



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline

**Reach your goals Faster**  
**Refine your Technique**  
**Grow your Clientele**

We all start somewhere, we all may need help sometimes.

- 1) Step Outside Your Comfort Zone
- 2) Ask For Help
- 3) Strengthen your weak areas
- 4) Make your best better

**Qualified candidates for the mentoring program must be listed on the National Sisterlocks registry as a trainee, approved trainee, or a certified consultant.**

The mentorship session is a hands-on review of the Official Sisterlocks® training course lessons with emphasis on the fundamentals of hair analysis, retightening, establishments, and thorough consultation techniques provided to clients in the salon. Hands-on sessions are designed for practitioners who desire to improve their skills.

### **Defining Mentorship and Coaching**

Why is this information valuable to know and consider? Mentorship and Coaching is a service for trainees who feel they would benefit from more exposure to the standard Sisterlocks theory and techniques that they learned in class. Both are designed to help trainees feel more confident about the quality of their work before submitting it for evaluation. Coaching addresses specific areas of need for improvement.

**Mentorship** - Is in-person and hands-on, mentorship is offered to local Sisterlocks practitioners.



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**Coaching** - Is a topic specific session offered partially or entirely online. Coaching can be offered to out of state Sisterlocks practitioners.

### Program Options:

- **Individual Coaching Session - Online/ In-person**
- **Mentorship Shadow Session**
- **Accelerated Mentoring Program for the Sisterlocks® Trainee ½ day or 1 day**
- **Three Month Mentorship Program**
- **Mentorship Subscription Program (Great for ongoing guidance)**

### Program Pricing:

- \$75 an hour Shadow/ Coaching sessions per topic
- \$600 Accelerated Mentorship half day Workshop (4 hours) with hands-on salon sessions servicing clients
- \$1200 - Mentoring Program for the Sisterlocks® Trainee - 3 month program recommended for best results (6 classroom/online zoom sessions and unlimited hands-on salon sessions servicing clients).
- ***\$100 Monthly subscription for 1 year - Part 1 Mentoring/ Coaching and Part 2 Success in Business online lessons***

### YOU WILL NEED ...

- Your mannequin, partially completed
- In-class student guide
- Locking tools
- Clips/Clamps
- Rat tail comb
- Knowledge of how to download/upload files in google docs



## **Mentorship/Coaching for the Sisterlocks® Trainee Program Outline**

### **Individual Coaching Session - Online**

The mentorship online coaching session is available to the Sisterlocks practitioner who may need more guidance in specific areas of by the book technique. You may view the mentor working on her clients or bring your own client and book time with mentor to oversee you work on your client and receive input and/or corrections by the mentor. Shadow/Coaching sessions: Parting and Sectioning, Repair Techniques Edge Locking, Locking proficiency (Speed techniques), Matted Base at tip

### **Mentorship Shadow/ Coaching Session - Hands on in salon**

The mentorship coaching/shadow session is available to the Sisterlocks practitioner who may need more guidance in specific areas of by- the- book technique. You may view the mentor working on her clients or bring your own client and book time with the mentor to oversee you work on your client and receive input and/or corrections by the mentor.

**Shadow sessions:** Parting and Sectioning, Repair Techniques Edge Locking, Locking proficiency (Speed techniques), Matted Base at tip. Hands on in the salon servicing clients. (Most suitable for out of town students)

**Accelerated Mentoring Program for the Sisterlocks® Trainee - Half Day Mentorship Workshops with Hands on salon sessions servicing clients. One Day (4-6) hours**  
Mentorship Workshop - Morning half in the classroom, afternoon half servicing clients or working on mannequins for out of town students several clients can be scheduled in a weekend) of servicing clients in the salon according to your availability. Loving Locks mentees may use space share chair rental with fee waived for you to begin servicing



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline

your own clients while being mentored.

**Three Month Mentorship Program** - Classroom session each month, hands on in salon servicing clients throughout the 3 months according to student's availability.

**Three Month Mentoring Program for the Sisterlocks Trainee** *classroom/live stream sessions for 3 months* Unlimited hands on sessions working on clients in the salon (Part 1) and (Part 2) *Success in Business Online lessons*. Subscription price: \$100 monthly.

**Accelerated Mentorship One day Workshop (4-6 hours)** *Unlimited hands on sessions working on clients in the salon* (Part 1) and (Part 2) *Success in Business Online lessons* Subscription price \$100 monthly. *This membership is for 1 year. Great for students who live out of state.*

## Accelerated Mentoring Program for the Sisterlocks® Trainee

The accelerated program is a half day classroom workshop with a live model, 1 month/ 4 weeks/ or (4- 10 hands-on sessions servicing clients) for out of town students several clients can be scheduled in a weekend) of servicing clients in the salon according to your availability. Loving Locks mentees may use space share chair rental with fee waived for you to begin servicing your own clients while being mentored.

## Three month Mentoring Program for the Sisterlocks® Trainee

Mentorship sessions include but are not limited to the following :

**Month 1 - Proper Scheduling for the Sisterlocks Package**



## **Mentorship/Coaching for the Sisterlocks® Trainee Program Outline**

**First classroom meeting (4 hours)**

**Second classroom meeting (4 hours) - *Work on skill using mannequin and/or live model***

Materials at Consultation

Have the appropriate documents and props for use during the Consultation. ALWAYS have your client sign a Client Agreement!

- o Consultation Checklist
- o Sisterlocks Consultation Portfolio
- o Client Agreement (See Appendix section of your Workbook)
- o Consultation Info. Card (See Appendix section of your Workbook)
- o Appointment Guidelines (See Appendix section of your Workbook)
- o The Sisterlocks Package sheet (See Appendix section of your Workbook)
- o Product Brochures
- o Sisterlocks Product Display, including Starter Kit
- o Optional - Sisterlocks Videos (Available to stream or download from the Sisterlocks website – Media Library)

### **Hair Analysis**

- How to assess (discussion, onsite salon activity)
- Curl Pattern - Long, Medium, Average
- Curl Pattern - Deep, Average, Shallow
- Stiffness/ Pliability
- Cuticle - Rough Average, Smooth
- Density - High, Average, Low

Number/ Placement of Sample Locks (Demo, handout, onsite salon activity)



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline

- Parting and Sectioning
  - Straight parts
  - Proper placement
  - Sub-sections
  - Starting in the front
  - The Triangles (placement)
  - Where to stand in front and both sides in those sections
  
- Lock sizes/ shapes (review of Lock sizing card demo video, handout, onsite salon activity )
  - Square vs. Oblong
  - Small; Med; Lg ; "Too Large"How to increase size without creating a rectangle

**Sanitation (review, demo, handout, onsite salon activity)**

### **SANITATION PROCEDURES**

**STEP 1. Wash implements (tools, clips, clamps, combs, etc.) in soapy water.**

**STEP 2. Rinse and dry them. (If dripping with water this will dilute the germicidal solution)**

**STEP 3. Place in germicidal solution for a minimum of 10 minutes (Must be a "hospital grade" disinfectant solution. Follow the dilution instructions on the bottle.)**

**STEP 4. Remove from germicidal solution. Rinse with water and towel dry.**

**STEP 5. Store in a closed container labeled "Clean Tools ONLY."**

**NOTE: Use ONLY tools that have been cleaned and sanitized in this way. Tools should go directly from**

**the "Clean Tools ONLY storage to your CLEAN working surface for use on your client. When finished, the tools should go directly from your working surface into STEP 1.**

## **Month 2 - Certification Preparation**

**Third classroom meeting (4 hours)**

**Fourth classroom meeting (4 hours) - *Work on skill using mannequin and/or live model***

- Time Keeping during an establishment and retightening
- Step-by-step certification guidance (certification coach handout)
- Acceptable certification pictures (handout, same as in the student guide)
- Product Knowledge (review product descriptions)
- Order of when to use second generation products (Fresh hair mist, distilled water with moisture)



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline

treatment)

**Month 3** - Technique confidence building Recap

**Fifth classroom meeting (4 hours)**

**Sixth classroom meeting (4 hours) - *Work on skill using mannequin and/or live model***

- Assist with Sisterlocks establishments (onsite salon activity)
- Assist with Re-Tightenings (onsite salon activity)
- Ongoing documentation in client file (Sample completion of client forms, includes handouts)
- Customer Service (onsite salon activity)
- Time Trials/ Self Timing
- Speed tips - Timekeeping during an establishment and retightening, tool usage, client/service provider positioning, Using clips, Organizing your work  
(onsite salon activity) (Live model in class activity) (Demo with 1 and 2 person service provider)  
Retightening only
- Mannequin/Client picture evaluations

All sessions cover multiple topics, and **actual clients will be serviced**. Each classroom session will focus on a different topic , **designed to review theory and technique learned in class**. Mentorship strengthens a trainee to feel more confident about the quality of their work prior to submitting it for evaluation and confidence in providing services.

**Completion Certificate provided upon completion of the program**

**The program is graded on a Complete/ Incomplete basis. In order to successfully earn a completed certificate the trainee must meet the following conditions.**

**Conditions of successfully completing the program**

- Complete 1-3 consultations overseen by mentor
- One independent consultation
- Complete 1-3 establishments overseen by mentor
- Complete 1 establishment independent
- Complete up to 10 onsite re-tightenings pending availability overseen by mentor (promotes good technique, stamina, and speed)
- Attendance to at minimum 3 monthly classroom meetings (6 total meetings)



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline

- Self promoting, and client recruitment (1-3 new clients for any service) (can be done as word of mouth, passing out business card, and **approved** social media post) (appropriate social media post will be discussed in classroom session)

### Program Goals

Complete the mannequin (mock assessment by mentor)

Consultation - 1 to 1.5 hours

Retightening - 4 hours max

Establishment - 3 days max (10 hours per day) (Depending on hair length)

Certification (Approved Trainee then Certified Consultant Status)

### Confidence building exercises (in class, mock customer service scenarios)

Assist with Re-Tightenings (onsite salon activity)

- Consultation (Demo, Mock, onsite salon activity )
  - Locking Session (activity) 14 days or more after the consultation
  - Follow-Up retightening (onsite salon activity) 3-4 weeks after the establishment
- 
- Standard Sectioning Method (hand out, demo, hands on activity)
  - How to assess locks at follow-up (discussion in classroom and onsite salon activity)
  - Recommendations for clients (classroom discussion, onsite documentation activity: product usage, colored hair, scalp issues)

### Program Policies

**Candidates will be verified on the National Sisterlocks registry prior to enrollment into the mentorship program.**

**All trainees/mentees must pay full cost up front for the mentorship on the first day of class.**





## **Mentorship/Coaching for the Sisterlocks® Trainee Program Outline**

**Program is non-refundable, unless the course is canceled, or an act of God, environmental, human disaster or circumstance for which Loving Locks cannot be held responsible.**

**If you fail to show up for all or part of the classroom session, a make-up classroom session can be made on an individual basis with a make-up session fee of \$60. An extension for onsite hands-on practice will be limited to 1 additional month/4 weeks.**



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline Mentorship Academy Membership Subscription Program

Subscription: *(Mentorship Part 1) Mentoring Program for the Sisterlocks Trainee classroom/live stream sessions for 3 months* and *(Mentorship Part 2) Success in Business Online lessons*. Subscription price: \$100 monthly. This membership is for 1 year.

### Mentorship Part 1 Topics:

- The Consultation
- Hair Analysis
- Sanitation
- Parting/ Sectioning/Tool Application/ The Triangle
- Starting the matted base
- Lock Sizes
- Lock Patterns
- Time Trials
- Speed/ Efficiency Tips
- Unlimited salon sessions working on clients (must book sessions business hours for guidance)

### Mentorship Part 2

- Success in Business online lessons
- Unlimited Hands on sessions in the salon
- Unlimited one-on one shadow/coaching sessions (any topic)
- Unlimited group shadow/coaching sessions (any topic)

Link to

subscribe: <https://www.vagaro.com/cl/N6KO94v6r-ZXoRkbTMxQba-GO5mHaOufYcoF2yJ3pnQ=>



## Mentorship/Coaching for the Sisterlocks® Trainee Program Outline

Subscription: (*Mentorship Part 1*) **Accelerated Mentorship One day Workshop (4-6 hours)** and (*Mentorship Part 2*) **Success in Business Online lessons** Subscription price \$100 monthly. **This membership is for 1 year. Great for students who live out of state.**

### Mentorship Part 1 Topics:

- The Consultation
- Hair Analysis
- Sanitation
- Parting/ Sectioning/Tool Application/ The Triangle
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- Lock Sizes
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### Mentorship Part 2

- **Success in Business online lessons**
- **Unlimited Hands - on sessions in the salon**
- **Unlimited one-on-one shadow/coaching session (any topic)**
- **Unlimited group shadow/coaching session (any topic)**

Link to subscribe:

<https://www.vagaro.com/cl/-ljG3FXdvwQiOXzCbWeSPHKZb9upXA8Wrk~V~76PZfg=>

## Extended Opportunities for Mentees/Trainees

- Cash Tips from clients are accepted and are payable to Mentee/Trainee when working on clients. (Mentees are not paid to work on clients, mentorship is to gain experience, knowledge and practice)



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- **Mentees/Trainees may bring up to three separate clients of their own to service (consultation, establishments, retightening) using the space share (chair rental) with fee waived during the 3 month mentoring program. (Must be a Sisterlocks® service)**
- **After successful completion of the mentorship program the mentee/trainee may be offered the opportunity of becoming a Loving Locks Business Collective Member (Spaceshare Chair Renter/ Suite Renter), which includes client overflow referrals from Loving Locks/ and/or if an opening is available become a service provider/ independent contractor with the company (Loving Locks) with financial compensation. (1099 Compensation Contractor, signed contract required).**
- **After completion of the mentorship program the mentee/trainee is eligible to use the space share (chair rental) to service their own clients. (Pay per use option at an hourly rate, daily rate or weekly chair rental rate).**
- **The mentee/ trainee who chooses the (Space Share chair rental) option can continue servicing all the clients under their own company, that the mentee/trainee established under the mentoring program. (Those clients were initially recruited under the mentor/company). (This promotes business growth as the mentee transitions to entrepreneurship)**
- **Ongoing tips and guidance will be provided by the mentor during the appointments that the mentees/ trainees are using space share chair rental for their own clients. The mentor must already be onsite (Advance scheduling required) (Must use space share chair rental during regular business hours. Scheduling must be done through the scheduling software.**
- **Mentee/Trainees who have successfully completed the program will be listed on the mentors website under mentee directory (including contact information, scheduling link and location)**

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**day of class.**

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### **Sign Up for Mentorship or Coaching**

**<https://forms.vagaro.com/64557d5a3d7e1304cba5a650>**