

**Instructor's
Manual
RETIGHTENING
COURSE**

Sisterlocks



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Greetings from Dr. Cornwell,

Dear Trainee,

Congratulations on being selected to become an R-Certified Sisterlocks Consultant. We take our training very seriously and this is an additional step forward in your Sisterlocks career. Please know that we are dedicated to upholding the excellent reputation that Sisterlocks has for its training classes and trust that you will have the same standards to your training as well.

This class, taught by the National Training Supervisor or a Master Trainer, and guide are intended to assist you in pre-selecting qualified students, and conducting effective re-tightening classes.

A major concern and primary goal to teaching this class is that we only teach it to those who truly have Sisterlocks and not someone who started with some other system but wants to benefit from our technique.

We also discourage "bootlegging" or those that think the re-tightening class will enable them to take on clients. This is why our pre-screening is so important.

As with all of our training classes we encourage ongoing communication and coaching with instructors. This is so that you continue to receive the help you need and to alert us to your observations.

Teaching an Effective Re-tightening Class

General Guidelines

There are just a few things you will need to keep in mind to ensure that your teaching methods are well organized, and that your classes reflect the standard Sisterlocks approach to teaching re-tightening. Here are some things to consider before you start:

- **SETTING** Make sure the area you choose for your class is appropriate. It needs to be well lit and free from clutter and distractions. You will need a working surface for your students and chairs for them to sit in while they are working. This should not be done at the kitchen table but in a private, classroom type setting with appropriate table/chairs.
- **EQUIPMENT** You will need a work surface where your students will work on their hair to practice re-tightening. You will need table-top mirrors to accommodate this activity. Each student receives a Re-Tightening Student Packet. NEVER teach re-tightening to anyone without this because the Packet contains a legally binding agreement clarifying how they may use the technique they learn from you.
- **BE PREPARED** Take the time to review this guide so that you are familiar with the sequence of teaching activities and also the terminology. Being prepared will instill

confidence in your students and will help them learn better.

Student Qualifications

It is very important that you always train the right people at the right time. The majority of your students will most likely come from your client base. From time to time however, you should expect to get students who have been working with other Consultants. You will also get individuals trying to misuse your re-tightening classes. For example, some people who do not even have Sisterlocks see the re-tightening class as a way of getting around 'real' training. Here are some guidelines for effectively screening students. **Remember. you are not authorized to train anyone unless they meet these criteria:**

- They must actually have Sisterlocks. This means that their locks were put in by someone who was trained by an authorized person (i.e., Sisterlocks Trainee, Certified Consultant or Trainer). Be sure to ask your students who their Consultants are. Do not train them if they cannot supply you with this information. Call consultant to confirm eligibility (how long locked), pattern #, etc.
- They must inform you of their locking pattern. They can simply ask their Consultant for this information, or they can request that their Consultant and you discuss this directly. Try to avoid situations where you must guess the locking pattern of those you instruct. Always confirm with original consultant to be certain they started with Sisterlocks. **Re-tightening class students are only taught the #3 or #4 Locking Pattern. STUDENTS WILL ONLY BE TAUGHT 1 PATTERN AND ARE ONLY AUTHORIZED TO DO THEIR OWN HAIR.**

- Their Sisterlocks must be completely beyond the 'settling-in phase. We recommend that you not teach re-tightening to anyone who has not had their locks for about 6 months. This helps ensure that the locks are stable and help prevent the student from getting into situations with the locks that they are not equipped to handle.
- Make sure they know that they will be required to sign an agreement that they are learning the technique in order to maintain their own hair, and that they are not authorized to do Sisterlocks on anyone else's hair. If you observe these guidelines, you will have the best chance of offering re-tightening classes in a way that is worthwhile both for you and for your students.

REMINDER: Don't forget to instruct your students that at least a section of their hair should NOT be freshly retightened. Otherwise, they will not be able to go through the hands-on portion of the lesson as effectively.

Your Equipment Materials

Instructor's Guide

Your Tools

Hand Sanitizer

Student Materials

Student Packet

(includes all
tools

and supplies)

Overview:

Begin class with introductions and finding out what the students' goals are: For example, do they want to do their own tightening or just keep up with their edges?

Explain that they should keep periodic appointments with their Consultants so they can make certain things are going right Explain the workbook/pamphlet they receive (use their pamphlet to guide the class)

When it is time to focus the attention of your students toward learning, begin with an overview of the class. This is a good time to have them open Student Packets, fill out the required Registration Form, and give it to you. The overview should cover general information about retightening and the topics you will cover. You do this because you want your students to hear the material at least 2-3 times during the course of the class. Reinforcing their learning in this way helps ensure they retain the information longer and more accurately. Here are the main talking your overview:

Be clear with your students about what you are authorized to teach, and what this instruction is intended for. This is a good time to be explicit about the Sisterlocks trademark, and that you are both legally bound, and personally committed to offer your class in a way that supports the Sisterlocks guidelines.

- Let them know that there are at least 3 facets to learning how to re-tighten effectively - 1) learning the techniques themselves; 2) organizing their work in a efficient way; 3) and re-tightening their locks at appropriate intervals. (At least on rotation of their Pattern.
- Create a supportive atmosphere for learning - This reduces their anxiety about seeing something for the first time. Note that for re-tightening class, we don't over-stress terms or technical information. The focus is more on learning to set their reference points and perform their own locking pattern accurately. You might have them inspect the tools at this time so they can begin to visualize what they will be doing.

Pre-Class Activities:

The average time for a re-tightening class is 2 to 2 1/2 hours. This generally leaves time for socializing before the lesson. Consider offering refreshments and warm conversation as a way of preparing for the class.

Hands-on Segment:

1. Clip Tool (Show them appropriate place on the Lock to attach the Clip Tool, not directly on the ends. The Clip Tool is the only Tool taught to Re-tightening class students)
 2. Working in hair using a Mirror: Students should come to class with a few Locks loose in various sections of their head. Go around to each student to be certain they are doing things correctly. Note: Students should not work on each other—this encourages them to practice on other people. Remember, they are not training to be Consultants.
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Review:

Allow enough time for your students to start gaining confidence in the procedures before you begin the review. (Don't be concerned if your students need more practice than you can allow for in the class. The only way for them to get really good at this is by spending hours on their own hair at home.)

Use the Tip Sheets, included in the Student Packets, to guide your review of the most important points. This is also an opportunity to see if there are any remaining questions about re-tightening.

Encourage your students to spend the time necessary to get proficient at re-tightening. Assure them however, that you are there for them if they need you. In fact, suggest that they continue seeing their Consultant 2-3 times a year, just to make sure that their hair remains healthy, and that no serious problems are allowed to develop in the locks.

GOOD LUCK! And have a great class!

Reminder: PROVIDE THE CLIENT'S RE-TIGHTENING KIT THE DAY OF CLASS. DO NOT TEACH A CLASS IF YOU DO NOT HAVE THEIR KIT. Order Re-tightening Kits early enough to arrive in time for your class. Do not conduct a class without the official Re-tightening Kit and student Trademark Agreement. Give a copy to the student, keep a copy for your Records and send the third copy to Home Office.