bob with a slight build up of weight in the nape. There is no graduation in front of the ears. It is appropriate for nearly all textures.

NOTE: Use only straight haired models for test out.



Begin by finding the natural part. Connect at crown and take a vertical part down the center back. Divide hair in half.

THE CUT:

Take a small, slightly diagonal vertical parting from just below occipital down to hairline. Hold hair from parting and cut to desired length. With degree of graduation decided upon in consultation. Visualize result.



NOTE: This section will determine amount of graduation for the rest of the shape. Use any previous layers as a potential guide.

The second section is taken above and slightly less vertical than previous section. Comb into previous section. At this point, you will start to elevate slightly.



Continue this process, working up and across the head, through to the sides.

NOTE: In crown area, pay attention to growth patterns and use of overdirection. Excessive tension may cause imbalance in the shape. Elevation will decrease as you move into the sides. Not only does this establish your outline, but it also creates a gradual change in weight.

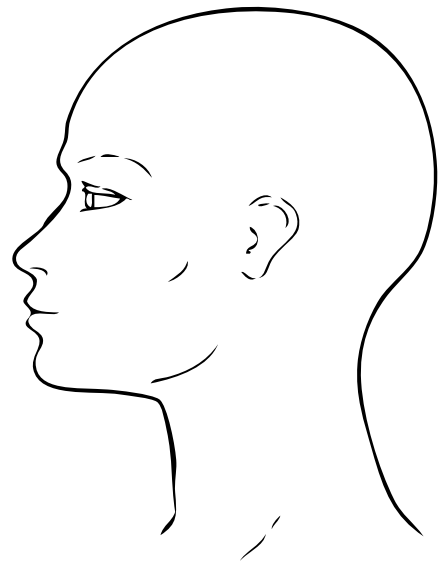
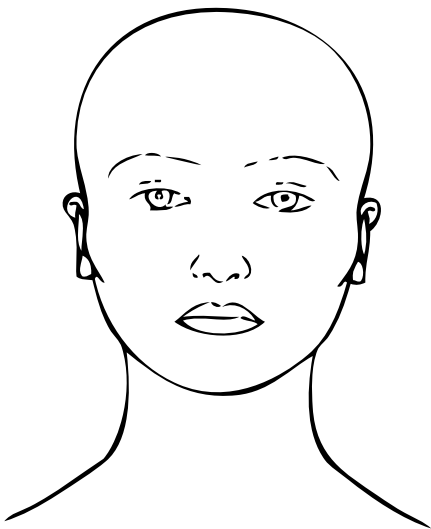
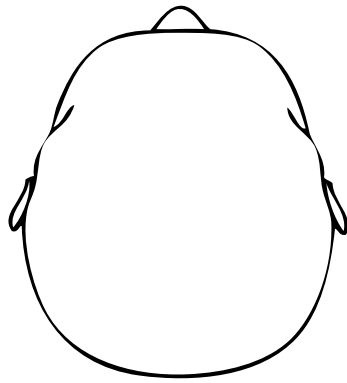
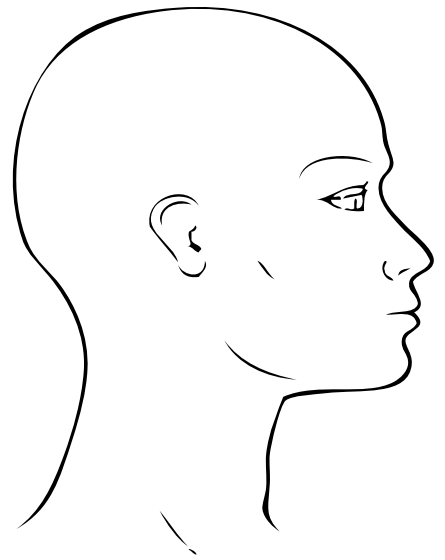
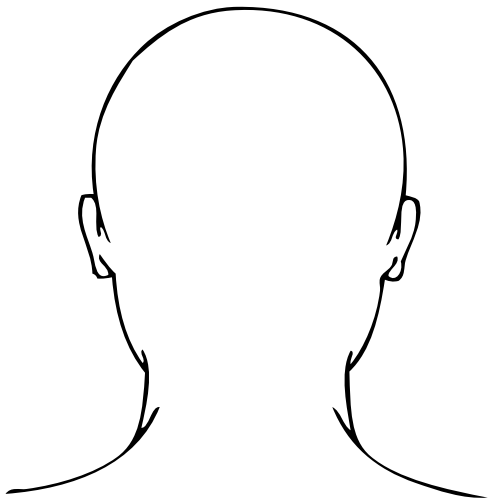
Hair over the ears and around the perimeter should be cut using the teeth of the comb, using little or no tension.



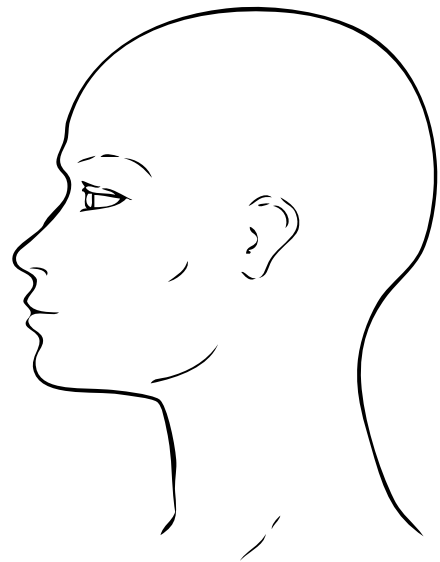
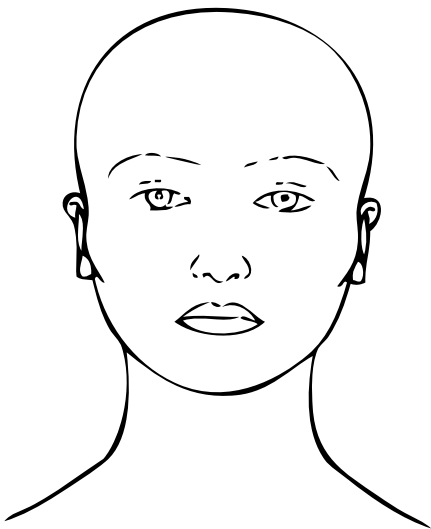
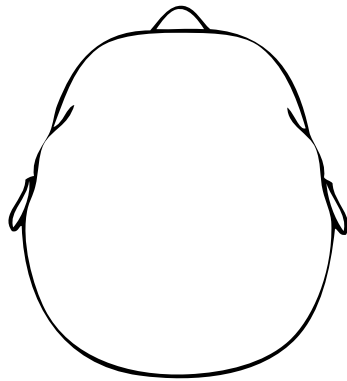
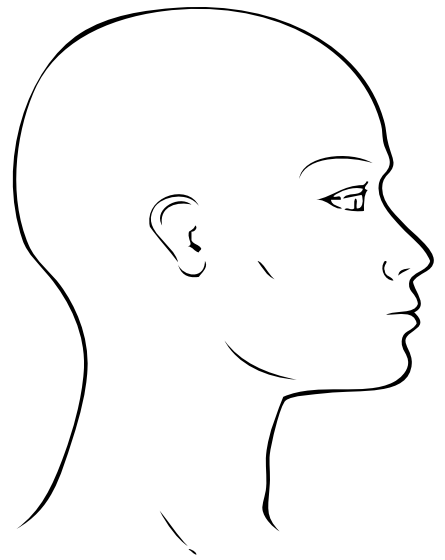
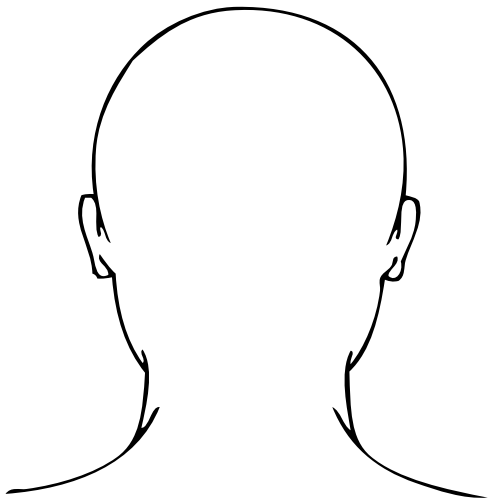
BLOWDRY:

Using a Denman 9 row brush, flat wrap and dry with minimal root lift. Detail work on hairline can be done following blowdry.

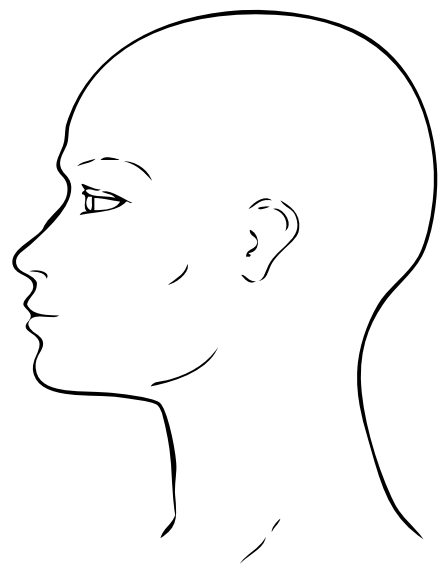
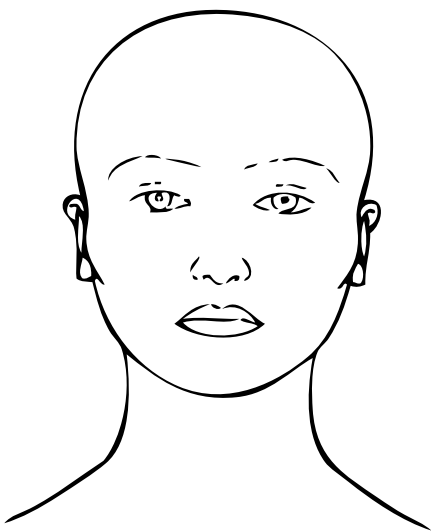
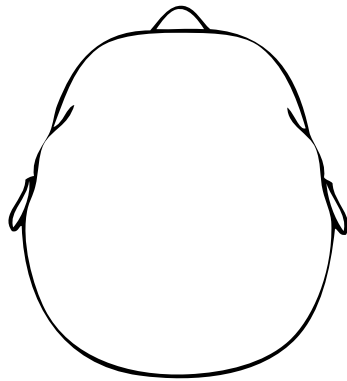
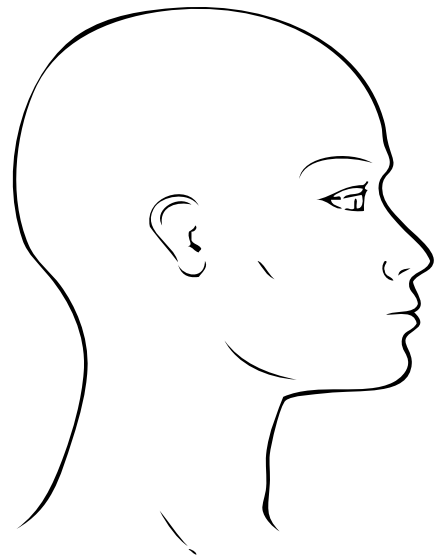
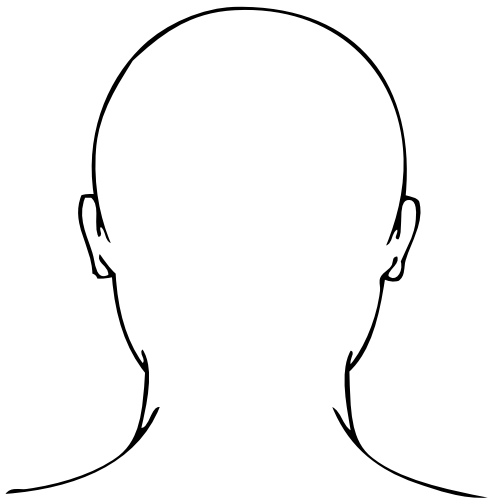
CROSSCHECK



CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

Graduated Bob

Scale 1-5: 1 being the lowest/5 being the highest

Date																								
Teacher																								
Suitability																								
Correct Parting																								
Use of Over-Direction																								
Flow of Line																								
Correct Length																								
Symmetry of Shape/Graduation																								
Cleanliness of Line																								
Allowance of Ears																								
Allowance of Crown																								
Fringe Section (if applicable)																								
Blow Dry																								
Finish/Checking Off																								
Product Use																								
Service to Client																								
Additional Comments																								

- 1 - Keep Working. Need to understand technique & shape.
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SINE
QUA
NON
SINE



LAYERED
BOB



This is a bob with internal layers. A combination of elevation and over-direction are used to create the shape. This technique is appropriate on all hair textures.



NOTE: For test-out, use straight to wavy hair.

THE CUT:

Begin by cutting the perimeter. Use the sectioning and cutting procedure as illustrated in the previous One Length exercises.

INTERNAL LAYERS:

Take a vertical part from the center crown down to the nape. Divide the hair in half. Take a slightly diagonal part from or slightly below the occipital. Allow a sufficient amount of hair at the outline to drop out before cutting. This is to preserve the length.



The angle chosen in this first section will determine the shape and balance of the entire haircut.



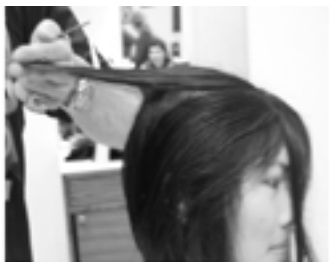
The second section is taken parallel and over-directed into the previously cut section. Keep working up the head with the same sectioning and over-direction.

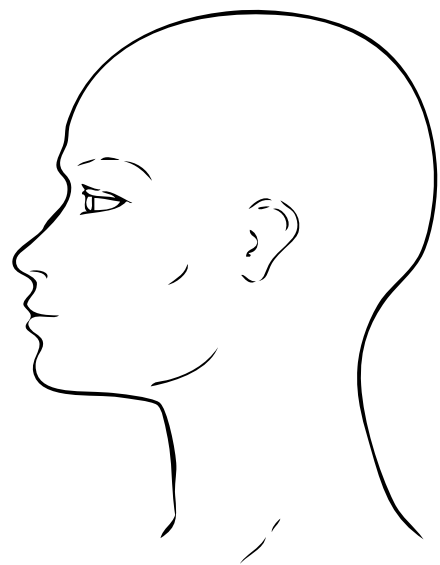
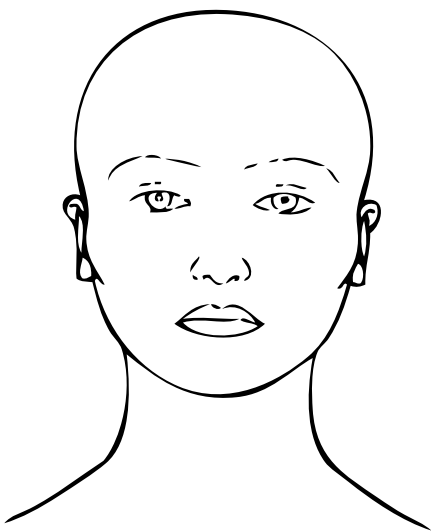
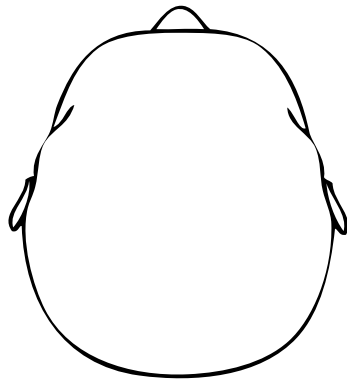
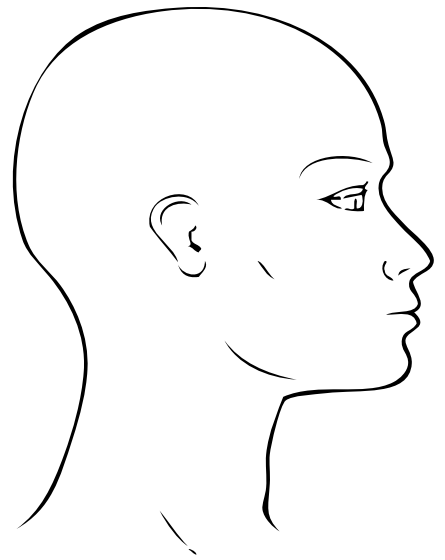
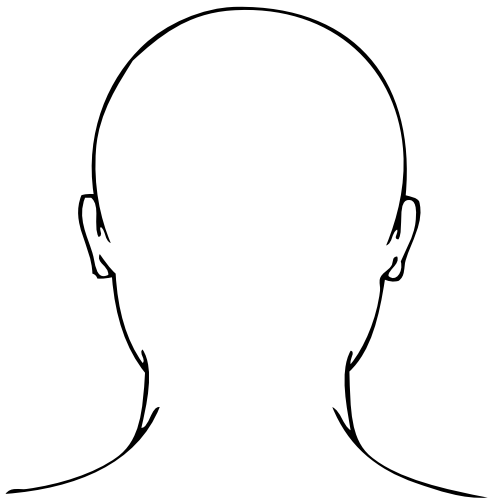
SIDES:

Be careful to not cut a hole in the outline as you move into the sides. As you move forward, the amount of over-direction can vary, depending on desired result.

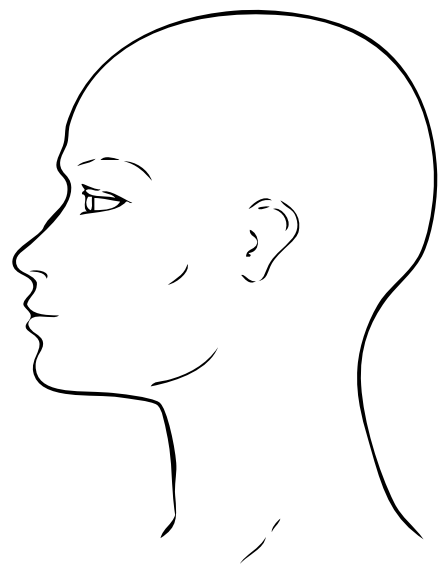
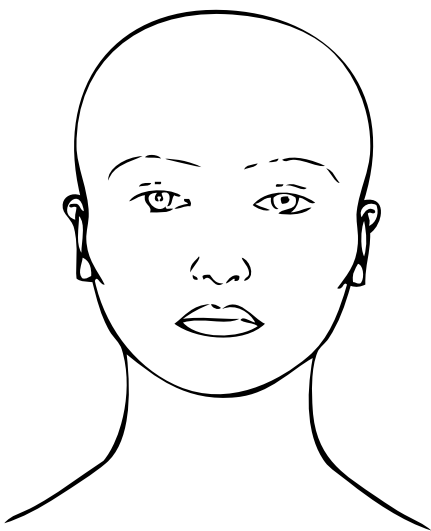
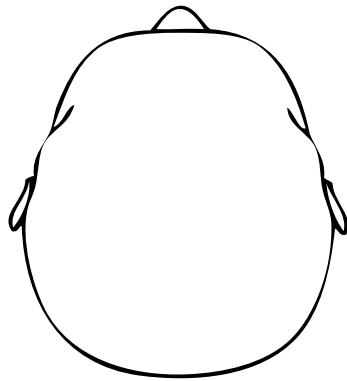
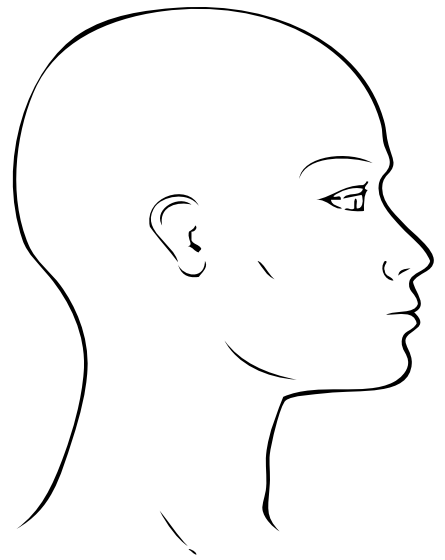
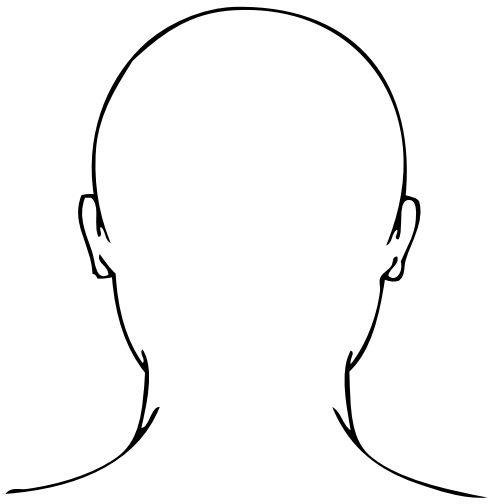
CROSSCHECK:

Use horizontal sections moving around head to remove any corners.

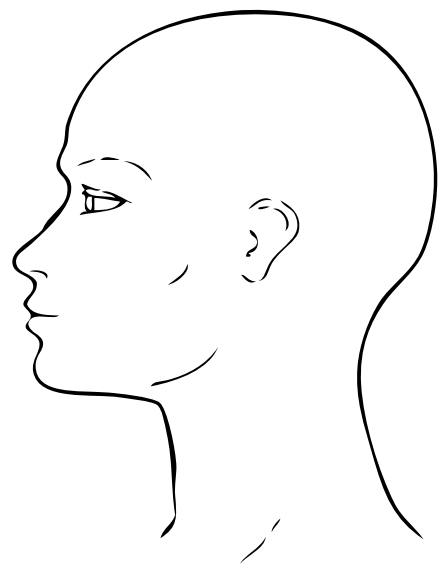
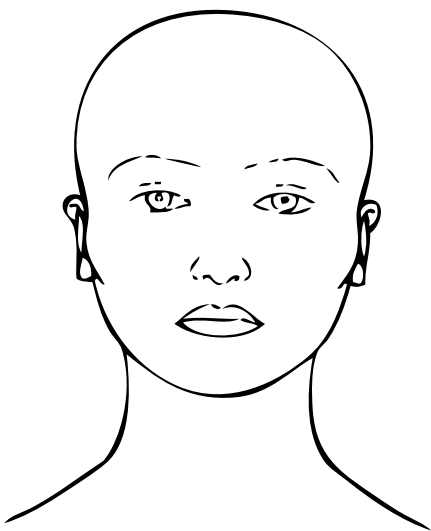
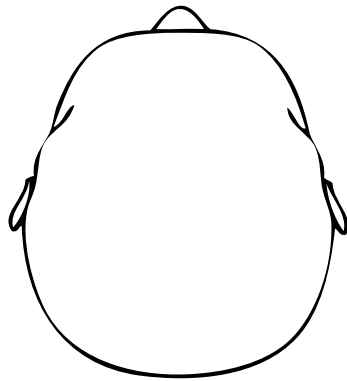
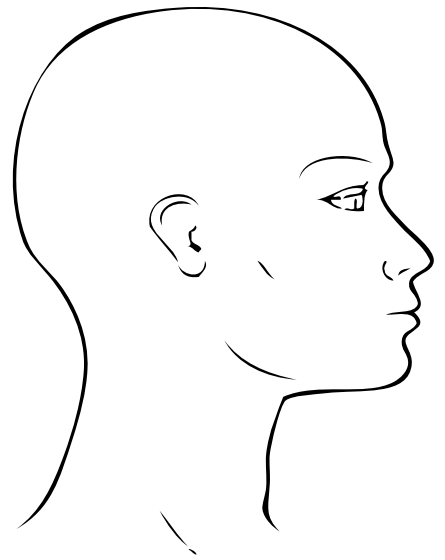
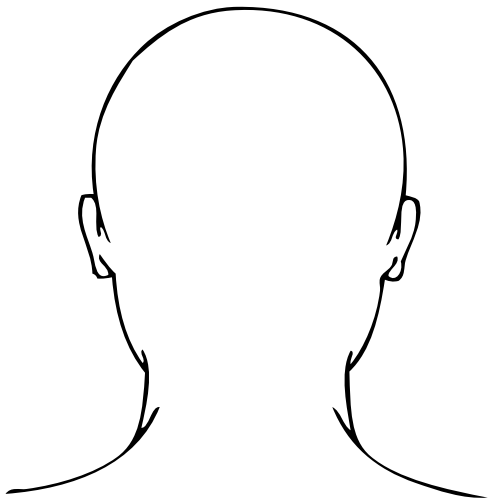




CLASS: _____



CLASS: _____



CLASS: _____

Name: _____

Layered Bob

Scale 1-5: 1 being the lowest/5 being the highest

Date																						
Teacher																						
Suitability																						
Correct Parting																						
Use of Over-Direction																						
Flow of Line																						
Correct Length																						
Symmetry of Shape/Balance																						
Cleanliness of Line																						
Allowance of Ears																						
Allowance of Crown																						
Fringe Section (if applicable)																						
Blow Dry																						
Finish/Checking Off																						
Product Use																						
Service to Client																						
Additional Comments																						

- 1 - Keep Working. Need to understand technique & shape.
- 2 - Getting better. Partial Understanding of technique & shape. Need consistency.
- 3 - Almost there. Understands technique & shape. Keep working on consistencies.
- 4 - Good job! Understands technique & shape. Keep perfecting.
- 5 - Great job! Perfect execution of technique & shape :-)

SINE
QUA
NON
SINE



ROUND GRADUATION



ROUND GRADUATION

Round graduation creates a rounded shape with an internal build up of weight. This technique is best suited for shorter hair and is appropriate for any texture.



SECTIONING:

Begin by taking a horseshoe section that starts at the front recession around to just behind the top of the crown.



SECTION 1:

Take a diagonal parting at the temple mirroring the natural hairline. A 45 degree angle or lower will be used to build the shape. Cut to desired length.



SECTION 2:

The second section is parallel to the first and slightly over-directed forward. Continue around the head until you reach the center back.

Repeat on other side.

ROUND GRADUATION



TOP SECTION:

Take a center section from the front hairline to the crown. Use the previously cut hair in the center back as your guide to connect to the top. The length and angle of this section can vary depending on the desired result. Cut to desired length.



Continue taking parallel sections slightly over-directing into the last. At this point, you are only connecting the top to the back, so do not try to connect to sides once you reach the round of the head. Complete one side, then the other.



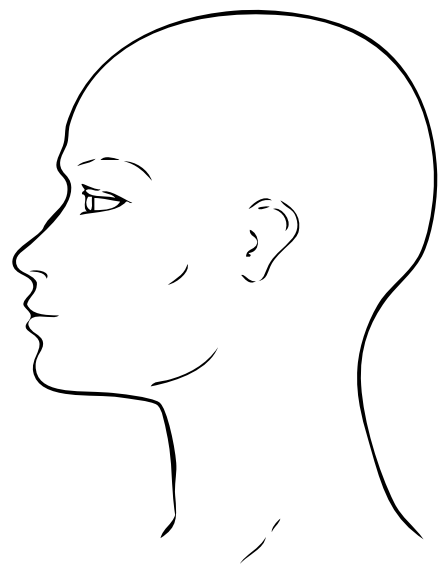
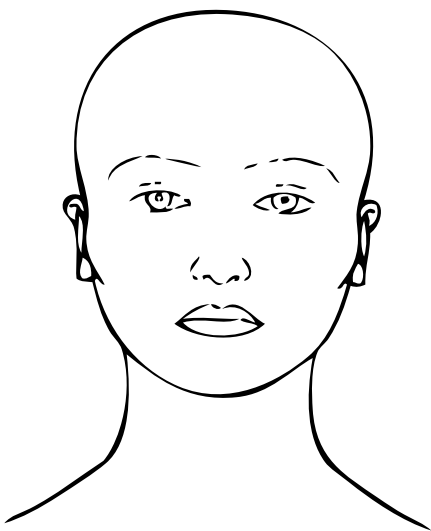
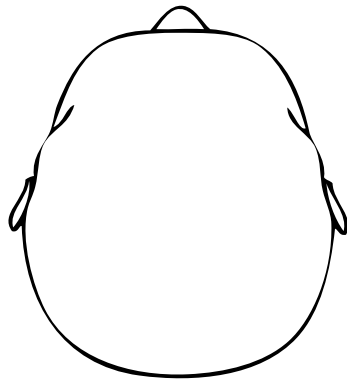
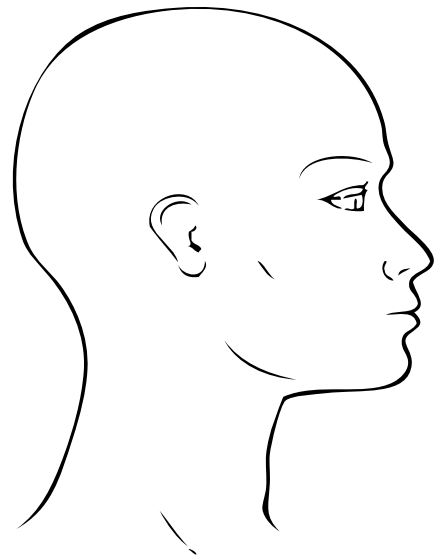
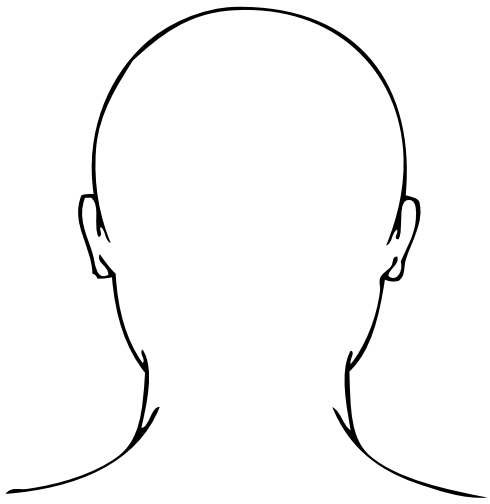
CONNECT TO SIDES:

Make a center part from the front hairline to the crown. Take vertical section perpendicular to the center part. Hold sections straight out from round of head and connect to sides by rounding off the corner. Work from the crown toward front, over-directing into the previously cut section.

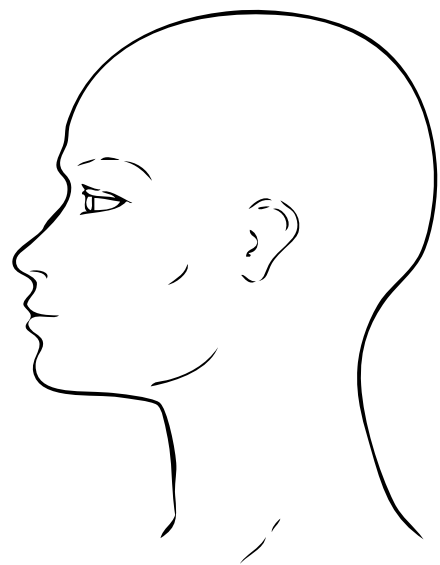
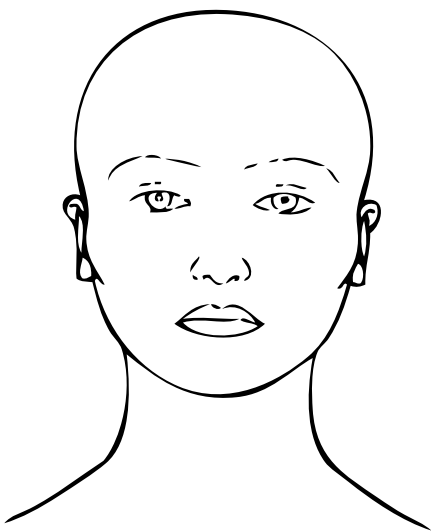
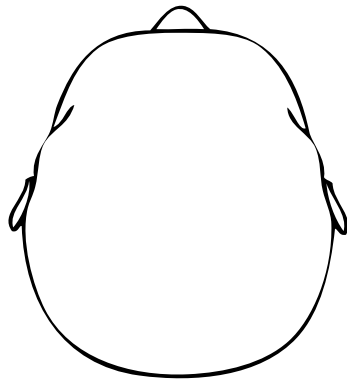
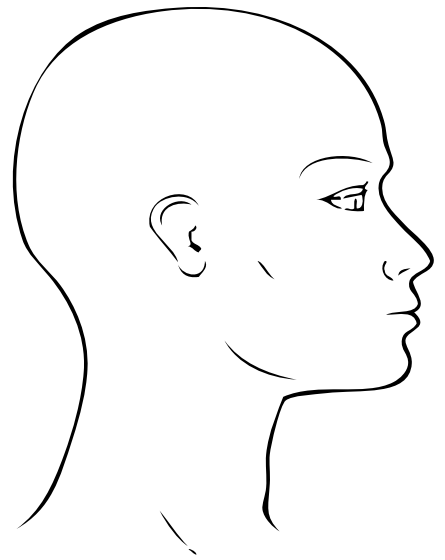
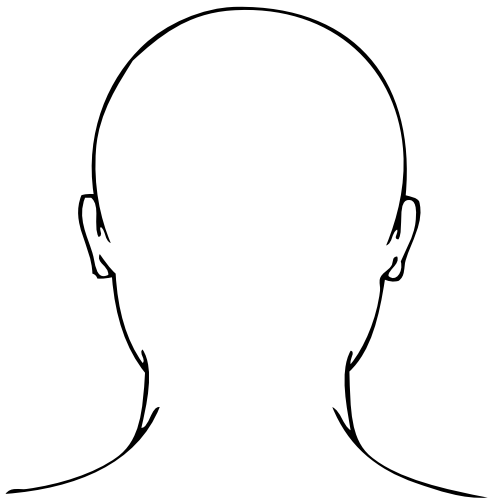


NOTE: Front may be disconnected to maintain length.

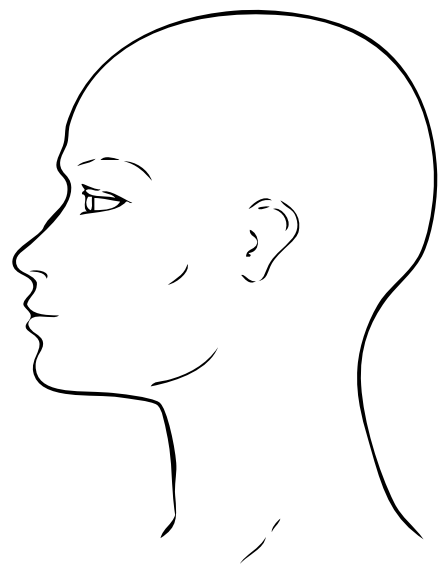
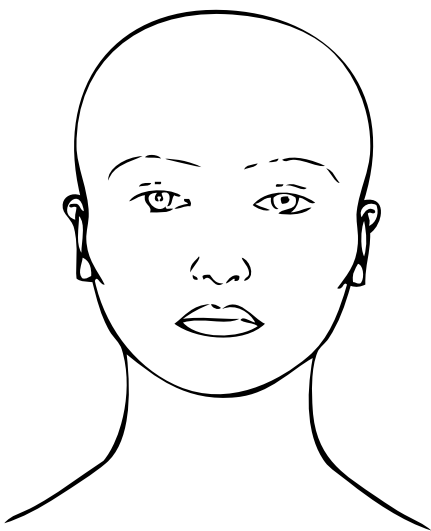
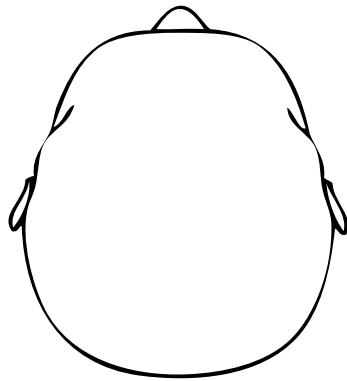
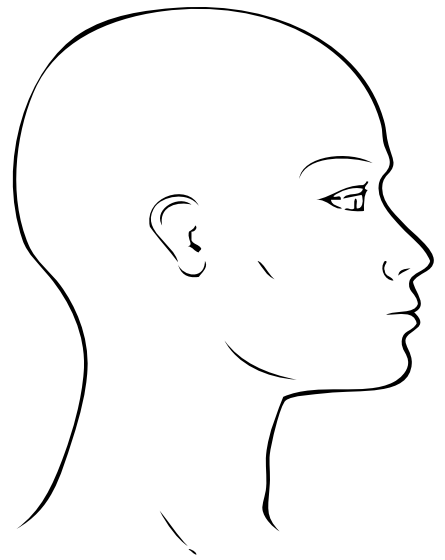
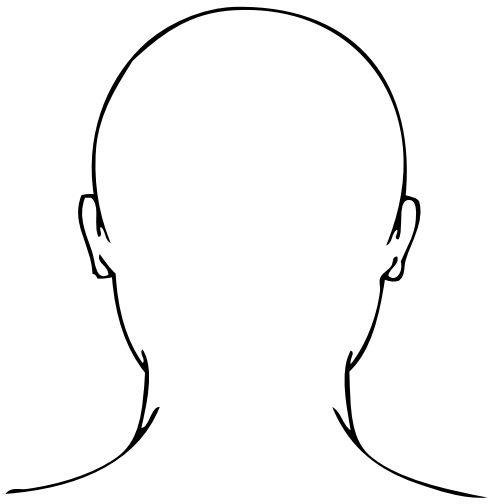
Finish by detailing outline and fringe areas using your mirror and eye.



CLASS: _____



CLASS: _____



CLASS: _____

**SINE
QUA
NON
SINE**



BARBERING

**CLIPPER WORK /
SHEAR OVER COMB**



Short lengths on men and women are cut with clipper and shear over comb techniques. Shear over comb is used to refine and soften short lengths. Clippers are used for precision in tapers and fades to expose more scalp in very short lengths.



THE CUT:

The angle of the comb and the size of the teeth of the comb determine length and must remain consistent.

Whether using shears or clipper over comb, movement should be smooth and continuously flowing.



For shears, get into a rhythm of consistent shear opening and closing, combined with flowing movement over the area. Practice using only the thumb to operate your shears. The less your thumb is in your shear, the more dexterity you will have. This prevents chopping at the hair and creating unwanted steps.

For clippers, they should be held horizontally using bottom teeth of blade. Use a barbering comb as wide as clippers to protect top teeth from cutting undesired hair.



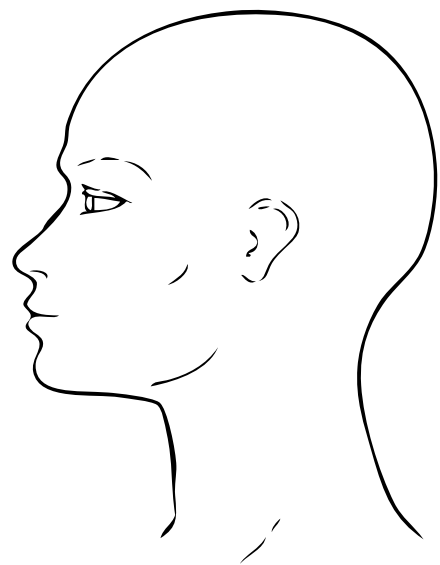
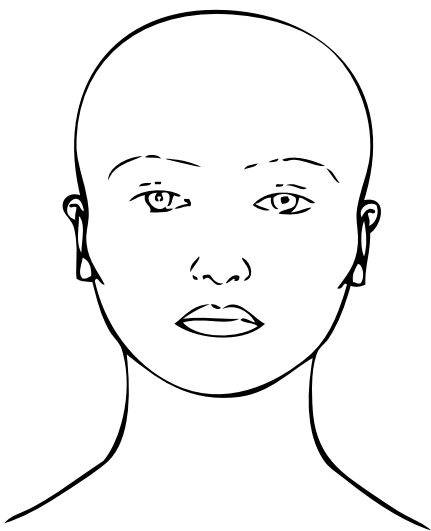
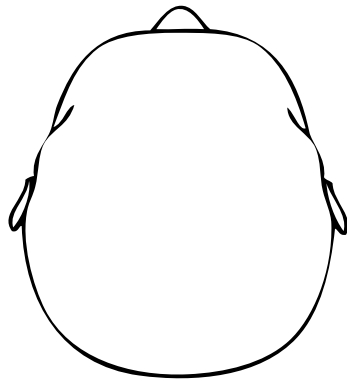
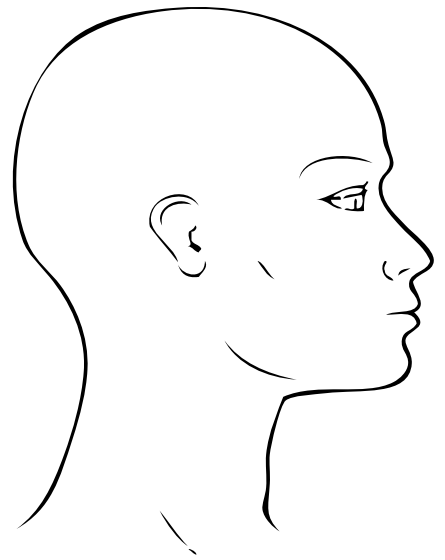
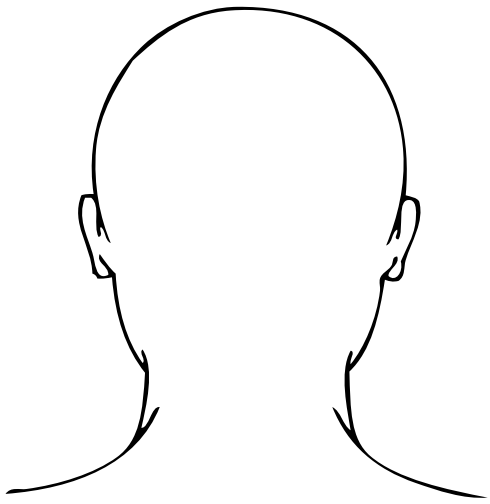
Use your mirror often to check smoothness and shape of cut. The complete 360 shape should be kept in mind through out the cut.

At hairline, for a softer look, use shear over comb to leave a more natural effect.

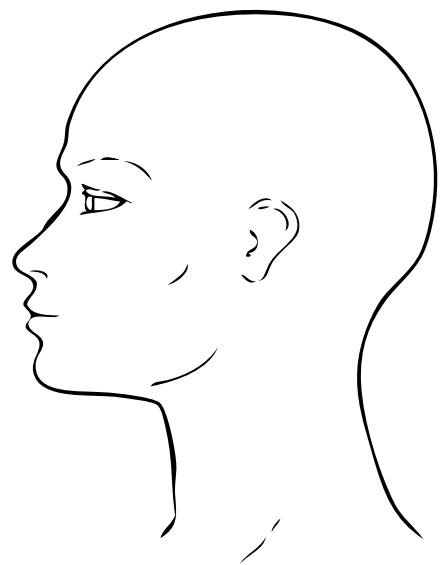
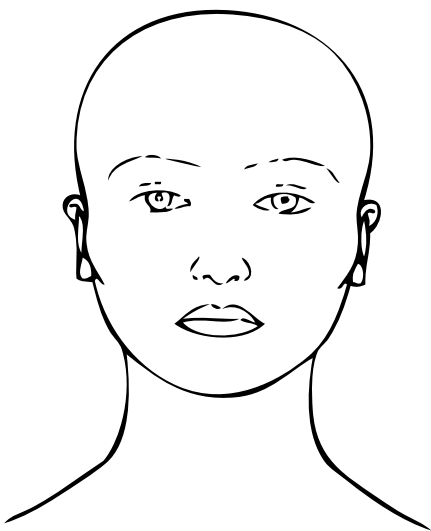
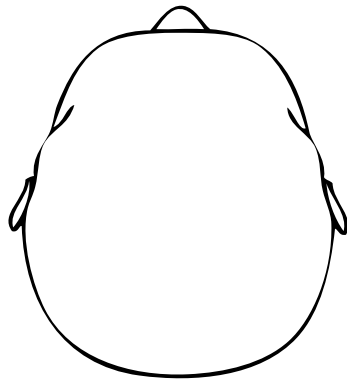
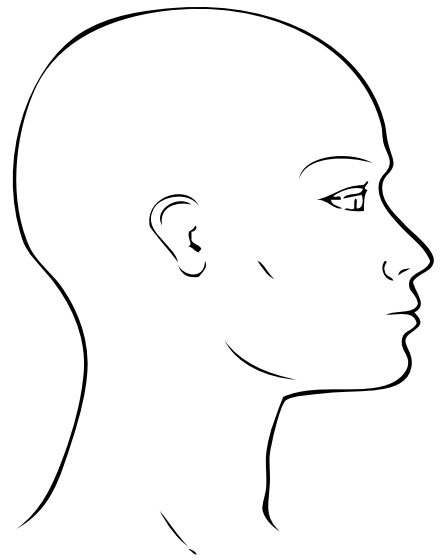
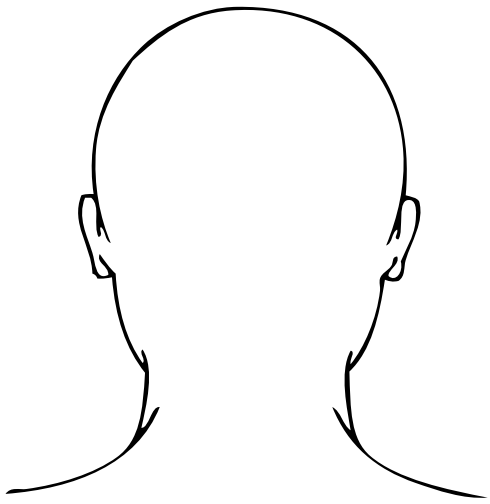


For a close taper or fade, use freehand clipper techniques.

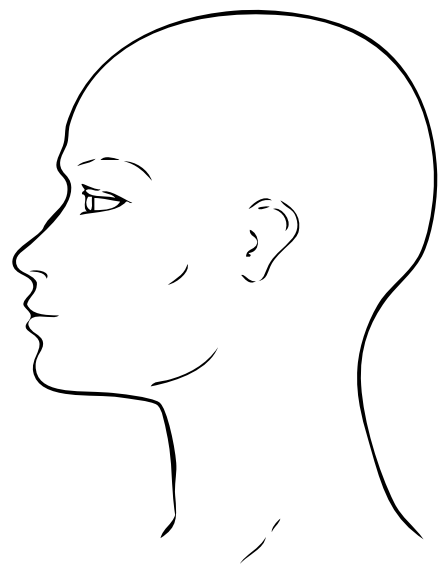
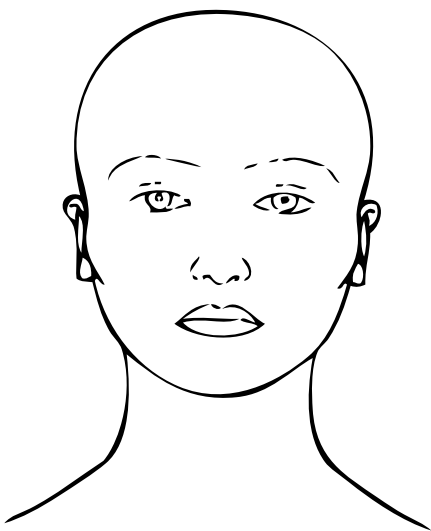
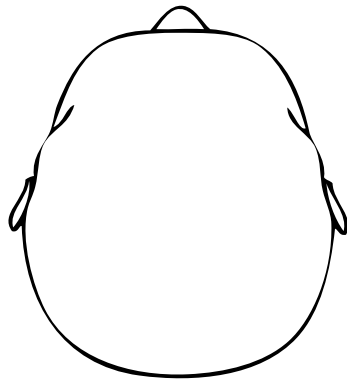
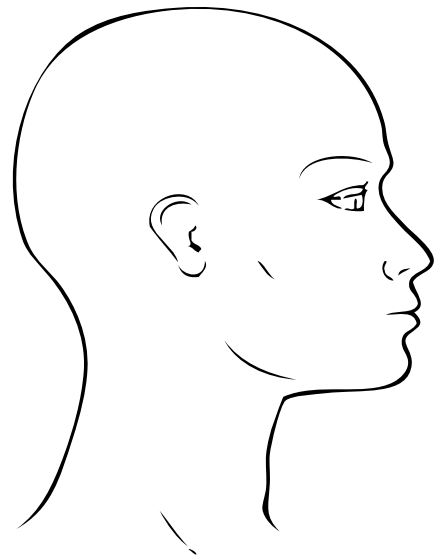
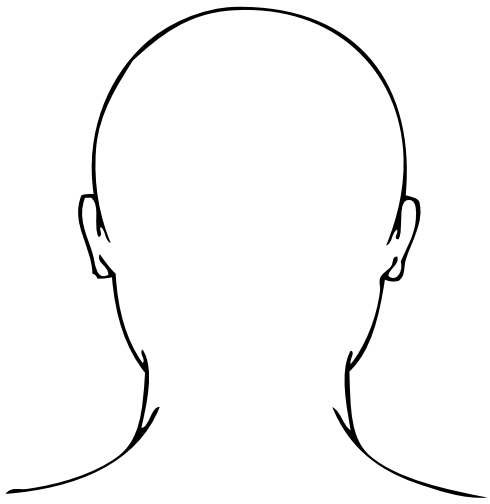
The teeth of the clipper should be coming off the scalp as you move up the head in a continuous fluid movement.



CLASS: _____



CLASS: _____



CLASS: _____

**SINE
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CROP





This haircut is appropriate for all hair types.

To test out, you should be able to make a plan and execute it accordingly, putting together all techniques.

The crop is a very short haircut designed to compliment the natural head shape. The length should not exceed one and a half inches. The skill at working with hairlines and controlling subtle weight build up are exercised on this haircut.

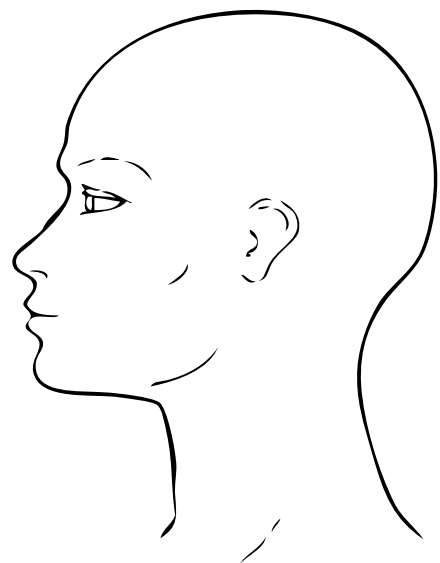
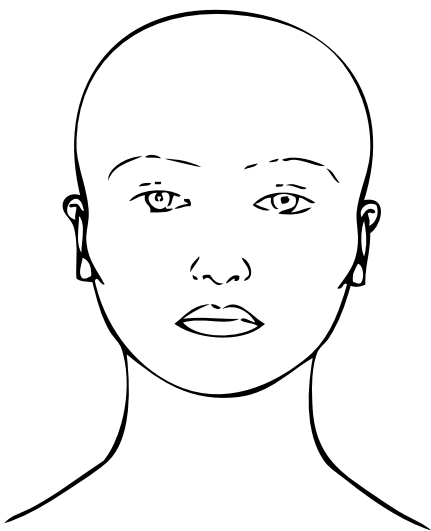
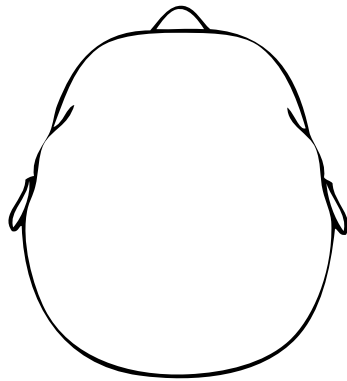
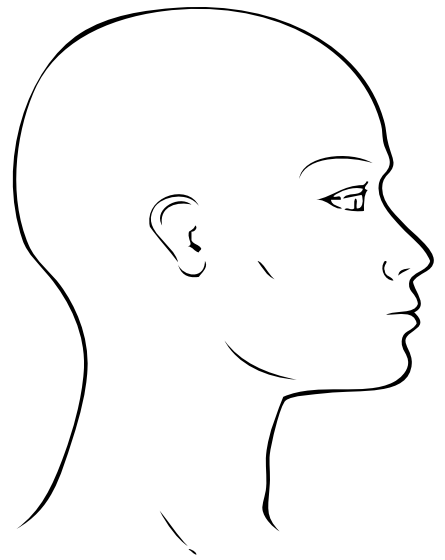
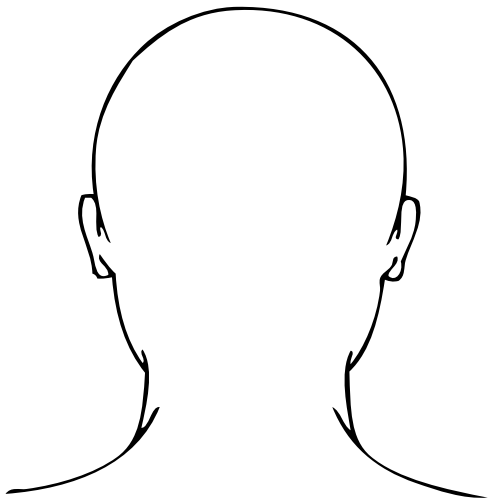
Spend time assessing your model's head shape and bone structure before beginning. Be sure to use the mirror when assessing your model. Also check the growth patterns, particularly in the hairline.

You will be using a combination of techniques you have learned to create your shape (i.e. square layering, round graduation, shear-over-comb, overdirection, etc.). Point cutting and freehand techniques may also be utilized in this haircut.

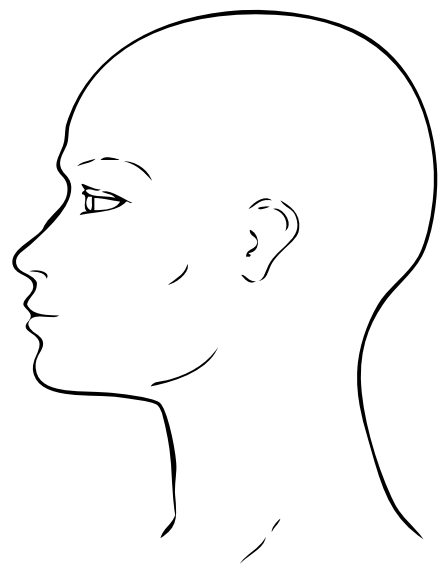
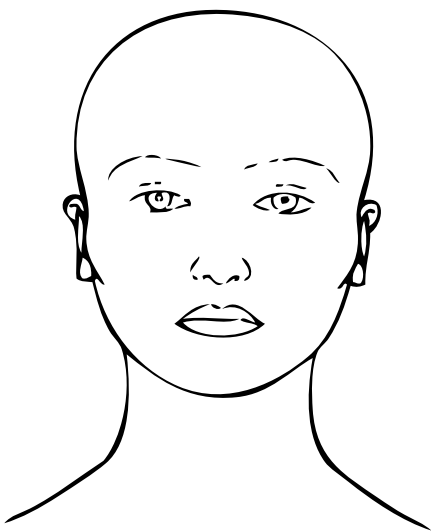
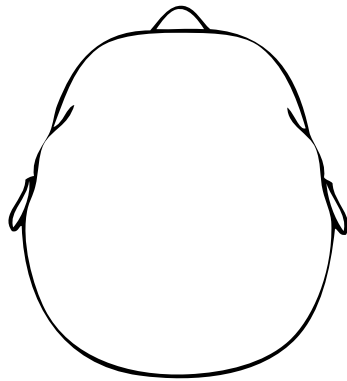
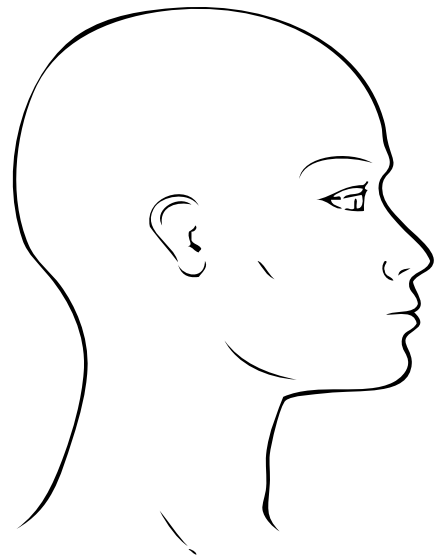
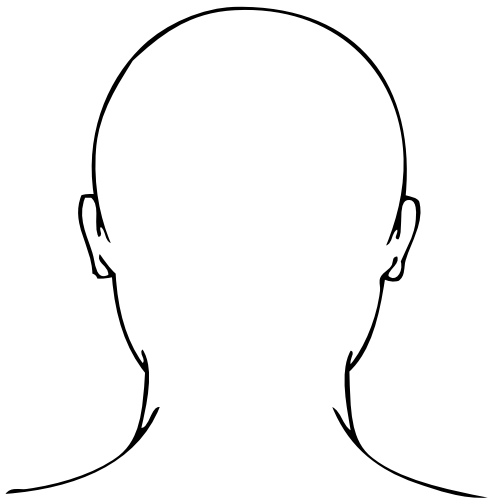
Point cutting is achieved by cutting into the section of the hair you are working with, rather than cutting straight across the section. This will result in a serrated or choppy finish. The shorter hair in the subsection supports the longer around it, resulting in lift and texture.

Freehand techniques are commonly used to soften outlines, create texture, and remove weight. Ask yourself where you want a strong line vs. a softer line.

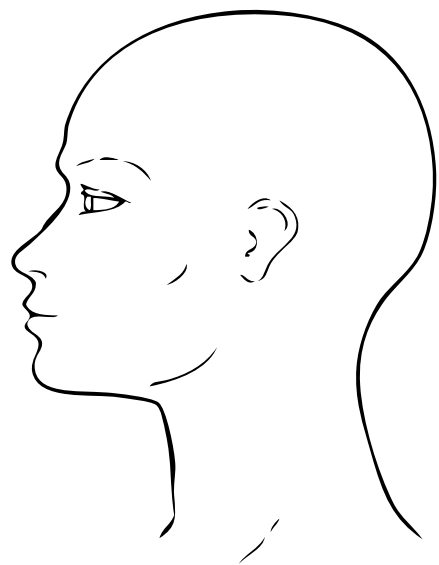
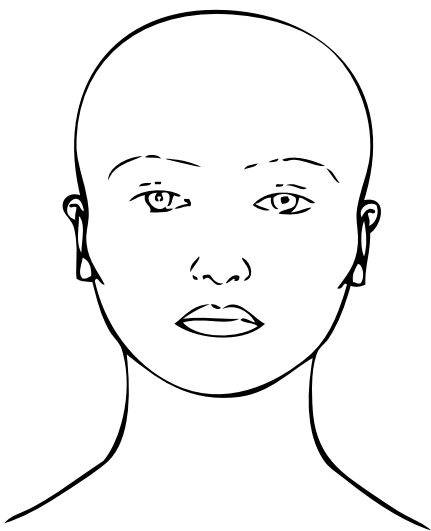
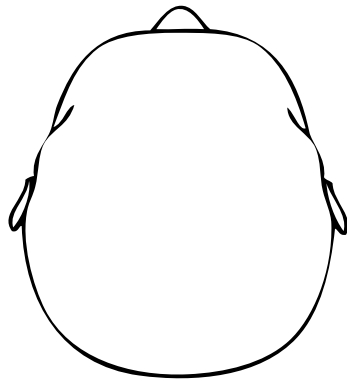
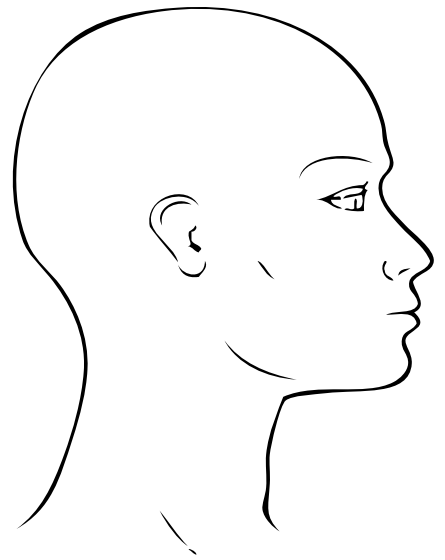
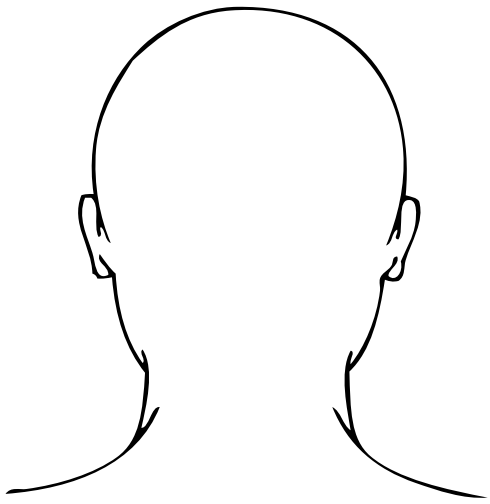
Details become even more important with short hair. Use your eye to finish your haircut by using all techniques available. Be sure and use the mirror.



CLASS: _____



CLASS: _____



CLASS: _____

**SINE
QUA
NON
SINE** **RADIAL
LAYERS**



RADIAL LAYERS

Radial layers create a round shape following the natural curve of the head. This haircut is very versatile and is appropriate for most textures on short to medium lengths.



A variety of techniques can be applied in this haircut:

- Point cutting or clean technical lines are appropriate.
- Sections can be over-directed into the previous or can be cut individually.
- The shape can follow the natural round of the head or overdirection can be used to maintain length in the perimeter.

THE CUT:

Begin by combing the hair from the center crown (whirl) down to hairline, following the natural head shape.



Using the tip of the comb, part hair from center crown to the front hairline. Take a second parting parallel and radiating from center crown. Hold hair straight up from head and cut to desired length, working from the crown to the hairline.



Using guide cut in center crown, take radiating sections and cut in same manner. Complete one side, and then the other.



RADIAL LAYER



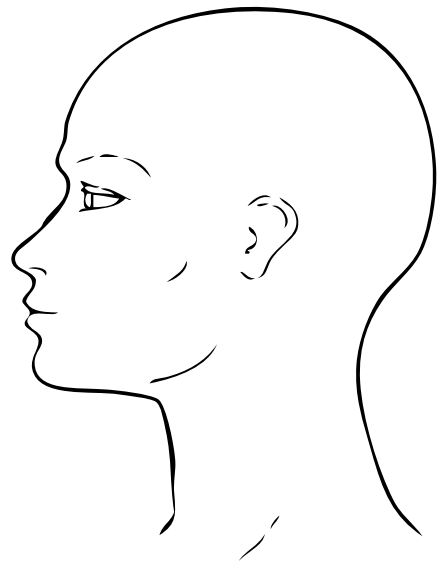
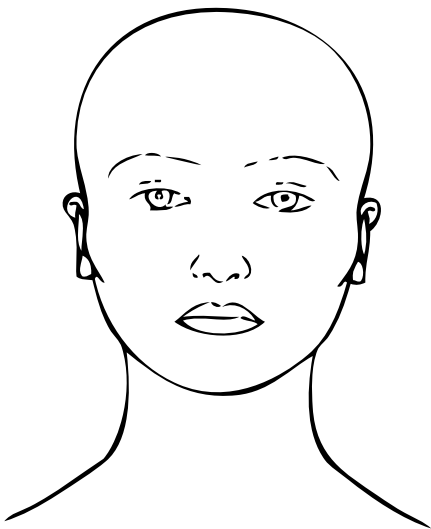
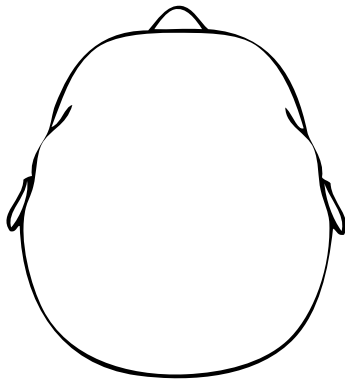
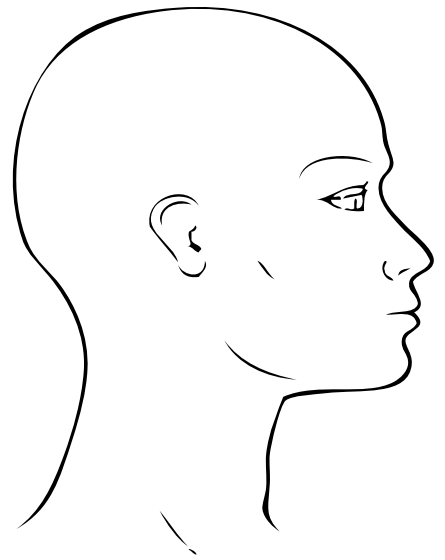
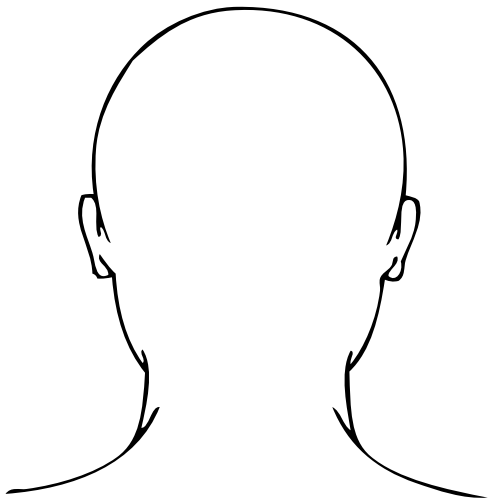
CROSSCHECK:

Taking opposite partings starting from center crown and working toward hairline, check for balance and proportion. Check off any excess weight.

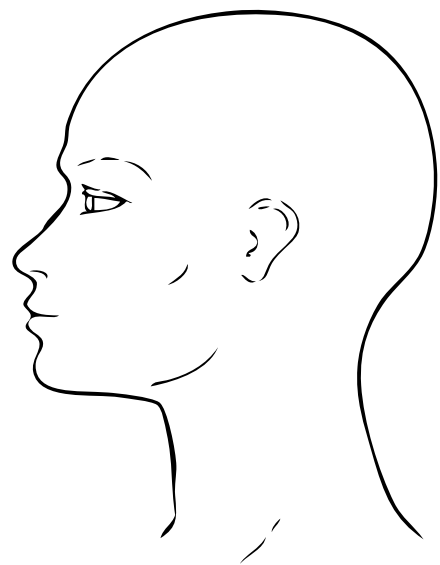
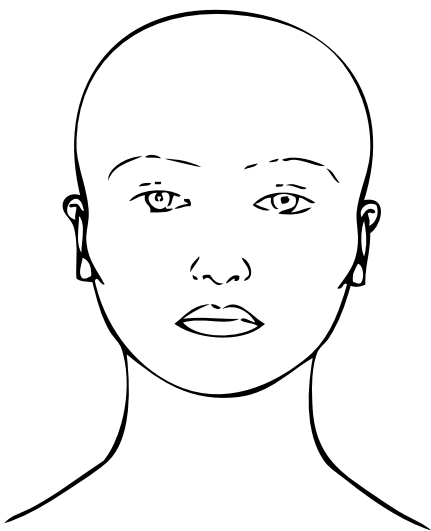
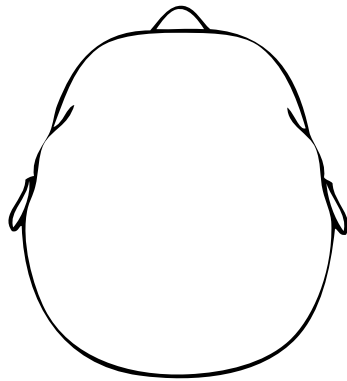
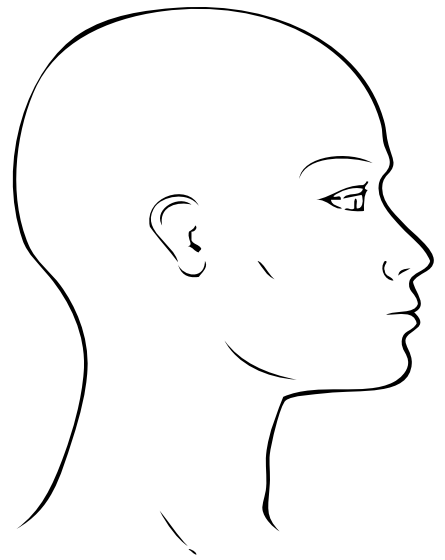
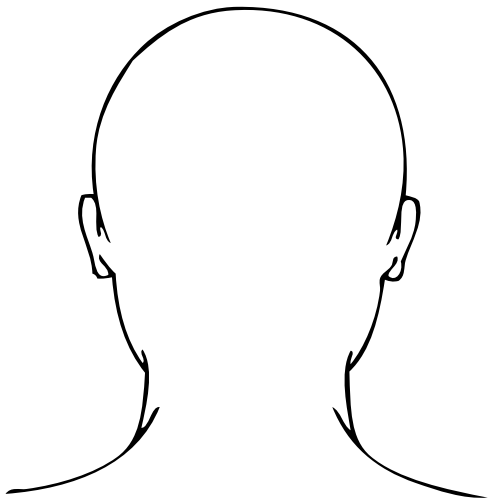


OUTLINE:

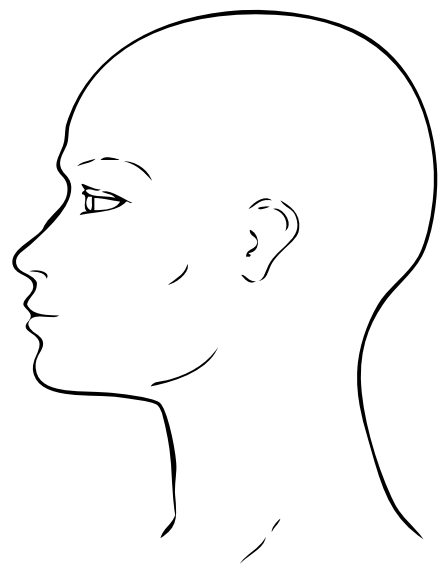
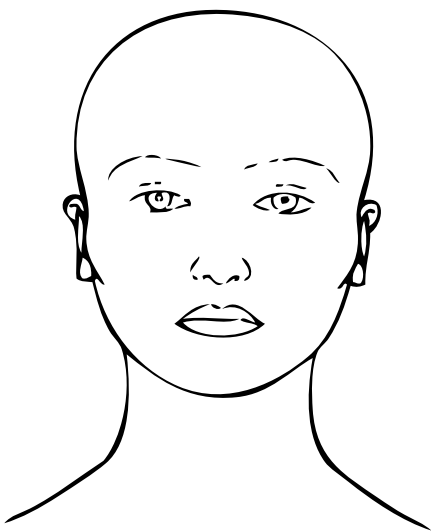
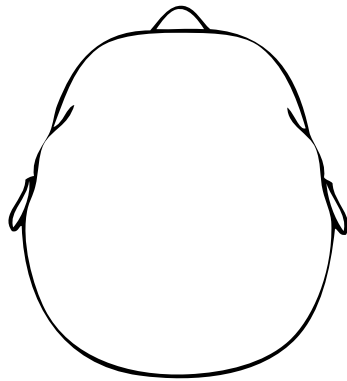
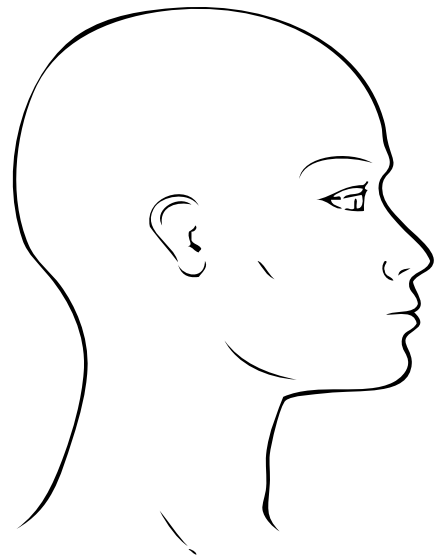
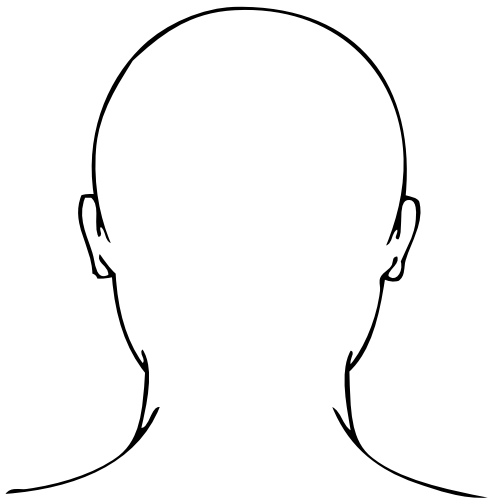
After internal shape is finished, cut outline. Use techniques learned in previous exercises to create desired outcome.



CLASS: _____



CLASS: _____



CLASS: _____

**SINE
QUA
NON** DISCONNECTION

DISCONNECTION



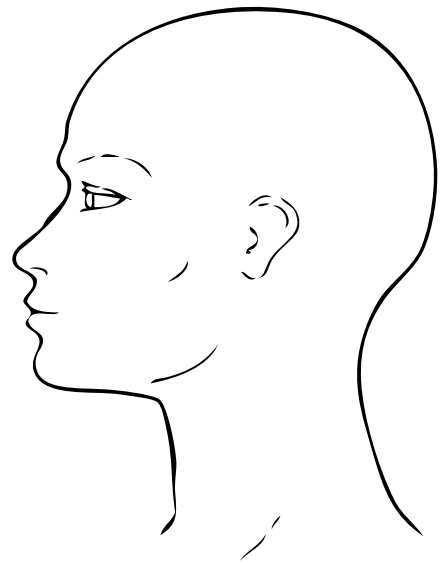
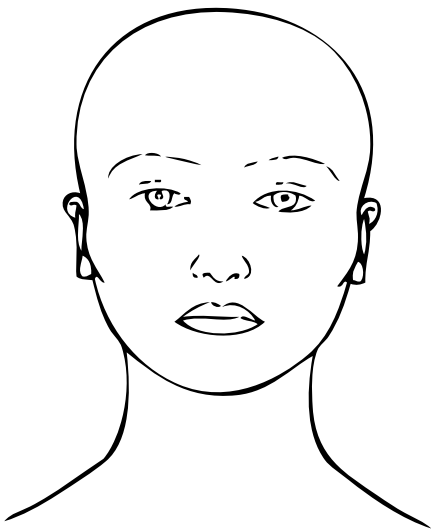
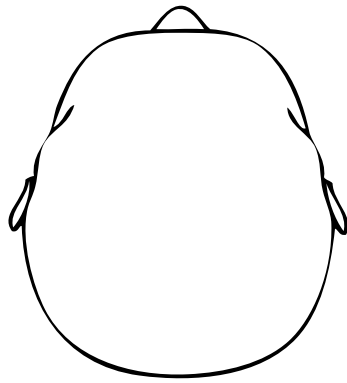
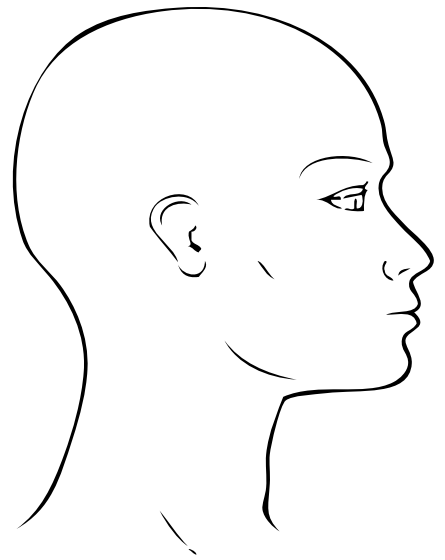
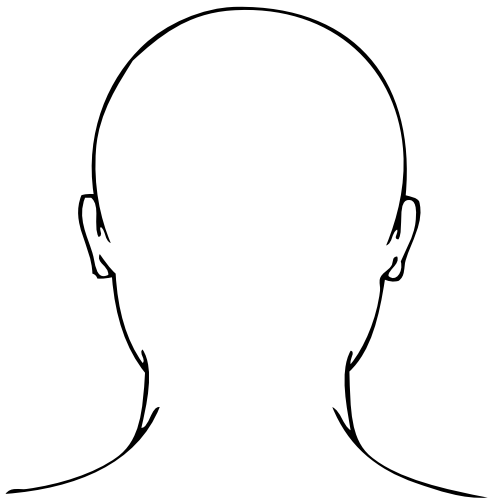
Disconnection is a technique, not a haircut. As the name implies, sections do not technically join together or blend. This can occur anywhere on the head.

There are several applications of this technique. Sections may be disconnected to preserve length and weight in areas with less hair density, for example, this is common in the front hairline and ear area.

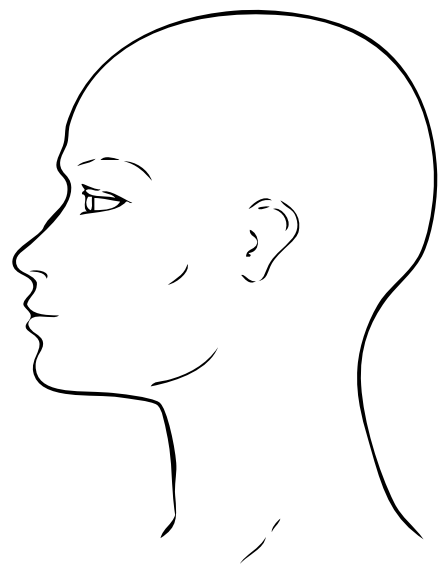
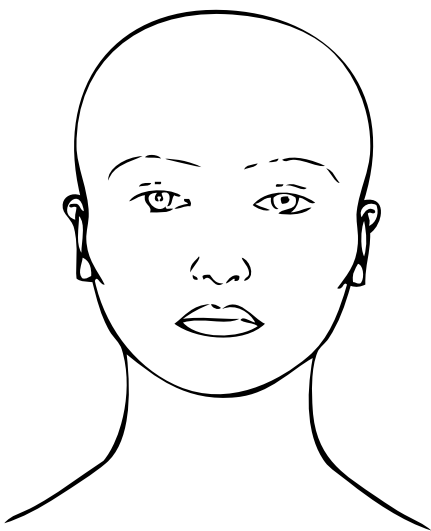
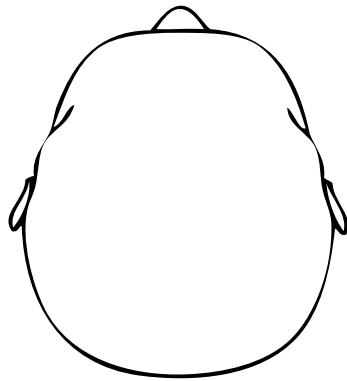
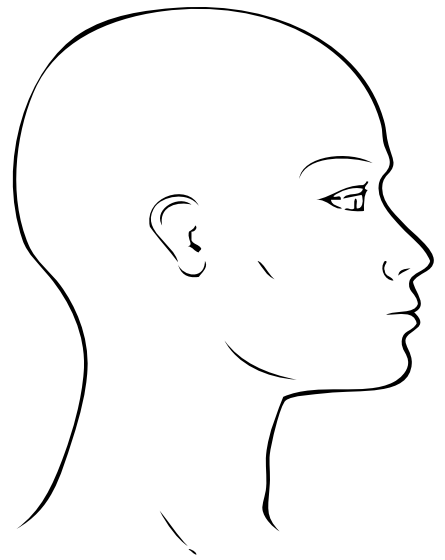
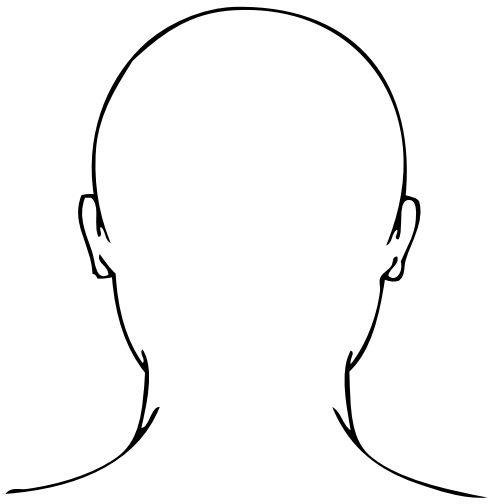
Disconnection can also be used to flatten a shape. A disconnected panel sitting on top of a shorter shape will result in a flatter silhouette. This is due to the lack of support from the underlying section.

An endless combination of graphical shapes can be created using disconnection. The key is forethought and logic. Think about section size, placement, and desired effect when using disconnection.

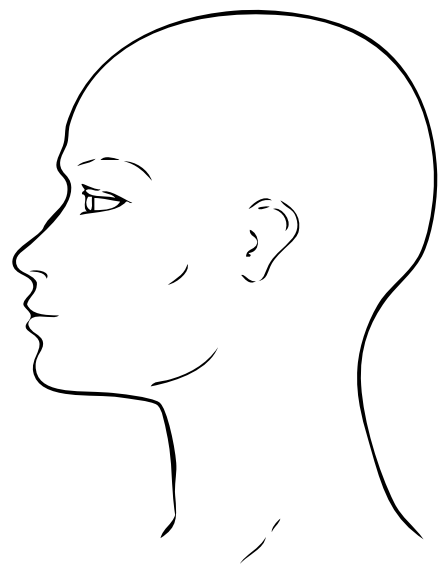
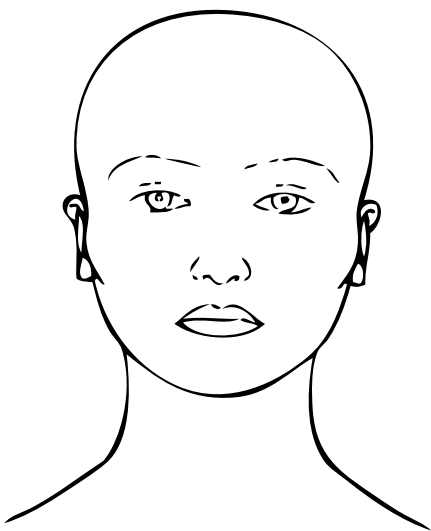
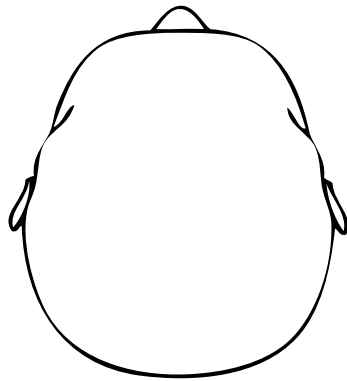
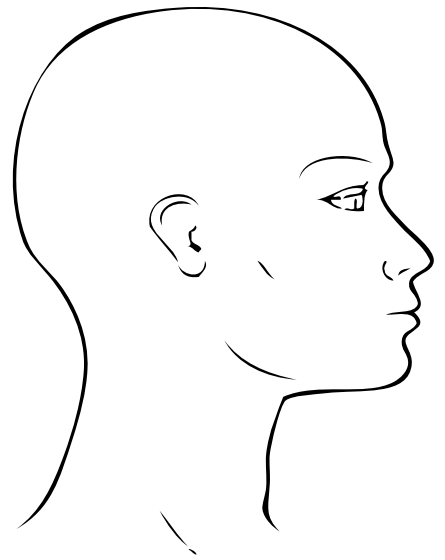
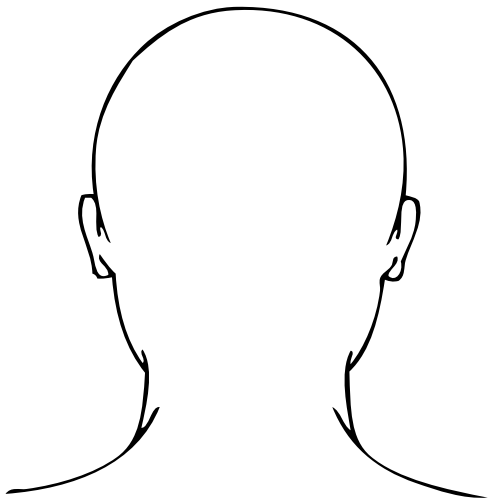
TEST OUT: Be able to have a plan, have a great eye, tell us what you're doing and why. Work with Confidence.



CLASS: _____



CLASS: _____



CLASS: _____

FULL TIME CHAIR/ADVANCED HAIR CUTTING/COLOR TRAINING

Celebrate! You have now earned a full-time chair at SQN.

You are still considered a student and will continue your coloring/highlighting training. You are expected to come to advanced haircutting classes based on your level in the salon. You will need to finish your color training to receive first time color clients. Color models must pay \$25 to the front desk for each application used. NO exceptions, including your family members. You will be monitored by the Color Education Team during color training. Once the color training is complete, and approved by the education team (see requirements on test-out sheets), you are done with our In-Salon Training program! Hurray!!!

Congratulations.....and good luck building your career.

Want to know how many clients it takes to exceed your hourly rate? Ask your location managers to chart that information out for you!