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PRECISION.
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Professional Training Manual

MANICURES & PEDICURES

NAIL CARE. BEAUTIFUL HANDS & FEET.

FULL PROFESSIONAL STUDY & PRACTICAL TRAINING MANUAL

NIA

NAILS & LASHES
AI AVATAR

WHAT YOU WILL LEARN:

-  NAIL ANATOMY & STRUCTURE
-  MANICURE TECHNIQUES
-  PEDICURE TECHNIQUES
-  NAIL ENHANCEMENTS (GEL & ACRYLIC SYSTEMS)
-  NAIL ART & DESIGN
-  HAND & FOOT CARE
-  HYGIENE, SANITATION & SAFETY
-  COMMON NAIL DISORDERS & TREATMENTS
-  PRACTICAL TRAINING & PROFESSIONAL GUIDANCE

“
Healthy nails,
confident you.
Excellence in
every detail.”



PERFECTLY
GROOMED NAILS



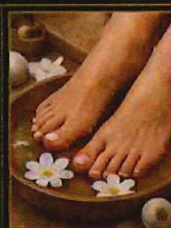
RELAXING
FOOT CARE



GEL & ACRYLIC
ENHANCEMENTS



CREATIVE
NAIL ART



BEAUTY. CARE.
CONFIDENCE.

SKILL. CARE. ARTISTRY. TRANSFORMING NAILS, ELEVATING YOU.



PROFESSIONAL
SKILLS



ATTENTION
TO DETAIL



CLIENT
SATISFACTION



CREATIVE
EXPRESSION



SAFE & HYGIENIC
PRACTICES



CAREER
OPPORTUNITIES



CERTIFICATION
OF EXCELLENCE

TRAINER: NIA – NAILS & LASHES SPECIALIST

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MUHLE GLOW BEAUTY ACADEMY

PROFESSIONAL MANICURE & PEDICURE TRAINING MANUAL

Trainer: NIA — Nails & Lashes Specialist

This Resource Library manuscript covers professional manicure and pedicure services, including basic, deluxe/spa, paraffin, exfoliation, masks, massage, nail preparation, polish application and professional hygiene. All procedures must be performed within the technician's training, applicable law and the manufacturer's instructions for the products used.

MODULE 1 — THE PROFESSIONAL MANICURE & PEDICURE INDUSTRY

Manicure and pedicure services combine nail care, skin care, hygiene, relaxation and professional presentation.

Professional Standard

A technician must assess the client, identify contraindications, prepare the workstation, perform the service safely and provide aftercare.

Client Comfort

The client should be positioned comfortably and the pressure, temperature and product selection adjusted appropriately.

Service Planning

A treatment should be selected according to the condition of the nails, cuticles, hands, feet and the client's goals.

MODULE 2 — NAIL, HAND & FOOT ANATOMY

Understanding the structure of the nail and surrounding tissue supports safe professional work.

Nail Plate

The visible hard structure of the nail. It should be shaped and filed carefully without unnecessary thinning.

Free Edge

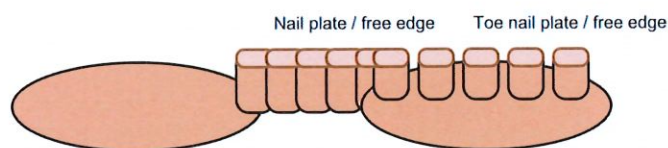
The portion extending beyond the fingertip or toe. It may be shaped according to the client's natural nail and desired result.

Cuticle & Surrounding Skin

The surrounding tissue must be treated gently. Aggressive cutting or trauma can compromise the skin barrier.

Feet

Feet require careful assessment for dryness, callusing, pressure areas and any conditions that require referral.



HAND & FOOT NAIL STRUCTURE REFERENCE

MODULE 3 — CONSULTATION & CONTRAINDICATIONS

Every manicure and pedicure begins with an assessment.

Consultation

Discuss the client's goals, nail history, sensitivities, allergies, current products and desired finish.

Contraindications

Do not proceed over active infection, open wounds, unexplained swelling, severe inflammation or other conditions that make treatment inappropriate. Refer concerns appropriately.

Client Record

Record the treatment performed, products used, relevant observations and aftercare advice.

Patch Testing

Where required by a product, local regulation or salon policy, follow the manufacturer's patch-testing protocol.

MODULE 4 — HYGIENE & INFECTION PREVENTION

Strict hygiene protects the client and technician.

Before Treatment

Clean and disinfect the workstation and prepare clean tools and fresh linens.

During Treatment

Avoid cross-contamination and keep clean and used items separated.

Reusable Tools

Clean, disinfect and store reusable instruments according to the approved procedure.

Single-Use Items

Dispose of single-use items appropriately and never reuse disposable files or buffers unless the system specifically permits it.

MODULE 5 — EQUIPMENT & PRODUCT REFERENCE

Professional equipment should be prepared before the client arrives.

Nail Tools

Files, buffers, clippers, cuticle pushers, nippers and suitable shaping tools.

Pedicure Tools

Foot file, foot rasp where permitted, basin or foot spa, towels and disposable liners where appropriate.

Treatment Products

Cleanser, cuticle softener, scrub, mask, massage cream or oil, moisturiser, base coat, colour and top coat.

Paraffin Equipment

Paraffin heater, professional paraffin wax, application tools and suitable protective coverings.

Nail files	Buffer	Cuticle pusher	Nail nippers
Clippers	Foot file	Basin / bowl	Towels
Scrub	Massage cream	Paraffin heater	Paraffin wax

ILLUSTRATED EQUIPMENT REFERENCE

METHOD 1 — BASIC PROFESSIONAL MANICURE

A basic manicure focuses on nail preparation, cuticle care, hand care and the chosen finish.

EQUIPMENT & PRODUCTS

Client consultation form • Hand sanitiser / cleanser • Nail clippers • Files • Buffer • Cuticle pusher • Cuticle product • Towels • Hand cream • Base coat • Colour polish • Top coat

FULL PROFESSIONAL PROCEDURE

Step 1: Complete the consultation and inspect the nails and surrounding skin.

Step 2: Sanitise the client's hands and prepare the workstation.

Step 3: Remove existing polish if required.

Step 4: Trim only when necessary and shape the nails consistently.

Step 5: Gently soften and push back the cuticle area according to the professional protocol.

Step 6: Remove only loose, non-living tissue where appropriate and permitted.

Step 7: Lightly buff only when required; avoid unnecessary thinning of the nail plate.

Step 8: Apply the chosen treatment or polish system in controlled layers.

Step 9: Finish with moisturiser and aftercare advice.

TECHNICAL CHECKPOINTS

Maintain a consistent shape and avoid excessive filing or aggressive cuticle work. The natural nail should remain comfortable and structurally sound.

COMMON ERRORS & TROUBLESHOOTING

Over-filing, aggressive cuticle cutting, uneven polish layers and product flooding onto surrounding skin are common errors.

AFTERCARE & FOLLOW-UP

Use hand cream and cuticle care as recommended, avoid picking or damaging the finish and return for maintenance as advised.

METHOD 2 — DELUXE / SPA MANICURE

A deluxe manicure adds advanced skin care and relaxation elements to the basic manicure.

EQUIPMENT & PRODUCTS

All basic manicure equipment • Exfoliating scrub • Hand mask • Warm towels • Massage cream or oil • Moisturiser • Optional treatment gloves

FULL PROFESSIONAL PROCEDURE

Step 1: Complete consultation and nail assessment.

Step 2: Perform the basic manicure preparation.

Step 3: Apply a suitable exfoliating scrub to the hands and massage gently.

Step 4: Remove the scrub according to the product instructions.

Step 5: Apply the selected hand mask.

Step 6: Wrap or cover the hands according to the product system and allow the recommended processing time.

Step 7: Remove the mask and perform a professional hand massage.

Step 8: Complete the nail finish and apply moisturiser and cuticle care.

TECHNICAL CHECKPOINTS

Exfoliation should be controlled and appropriate for the client's skin. The treatment should feel relaxing rather than abrasive.

COMMON ERRORS & TROUBLESHOOTING

Excessive scrubbing, unsuitable products for sensitive skin and overlong processing times can compromise comfort.

AFTERCARE & FOLLOW-UP

Maintain hydration with appropriate moisturiser and follow the recommended maintenance schedule.

METHOD 3 — PROFESSIONAL PEDICURE

A professional pedicure focuses on nail care, foot comfort, skin conditioning and a polished finish.

EQUIPMENT & PRODUCTS

Foot basin / pedicure unit • Towels • Nail clippers • Files • Cuticle tools • Foot file • Cleanser • Scrub • Foot mask • Massage product • Base, colour and top coat

FULL PROFESSIONAL PROCEDURE

Step 1: Complete the consultation and inspect the feet and nails.

Step 2: Prepare the basin or foot treatment area according to hygiene procedures.

Step 3: Soak or soften the feet according to the product and service protocol.

Step 4: Trim and shape the toenails carefully, respecting the natural structure.

Step 5: Gently work on the cuticle area.

Step 6: Address surface dryness and callusing with appropriate controlled filing.

Step 7: Exfoliate the feet and remove the product as directed.

Step 8: Apply a mask if included in the service.

Step 9: Perform a comfortable foot massage.

Step 10: Complete the chosen nail finish and provide aftercare.

TECHNICAL CHECKPOINTS

Never use aggressive force or attempt to treat conditions outside the technician's scope. Toenail shape should be comfortable and appropriate.

COMMON ERRORS & TROUBLESHOOTING

Over-aggressive filing, excessive cutting, incorrect trimming and poor sanitation are key risks.

AFTERCARE & FOLLOW-UP

Keep feet clean and moisturised, avoid picking at the nail or surrounding skin and return for maintenance as recommended.

METHOD 4 — DELUXE / SPA PEDICURE

A deluxe pedicure combines professional nail care with enhanced exfoliation, mask treatment, massage and moisturisation.

EQUIPMENT & PRODUCTS

All professional pedicure equipment • Exfoliating scrub • Foot mask • Warm towels • Massage cream or oil • Moisturiser
• Optional booties

FULL PROFESSIONAL PROCEDURE

Step 1: Complete consultation and contraindication screening.

Step 2: Perform the initial nail and foot preparation.

Step 3: Soften the feet according to the service protocol.

Step 4: Shape the toenails and perform controlled cuticle care.

Step 5: Apply and massage the exfoliating scrub.

Step 6: Remove the scrub thoroughly.

Step 7: Apply the foot mask and allow the recommended processing time.

Step 8: Remove the mask and perform a professional massage.

Step 9: Complete the nail finish and final moisturisation.

TECHNICAL CHECKPOINTS

Treatment intensity should be adjusted to the client's skin condition and comfort.

COMMON ERRORS & TROUBLESHOOTING

Over-exfoliation, excessive pressure and inadequate hygiene can compromise the service.

AFTERCARE & FOLLOW-UP

Continue regular moisturisation and follow the technician's recommendations for maintenance.

METHOD 5 — PARAFFIN HAND TREATMENT

Paraffin treatments use warm professional paraffin wax to create an occlusive conditioning treatment for the hands.

EQUIPMENT & PRODUCTS

Paraffin heater • Professional paraffin wax • Thermometer or temperature control as appropriate • Hand cleanser • Scrub • Hand cream or treatment product • Protective coverings • Disposable gloves or liners where appropriate

FULL PROFESSIONAL PROCEDURE

Step 1: Complete the consultation and check for contraindications to heat and the product system.

Step 2: Cleanse and dry the hands.

Step 3: Perform gentle exfoliation if included in the service.

Step 4: Check the wax temperature using the approved method before application.

Step 5: Apply the paraffin using the manufacturer's recommended procedure, avoiding unsafe temperatures.

Step 6: Wrap the hands using suitable protective coverings.

Step 7: Allow the recommended treatment time.

Step 8: Remove the paraffin carefully and dispose of it according to the salon procedure.

Step 9: Apply moisturiser and complete the service.

TECHNICAL CHECKPOINTS

Temperature must always be checked before application. Never apply wax at a temperature that could cause discomfort or injury.

COMMON ERRORS & TROUBLESHOOTING

Failure to test temperature, reusing contaminated wax and applying product over unsuitable skin are serious errors.

AFTERCARE & FOLLOW-UP

Keep the skin moisturised and follow the aftercare advice provided.

METHOD 6 — PARAFFIN FOOT TREATMENT

Paraffin foot treatments provide a warm conditioning service as part of a professional pedicure.

EQUIPMENT & PRODUCTS

Paraffin heater • Professional paraffin wax • Foot cleanser • Scrub where appropriate • Protective coverings • Towels • Moisturiser

FULL PROFESSIONAL PROCEDURE

Step 1: Complete consultation and assess the feet.

Step 2: Cleanse and dry the feet.

Step 3: Prepare the skin according to the service protocol.

Step 4: Check the wax temperature carefully.

Step 5: Apply the paraffin using the approved method without exceeding safe temperature limits.

Step 6: Cover the feet and allow the recommended treatment time.

Step 7: Remove the paraffin carefully.

Step 8: Apply moisturiser and complete the pedicure service.

TECHNICAL CHECKPOINTS

Foot skin should be assessed before treatment. Avoid applying heat where contraindications or reduced sensation may make the treatment inappropriate.

COMMON ERRORS & TROUBLESHOOTING

Excessive temperature, poor sanitation and failure to assess the client are key risks.

AFTERCARE & FOLLOW-UP

Maintain hydration and follow the professional aftercare advice.

MODULE 6 — EXFOLIATION & MASK THERAPY

Exfoliation and masks are used to improve the feel and appearance of the skin.

Exfoliation

Use controlled movements and a product suitable for the client. Do not over-exfoliate.

Masks

Select the mask according to the desired treatment and the product instructions.

Removal

Remove products thoroughly and comfortably.

Moisturisation

Finish with an appropriate moisturiser or treatment product.

MODULE 7 — HAND & FOOT MASSAGE

Massage should be comfortable, controlled and adapted to the client.

Preparation

Use an appropriate massage product and ensure the client is comfortably positioned.

Movements

Use smooth gliding movements, gentle kneading and controlled pressure according to the service protocol.

Communication

Ask about pressure and comfort throughout the massage.

Professional Boundaries

Massage must remain within the technician's training and professional scope.



MASSAGE MOVEMENT REFERENCE: controlled, comfortable and client-appropriate pressure

MODULE 8 — NAIL SHAPING & POLISH APPLICATION

Finishing technique determines the professional appearance of the service.

Shaping

File in a controlled manner and maintain a consistent shape.

Base Coat

Apply a suitable base coat according to the polish system.

Colour

Apply thin, controlled layers and allow the product to set according to the system.

Top Coat

Seal the finish and avoid flooding the surrounding skin.

Clean-Up

Correct minor polish errors before the product sets, using the appropriate professional method.

MODULE 9 — PARAFFIN PROCESS VISUAL

Paraffin treatments should be performed in a controlled sequence with temperature and hygiene checks.

Preparation

Cleanse and prepare the skin.

Temperature Check

Always test the wax temperature before application.

Application

Apply using the approved product system.

Wrap

Use suitable protective coverings.

Removal

Remove carefully and finish with moisturiser.



PARAFFIN TREATMENT PROCESS

MODULE 10 — AFTERCARE & HOME MAINTENANCE

Aftercare helps preserve the result and supports healthy skin and nails.

Hands

Use moisturiser and cuticle care regularly.

Feet

Maintain regular moisturisation and wear comfortable footwear.

Nails

Avoid picking, biting or using nails as tools.

Professional Maintenance

Return for regular maintenance and seek professional advice for concerns that fall outside normal cosmetic care.

PRACTICAL COMPETENCY ASSESSMENT

Competency	Observed	Competent	Further Practice
Consultation & records	■	■	■
Contraindication screening	■	■	■
Hygiene & sanitation	■	■	■
Equipment preparation	■	■	■
Basic manicure	■	■	■
Deluxe manicure	■	■	■
Basic pedicure	■	■	■
Deluxe pedicure	■	■	■
Nail shaping	■	■	■
Cuticle care	■	■	■
Exfoliation	■	■	■
Mask application	■	■	■
Hand massage	■	■	■
Foot massage	■	■	■
Paraffin hand treatment	■	■	■
Paraffin foot treatment	■	■	■
Polish application	■	■	■
Aftercare	■	■	■

Student Name: _____

Trainer: NIA Date: _____ Signature: _____

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