



# Reception

## Duties and Responsibilities of Receptionists

- Prepare the office *before it opens*
- Retrieve messages from the *answering service, voice mail, e-mail, and fax*
- Prepare charts *for scheduled patients*
- Welcome patients and visitors: *Make arriving a pleasure*
- Register and orient new patients *to make them comfortable*
- Manage waiting time: *Let them know what to expect*

# Reception Duties

**Stephanie Henderson**

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Basic Hairdressing Catherine Avadis,2003-06-30 This unique pack has been specially developed to provide you with new ways of teaching NVQ Level 2 and is packed with additional materials to help you deliver the course and make learning fun It provides complete coverage of all core and optional units and complements the Basic Hairdressing coursebook Provides a flexible approach to teaching through activities demonstrations quizzes and student worksheets Designed to assist you in the planning and delivery of classes Interactive worksheets and quick quizzes keep students motivated and help measure the success of each session Shows how activities link to relevant Key Skills Contains a FREE easy to use CD ROM with fully editable worksheets networkable photos from the coursebook and answers to student quizzes **Basic Hairdressing**

Stephanie Henderson,2003 This edition of the best selling coursebook for all hairdressing trainees at NVQ Level 2 has been fully revised to incorporate the changes to the Hairdressing NVQs Each chapter covers a complete NVQ unit providing all necessary knowledge and help with the essential preparation of portfolios Key terms are highlighted to help with preparation for assessment Using Basic Hairdressing together with salon practice is the proven route to achieving success at Level 2

**S/Nvq Level 2 Hairdressing with Barbering Candidate** Leah Palmer,2005 This candidate handbook covers all the relevant knowledge and skills to pass the S NVQ level 2 in Hairdressing It contains details on all types of hair case studies and activities and other key points Introducing Hairdressing Christine McMillan-Bodell,2004 This accessible title written by Christine McMillan Bodell covers all 8 units including the popular Afro Caribbean unit students need for the Level 1 award in hairdressing **A Practical Guide to Beauty Therapy for NVQ Level 2** Janet Simms,2003 Provides a full colour layout and salon photographs This title aims to match the 2004 S NVQ standards It provides step by step routines and colour photographs for the key beauty procedures and covers hydrotherapy spa treatments and nail art Report of Case

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