



DELTA STATE JOB AND WEALTH CREATION BUREAU

Governor's Office, Asaba.

COSMETOLOGY TRAINING MANUAL

DURATION: 4 MONTHS

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTIONS)	METHOD
1	1	Brief introduction to cosmetology	The instructor will introduce the trainees to cosmetology.	Instruction & practice
	2	Basic safety	The instructor will teach trainees basic safety measures in cosmetology.	Instruction & practice
	3	Introduction to facial skin types	The instructor will introduce trainees to skin (face) types.	Instruction & practice
	4	Facial skin types continued	The instructor will lead the trainees to learn skin face types.	Group practice
	5	Facial skin analysis/hair on skin	The instructor will teach trainees how to analyse facial skin types	Instruction & practice
2	1	Facial skin analysis/hair on skin cont'd	The instructor will lead the trainees to learn facial skin analysis and identify types of hairs on skin.	Instruction & practice
	2		The instructor will teach trainees the types of hairs on the skin.	Group/ personal practice
	3	Introduction to facial skin disorders/types of skin disorder	The instructor will introduce trainees to facial skin disorders and their types.	Instruction & practice
	4	Skin disorder on face	The instructor will teach trainees how to treat skin disorder on the face.	Group practice
	5	Inflammatory conditions of the skin (come-dones & milia)	The instructor will teach trainees the inflammatory conditions of the skin (come-dones, milia e.t.c).	Instruction & practice

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3	1	Acnes and treatment	The instructor will teach trainees the different types of treatment for acnes and the different stages of treatment.	Instruction & practice
	2	Causes and treatment of seborrhea	The instructor will teach trainees the causes and types of treatment for seborrhea.	Instruction & practice
	3	Eczema: types and treatment	The instructor will teach trainees types of eczema and their treatment.	Instruction & practice
	4	Causes & treatment of other skin disorders	The instructor will teach the trainees how to identify causes of other skin disorders and their treatment.	Group practice
	5	Facial skin treatment	The instructor will teach trainees facial skin treatment.	Instruction & practice
4	1-2	Methods of analysing facial work	The instructor will teach trainees, reasons/ methods of analysing facial work	Instruction & practice
	3-4	Procedure for preservation (plain facial) 12	The instructor will teach trainees procedure for preservation (plain facial) 12.	Instruction & practice
	5	Safety and precautions for facial	The instructor will teach trainees safety and precautions for facial.	Instruction & practice
5	1	Implement and supplies for facial	The instructor will teach trainees to identify the implements and supplies for facial.	Instruction & practice
	2-3	Types/facts on facial 12	The instructor will teach trainees the facts on facial 12.	Instruction & practice
	4	Types of facial masks	The instructor will teach trainees how to produce different types of facial masks	Instruction & practice
	5	Cosmetic formulae	The instructor will teach trainees the cosmetic formulae.	Instruction & practice
6	1	Skin peeling	The instructor will teach trainees skin peeling.	Instruction & practice
	2	Types of skin peeling	The instructor will teach trainees types of skin peeling.	Instruction & practice

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	3	Skin peeling	The instructor will lead the trainees to learn how different types of skin peels	Group practice
	4	Introduction of face massage	The instructor will induce to trainees how to massage the face	Instruction & practice
	5	The art of indian face massage & magic	The instructor will teach trainees the art of indian face massage and magic.	Instruction & practice
7	1	Benefits of facial rejuvenation	The instructor will teach trainees the benefits of facial rejuvenation	Instruction & practice
	2	Identification of muscles	The instructor will teach trainees to identify the following muscles: I. Face II. Neck III. Around the eyes IV. Around the nose	Instruction & practice
	3	Identification of muscles (cont'd)	V. Mouth VI. Jaw	Instruction & practice
	4	Major Zygomaticus	The instructor will teach trainees the major zygomaticus.	Instruction & practice
	5	Minor Zygomaticus	The instructor will teach trainees the minor zygomaticus.	Instruction & practice
8	1	Facial massage and method	The instructor will lead the trainees to practise the different methods of facial massage	Group practice
	2-3	Facial massage and movements	The instructor will lead the trainees to practise the different methods of facial massage.	Group practice
	4	Review of facial treatment	The instructor will guide trainees in the review of facial treatment.	Group practice
	5	Introduction to makeover	The instructor will introduce the trainees to makeover and to types of make-up.	Instruction & practice

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9	1	Application of make up	The instructor will teach trainees the do's and don'ts in the application of make-up	Instruction & practice
	2-3	Application of make up	The instructor will lead the trainees to practise how to apply make -up	Group practice
	4	Introduction to waxing	The instructor will introduce the trainees to waxing.	Instruction & practice
	5	Practical guide on waxing	The instructor will teach the trainees practical guide on waxing.	Instruction & practice
10	1	Waxing	The instructor will lead the trainees to practice waxing.	Personal practice
	2	Introduction to tweezing of hair	The instructor will introduce and teach trainees how to tweeze hair.	Instruction & practice
	3	Tweezing of hair	The instructor will introduce and teach trainees how to tweeze hair.	Instruction & practice
	4		The instructor will lead the trainees to practise how to tweeze hair.	Personal practice
	5	Introduction to pedicures & manicures	The instructor will teach the trainees introduction to pedicures and manicures.	Instruction & practice
11	1	Types of pedicures/manicures	The instructor will teach the trainees the types of pedicures/manicures.	Instruction & practice
	2	Anatomy of the head & the leg	The instructor will teach the trainees the anatomy of the head & the leg.	Instruction & practice
	3	Pedicure & manicure	The instructor will lead the trainees to practise pedicure & manicure.	Group practice
	4	Pedicure & manicure	The instructor will lead the trainees to practice pedicure & manicure.	personal practice
	5	Introduction to types of body massage	The instructor will teach the trainees the different types of body massage.	Instruction & practice
12	1	Products for massage	The instructor will teach the trainees the different products for massage.	Instruction & practice

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	2	Anatomy and physiology	The instructor will teach the trainees anatomy and physiology.	Instruction & practice
	3	Posture, stances and effects of soothing	The instructor to teach trainees posture, stances and effects of massage.	Instruction & practice
	4	Classifications of movement	The instructor will teach trainees the classifications of movement.	Instruction & practice
	5	Benefit and contra-indication of massage	The instructor will teach the trainees the benefits and contra-indication of massage.	Instruction & practice
13	1	Physiological effect (soothing/massage)	The instructor will teach trainees physiological effects of soothing/massage.	Instruction & practice
	2	Massage during pregnancy	The instructor will teach the trainees how to perform massage on pregnant women.	Instruction & practice
	3	Introduction to skin exfoliation	The instructor will introduce the trainees to skin exfoliation.	Instruction & practice
	4	Structure/layers/functions of the skin	The instructor will teach the trainees the structure/layers/functions of the skin.	Instruction & practice
	5	Inflammatory conditions of skin	The instructor will teach the trainees the inflammatory conditions of the skin.	Instruction & practice
14	1	Skin analysis	The instructor will teach the trainees how to analyse skin types.	Instruction & practice
	2	Skin analysis	The instructor will lead the trainees to practise how to analyse skin types	Group/personal practice
	3	Introduction to production of beauty products	The instructor will introduce to the trainees how to produce beauty products.	Instruction
	4	Production of hair cream, shampoo and conditioner	The instructor to teach trainees how to produce hair cream, shampoo and conditioner	Instruction & practice
	5	Hair cream, shampoo and conditioner	The instructor will lead the trainees to practise how to produce hair cream, shampoo	Group/personal practice

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			and conditioner supervised by instructor.	
15	1	Introduction to facial cream production	The instructor will introduce the trainees to facial cream production.	Instruction & practice
	2	Production of facial cream, cleanser and oil	Instructor will teach the trainees how to produce facial cream, cleanser and oil.	Instruction & practice
	3	Production of massage oil and coconut oil	The instructor will teach the trainees how to produce massage oil and coconut oil	Instruction & practice
	4	Production of body soap, body cream and coconut cream	The instructor will teach the trainees how to produce body soap, cream and coconut cream	Instruction & practice
	5	Project: practical demonstration of production	The instructor will lead the trainees to practise/demonstrate the production of any four products	Personal practice
16	1	Project: practical demonstration of production	The instructor will lead the trainees to practise/demonstrate the production of any four products	Personal practice
	2	Costing, stock taking and market survey	The instructor will teach the trainees how to cost, take stock and conduct market survey.	Instruction & practice
	3	Production packaging/branding	The instructor will teach the trainees how to package and brand their products.	Instruction & practice
	4	Setting up a successful outfit	The instructor will teach the trainees how to set up a successful cosmetology enterprise.	Instruction
	5	Review	The instructor will lead the trainees to review all activities.	Discussion