



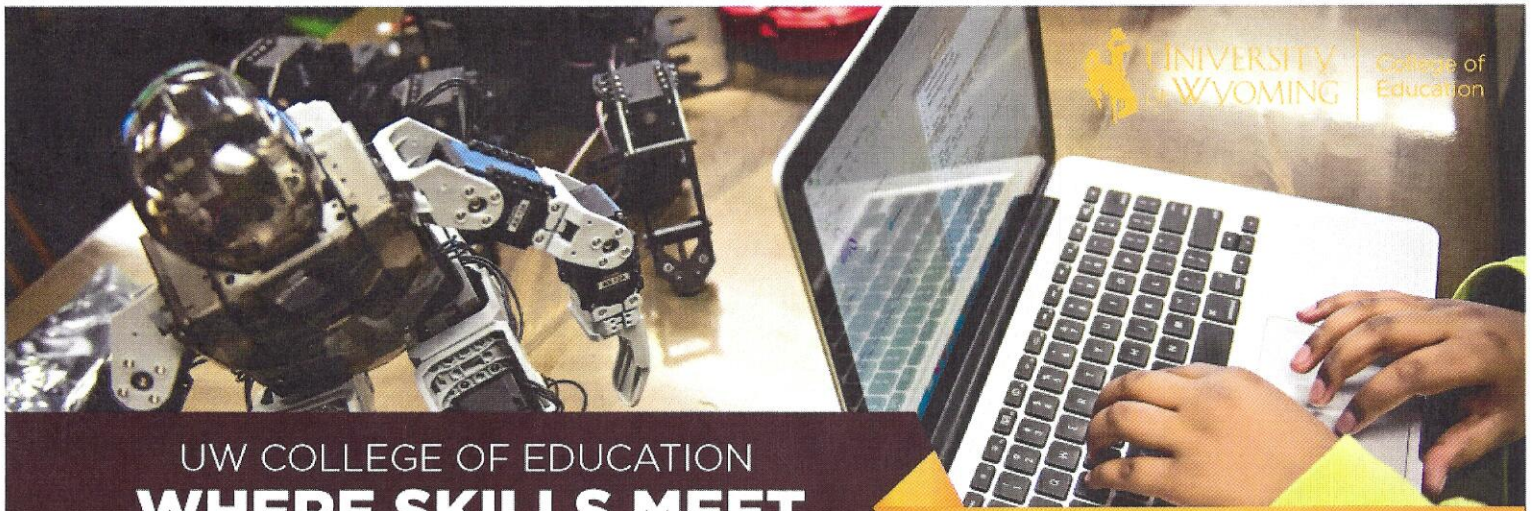
Eastern Wyoming College
welcomes you to:

SkillsUSA WYOMING'S FALL LEADERSHIP CONFERENCE

Proudly Sponsored by:



College of Education



UW COLLEGE OF EDUCATION WHERE SKILLS MEET *PASSION*

Teaching Career and Technical Education

SIGN UP FOR Spring 2025
EDSE 4070: Educational Trends in Career
and Technical Education

COURSE INFORMATION:

- ✓ Course Delivery: Online Asynchronous (with support from local community colleges)
- ✓ Students will have local support and opportunity to engage with industry leaders
- ✓ In-state tuition assistance may be available (reach out to Christi Thompson for more information)
- ✓ January 21 - May 16 2025

AM I ELIGIBLE?

- ✓ The course is open to non-degree and degree seeking students
- ✓ No prerequisites required

*ARE YOU PASSIONATE
ABOUT TEACHING YOUR SKILL?*

WHY CHOOSE CTE TEACHING?

Those who "can" - teach career and technical education!

- ✓ Starting teachers are paid as well as many of the skilled tradespeople
- ✓ CTE teachers have a flexible calendar year, including summers off and great benefits
- ✓ CTE teaching is a high demand career with potential to grow over the next 8-10 years
- ✓ Rewarding career with direct impact on the state and local communities

PARTNERS:



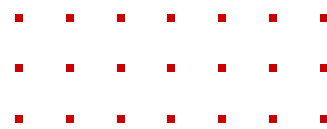
CONTACT INFORMATION

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Levi Moore • lmoore17@uwyo.edu
Rob Hill • rhill13@uwyo.edu

FOR MORE DETAILS
SCAN THE QR CODE
OR VISIT
cte.uwyo.edu/learn



WELCOME MESSAGE



Janie Wilcox
State Director

Welcome to the 2024 State Fall Leadership Conference! We're thrilled to have you here for what promises to be a transformative experience with SkillsUSA. SkillsUSA is the #1 workforce development student organization in the nation. We empower our members to become world-class workers, leaders, and responsible American citizens, strengthening the workforce through personal, workplace, and technical skill development.

Today is all about discovering and developing your leadership potential, gaining skills that will benefit you, your chapter, and your community. Over the next 24 hours, you'll have the chance to enhance your communication abilities, deepen your understanding of the SkillsUSA Framework, and participate in activities that prepare you for establishing a Program of Work within your own chapter. Step out of your comfort zone, connect with members from other chapters, and push yourself to be the best leader you can be.

This conference is just the beginning of your SkillsUSA journey. We hope the experiences you have here will stay with you and inspire your future endeavors. Embrace each opportunity, and let's make it an unforgettable day of growth and fun!

YOUR STATE OFFICER TEAM



VICTORIA BEAUDRY
EASTERN WYOMING COLLEGE



SOPHIE CZIRR
POWELL HIGH SCHOOL



DECLIN HUTCHISON
RIVERTON HIGH SCHOOL



CHRISTINA MUNOZ
NIOBRARA HIGH SCHOOL



HATTIE NELSON
GILLETTE COLLEGE



JOSH ROGERS
THUNDER BASIN HIGH SCHOOL



MARCUS ZUVER
EASTERN WYOMING COLLEGE

GENERAL SCHEDULE

Friday

- 2:00pm to 2:30pm: School Arrival, Registration - *Tebbet Lobby*: ALL
- 2:30pm to 3:20pm: Opening Session - *Tebbet Auditorium*: ALL
- 3:30pm to 6:00pm: Corresponding Color group with COLUMN below

Time & Breakout	BREAKOUT 1 3:30 to 4:00	BREAKOUT 2 4:10 to 4:40	BREAKOUT 3 4:50 to 5:20	BREAKOUT 4 5:30 to 6:00
ROOM: T131 Personal Skills	RED	WHITE	BLUE	GOLD
ROOM: T132 Workplace Skills	BLUE	RED	GOLD	WHITE
ROOM: T108 Technical Skills	GOLD	BLUE	WHITE	RED
ROOM CTEC 101 CEP and Championships	WHITE	GOLD	RED	BLUE

- 6:00pm to 7:00pm: DINNER - *Tebbet Cafeteria*: ALL
- 7:00pm to 8:30pm: FRAMEWORK PALOOZA - *T131*: Students
Meeting with State Director - *T108*: Advisors
- 8:30pm to 9:30pm: Chapter Meeting Time and Homework: Essential Element
Assessment and Statesman Preparation
- 11:00pm: Curfew

Saturday

- 8:30am: GENERAL SESSION: Program of Work - *Tebbet Auditorium*
- 9:30am - 12:00pm: The Par 3 Challenge and Statesman Testing - *T131*: ALL
- 12:15pm - 1pm: Lunch - *Tebbet Cafeteria*
- 1pm - 1:30pm: CLOSING CEREMONY - *Tebbet Auditorium*: ALL

Why SkillsUSA?

We asked students, parents, teachers, counselors, administrators and employers why they are involved in SkillsUSA.

Here's what they said.



STUDENTS

Why do students join SkillsUSA?

Students can:

- Develop SkillsUSA Framework skills
- Build confidence
- Enhance their resume
- Explore career paths
- Obtain scholarships and work opportunities
- Network with peers, teachers, mentors and industry representatives
- Achieve a sense of accomplishment and belonging
- Develop teamwork experience
- Practice hands-on application of skills
- Participate in local, state or national competitions
- ***Have fun!***

PARENTS

Why do parents want their child involved in SkillsUSA?

Their child can:

- Participate in meaningful career exploration
- Be part of a high-quality peer group
- Take advantage of internship, mentorship and employment opportunities
- Learn useful skills to be self-sufficient and self-supporting
- Discover opportunities for scholarships, grants or prizes
- Avoid unnecessary student loan debt
- Become a more highly engaged student and citizen
- Make education and career choices that are validated by industry
- Develop career readiness skills like effective communication, teamwork and problem solving

TEACHERS

Why do teachers get involved in SkillsUSA?

Teachers can:

- Use intentional strategy/guided instruction in SkillsUSA Framework integration
- Align their teaching vision with SkillsUSA programming
- Demonstrate their belief that every student has value and purpose
- Motivate all students to reach their potential
- Provide practical tools to ensure every student is career ready
- Save time by using SkillsUSA's turnkey educational resources
- Receive administrator/community support for their training program
- Earn state and national recognition and chapter/program grants
- Participate in professional development and peer-to-peer networking
- Connect with program graduates/alumni for program support
- Measure student growth via SkillsUSA certifications and credentials
- Measure and demonstrate classroom success

WHY?

Why SkillsUSA?



ADMINISTRATORS

Why do administrators want their school involved in SkillsUSA?

Administrators can:

- Provide teachers with support, professional development and recognition
- Gain community support for the school and its programs
- Build positive professional connections
- Measure school/program success against state and national standards
- Demonstrate consistent and increased achievement
- Help students build transferable skills
- Provide credentialing opportunities for students and teachers
- Create more workforce placements
- Meet Perkins V and ESSA requirements

COUNSELORS

Why do counselors want their school involved in SkillsUSA?

Counselors can:

- Identify student interest and develop career pathways
- Support career planning and guidance efforts
- Help students graduate with workplace credentials
- Foster workplace/work-based learning experiences
- Expand their knowledge of career opportunities
- Serve students involved in multiple career clusters via one organization
- Support CTE teachers more effectively

BUSINESS AND INDUSTRY

Why do employers become involved in SkillsUSA?

Employers can:

- Build a pipeline of talented entry-level workers for their company and industry
- Hire students who have learned personal, workplace and technical skills
- Recruit employees who have already earned industry or workplace credentials
- Retain these skilled employees, saving time and ensuring greater profitability
- Build connections with students who are the talent pipeline of the future
- Build brand loyalty among students who are their future customers or employees
- Create entrepreneurial connections with students
- Network with others within their industry
- Provide internships, mentorship opportunities or apprenticeships
- Create community networks and build positive public relations for their company



HOW TO CONNECT

Have questions about SkillsUSA or need online support?

■ **CALL** 844-875-4557

Customer Care Hours

Monday/Wednesday/Friday

8 a.m. – 5 p.m. (ET)

Tuesday/Thursday

8 a.m. – 7 p.m. (ET)

■ **EMAIL** customercare@skillsusa.org
for membership and general support.

■ **CHAT** on the membership registration page online at:
www.skillsusa-register.org.

What is SkillsUSA?

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel.

A nonprofit national education association, SkillsUSA serves middle school, high school, and college/postsecondary students preparing for careers in the trade, technical and skilled service occupations. SkillsUSA is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven youth development training. We are the #1 workforce development student association in the nation.

MISSION

SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens.

We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics.

VISION

SkillsUSA's vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

VALUES

The following values inform and inspire our work and interactions. Each specific value is reflected in our ongoing Diversity, Equity and Inclusion (DEI) work.

INTEGRITY - RESPECT - RESPONSIBILITY - COMMUNITY - SERVICE

Membership Statistics

- 2023-24 total membership (including alumni and Honorary Life): 475,749
- Student members: 390,664
- Teacher members (SkillsUSA Professionals): 22,629
- SkillsUSA schools: 4,909
- SkillsUSA classrooms per year: 21,629
- Middle school members: 4,525
- High school members: 361,784
- College/Postsecondary members: 46,984
- 479 new chapters chartered with SkillsUSA in 2023-2024
- Associations in 50 states and Puerto Rico, Virgin Islands and District of Columbia
- Total cumulative members served since 1965: 15,174,665



The SkillsUSA Framework

Description

The SkillsUSA Framework is the foundation for all SkillsUSA educational programs, resources and products. It is essential to SkillsUSA's mission, because it serves as the blueprint for career readiness.

The Framework is divided into three main components, and a total of 17 Essential Elements are divided among those three components. The Framework Essential Elements were developed with the direct input of over 1,000 employers and represent the skills employers consider the most crucial for a successful hire.



Framework Components and Associated Essential Elements

Personal Skills	Workplace Skills	Technical Skills Grounded in Academics
<ul style="list-style-type: none">• Integrity.• Work Ethic.• Professionalism.• Responsibility.• Adaptability/Flexibility.• Self-Motivation.	<ul style="list-style-type: none">• Communication.• Decision Making.• Teamwork.• Multicultural Sensitivity and Awareness.• Planning, Organizing and Management.• Leadership.	<ul style="list-style-type: none">• Computer and Technology Literacy.• Job-Specific Skills.• Safety and Health.• Service Orientation.• Professional Development.

The SkillsUSA Program of Work

Description

SkillsUSA's Program of Work (PoW) is the road map for planning and implementing chapter activities throughout the year. When a SkillsUSA chapter aligns its yearly activities with the Program of Work, students receive rich experiences that empower them to become career ready.

Program of Work Categories

The PoW is divided into six categories, and the activities within these categories allow students the opportunity to practice and perform the Essential Elements of the SkillsUSA Framework and receive feedback to strengthen their skills. The six categories define areas of focus (committees) for a well-run chapter. Each committee has specific responsibilities, but all contribute to the overall success of the chapter.

- Advocacy and Marketing.
- Community Engagement.
- Financial Management.
- Leadership Development.
- Partner and Alumni Engagement.
- Workplace Experiences.

SkillsUSA Resources and Programs

Career Essentials *(vetted by the WY Department of Education as a resource for Industry Recognized Credentials/IRCs)*

The SkillsUSA Career Essentials suite is an online program that engages students in defining, implementing and measuring career-readiness skills along every point in their educational journey. Courses are available for middle-school, high-school and college/postsecondary students as well as adult learners. The SkillsUSA Career Essentials Credential is obtained through successful completion of the SkillsUSA Career Essentials suite. Successful completion of the program indicates students' proficiency in the understanding and application of career-readiness competencies and demonstrates their ability to successfully contribute to their place of work. The program also offers instructors the opportunity for professional development by becoming a Career Essentials certified instructor.

The Career Essentials program is backed by an investment of over 1 million from corporate America. Endorsed by the U.S. Departments of Labor and Education, it is one of the largest collaborative public-private partnerships in workforce development history. SkillsUSA based the curriculum on key career-readiness skills that were identified as most needed for new hires through gathered data and scientific research.

The SkillsUSA Career Essentials Credential has been validated by 3M, Toyota U.S.A., Toyota Motor North America, U.S. Coast Guard, Volvo Construction Equipment, Alabama Community College System, National Institute for Automotive Service Excellence (ASE), CareerSafe LLC, CBRE, Centuri, Coalition on Adult Basic Education (COABE), IAA, Kreg Tools, Magna International, National Center for Construction Education and Research (NCCER), North Carolina Department of Public Instruction and Spirit AeroSystems.

Career Essentials Course Breakdown:

- Exploratory Course (ages 12-14).
- Fundamental Course (ages 14-16).
- Advanced Course (ages 17-19).
- Adult Learner Course (ages 20+).

Chapter Excellence Program *(Quality Chapter Achievement Required to Qualify to Compete in 2025)*

The Chapter Excellence Program (CEP) recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter Program of Work activities. Every chapter is encouraged to participate in the CEP, and there are three award levels to recognize program involvement. The first level honors chapters for achieving essential standards of excellence as a Quality Chapter.

The second level recognizes chapters that go beyond baseline requirements with bronze, silver and gold Chapters of Distinction awards. Chapters in each state receiving the gold award are eligible for the third level: selection as a national Models of Excellence chapter. Best practices are gleaned from the national award winners and shared with the field to serve as models for other chapters to emulate in strengthening their local programs.

The CEP annually recognizes the top 24 SkillsUSA schools as Models of Excellence chapters, eight for each of the three components of the SkillsUSA Framework. From each group of eight, one school is chosen as the top winner for Personal Skills, one for Workplace Skills and one for Technical Skills Grounded in Academics.

Washington Leadership Training Institute (WLTl)

Description

The Washington Leadership Training Institute (WLTl) is an annual five-day leadership conference held in Washington, D.C. Through WLTl, SkillsUSA provides advanced training for students and advisors that focuses on professionalism, communication and leadership skills. Members also receive unique opportunities to share their SkillsUSA and career and technical education experiences with elected officials.

WLTl activities include:

- Advanced leadership training.
- A sessions with government representatives.
- Congressional visits.
- Tours of Washington, D.C., including monuments.
- Laying of a wreath at the Tomb of the Unknowns at Arlington National Cemetery.
-

WLTl General Statistics:

- More than 550 students, teachers and state leaders from nearly 30 states typically participate.
- State delegations, led by students, conduct more than 130 in-person congressional visits to advocate for SkillsUSA and CTE.

SkillsUSA Mid-America Conference

Description

Held every October in Columbus, Nebraska, the Mid-America Leadership Conference (Mid-Am) is a leadership conference with training for State/Local Officers , aspiring members, and Advisors on how to run a local chapter. Students and advisors will be divided into color chapters and they will run an entire year's program in the 3 days of the conference. The students will be planning, implementing and completing community service projects, fundraisers, officer elections, newspaper articles, contests, completing secretary's and treasurer's notebooks, business and industry field trips, general sessions and all the necessary elements to have a successful chapter through the National Program of Work, Chapter Excellence Program and the SkillsUSA Framework.

Students and Advisors will have many opportunities to network and interact with students/advisors from other states. This may be the best Chapter and Officer Development Conference in the nation. The Mid-America Conference has been re-evaluated and changed to make the training more process driven than results driven. For more information: skillsusanebraska.org/events/mid-america-leadership-conference

WY State Leadership and Skills Conference (SLSC)

Description

The SkillsUSA Championships provides an opportunity for members to prove their industry-readiness by testing their skills and ability to standards set and assessed by industry partners and alumni. These competitive events begin at the local level and allow students to advance to the national level for recognition. Through the SkillsUSA Championships members are able to connect with professionals within the field and develop relationships for future employment and success.

The 30th SkillsUSA Wyoming State Leadership and Skills Conference will be held April 14-16th, 2025. The conference will kick off on April 14th on the campus of Casper College. April 14th, we will conduct all leadership contests and begin skilled competitions. On April 15th, we will continue with skilled competitions and celebrate our accomplishments with a dinner and dance in the evening. On Wednesday, April 16th, our medal ceremony will recognize the gold, silver, and bronze medalists of each contest. The top competitor(s) in each contest will have the opportunity to represent Wyoming at the National Leadership and Skills Conference in Atlanta, Georgia in June.

National Leadership and Skills Conference (NLSC)

Description

The SkillsUSA Championships is the premier showcase of America's most highly skilled career and technical education students. It's also one of the largest hands-on workforce development events in the world. Held in conjunction with SkillsUSA's National Leadership Skills Conference each June, this awe-inspiring event features more than 6,500 state champions from across the United States competing head-to-head in 120 skilled and leadership competitions. The event is held at the Georgia World Congress Center in Atlanta, and it covers over 1.79 million square feet of floor space, the equivalent of 31 football fields! The philosophy of the SkillsUSA Championships is to reward students for excellence, to involve industry in directly evaluating student performance and to keep classroom training relevant to employers' needs.

The competitions are created, overseen and judged by nearly 2,000 industry volunteers, each committed to building the next generation of skilled professionals, career-ready leaders and responsible community members our future depends on. The SkillsUSA Championships is the national culmination of a year-long process that begins in local SkillsUSA chapters across the country. Local winners advance to district or regional competitions, testing their skills against competitors from other schools. Those winners advance to state competitions each spring, and state gold medalists earn the right to compete nationally at the SkillsUSA Championships each June. Along with gold, silver and bronze medallions, competitors may earn scholarships, tools of the trade, and even job offers right off the competition floor. Perhaps most importantly, they earn the confidence that can only come when you know you're among the best of the best in what you do.

Resources

Wyoming SkillsUSA Website *(new format arriving in late January 2025!)*

Wyoming SkillsUSA information, yearly calendar, state conference info and contest limitations, State Officer information and so much more.

skillsusawyoming.org

National SkillsUSA Website

Information updates and news for members, stakeholders and the general public:

skillsusa.org

New Chapters! Your Pathway to getting started!

www.skillsusa.org/new-chapter/12-steps-to-start-a-chapter/

All Things Chapter Excellence Program!

<https://www.skillsusa.org/programs/chapter-building/chapter-excellence-program-cep/>

Professional development for advisors offered by the National Office!

<https://www.skillsusa.org/advisors/professional-development/>

The Framework Integration Toolkit

Absorb - your go-to resource for the National Technical Standards also contains the Framework Integration Toolkit. It has everything you need to ensure career readiness for students, including videos, Framework Foundation lesson plans, experiential activities and more! As a professional member benefit, you can access the Framework Integration Toolkit within SkillsUSA Absorb.

absorb.skillsusa.org/#/login

Customer Care Hotline

Students and advisors, if you have spent more than ten minutes searching for something online, or don't even know where to begin - **THIS. IS. YOUR. LIFELINE.**

844-875-4557 (See our page dedicated to Customer Care)

SkillsUSA Brand Center

State associations and local chapters can download SkillsUSA logos, templates and more: <https://brandfolder.com/portals/skillsusa>

SkillsUSA Social Media

Follow SkillsUSA's social media presence (national SkillsUSA and Wyoming vary:

Facebook Twitter LinkedIn Instagram tiktok YouTube



Mission

SkillsUSA is America's proud champion of the skilled trades.
We empower students to become skilled professionals,
career-ready leaders and responsible
community members.

SkillsUSA Framework

The SkillsUSA Framework defines the mission of the organization



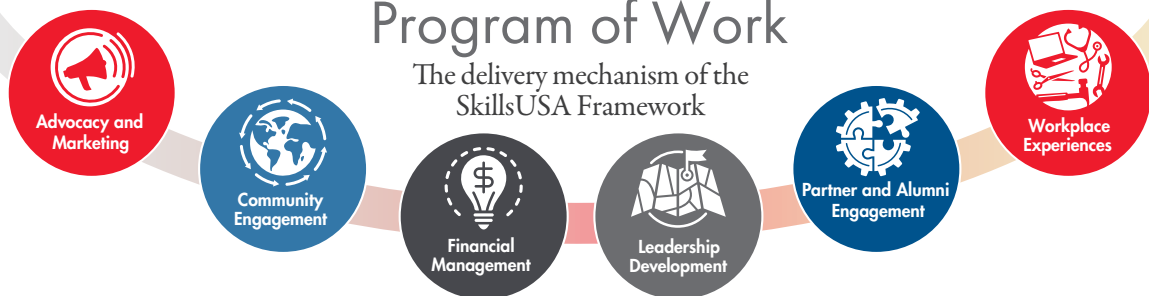
Integration Locations

SkillsUSA Framework instruction is integrated
into these three locations



Program of Work

The delivery mechanism of the
SkillsUSA Framework



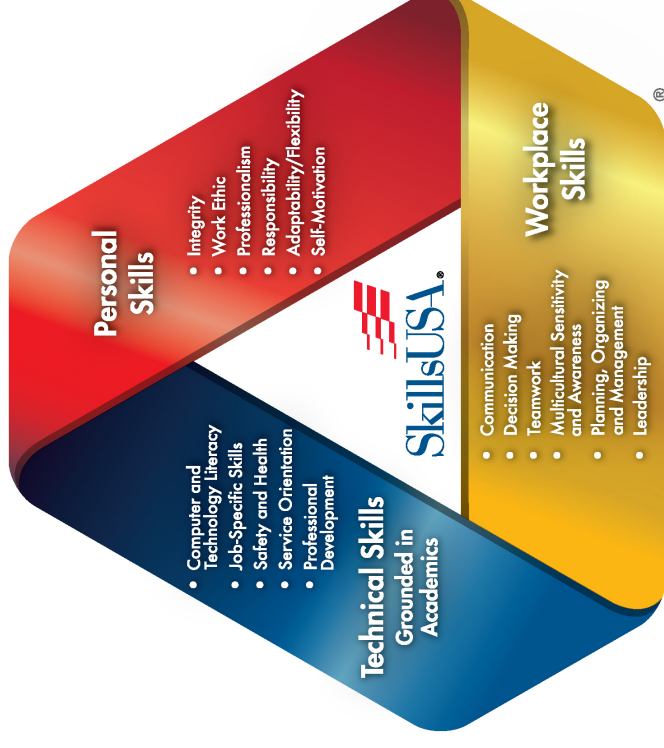
Member Success

Assessments to measure students' career readiness



Our Proven Model: The Framework

The SkillsUSA Framework outlines all skills needed to be job-ready Day One. Every aspect of our program is built around the Framework, which emphasizes personal skills, workplace skills and technical skills grounded in academics. The purpose of the Framework is to provide a common language to communicate what students learn in the classroom and laboratory.



Personal Skills

INTEGRITY — *Doing the right thing in a reliable way.*

- Be honest.
- Do what I say I will do.
- Hold myself and others accountable.
- Make choices consistent with my values.

WORK ETHIC — *Being committed to punctuality, meeting deadlines, and following established policies and procedures to get work done.*

- Engage in meaningful work to contribute.
- Be productive throughout the workday.
- Reflect upon and evaluate my productivity.
- Demonstrate consistency in work performance.

PROFESSIONALISM — *Behaving in alignment with workplace standards to display a positive image.*

- Be loyal to my peers, supervisor and myself.
- Adhere to dress codes and other policies.
- Monitor my words and actions.
- Model appropriate behavior and etiquette in all settings.
- Create a respectful and safe culture.

RESPONSIBILITY — *Taking ownership of one's work performance, behavior and actions.*

- Honor my commitments.
- Complete my work and assignments on time.
- Work efficiently and effectively without supervision.
- Persevere in accomplishing my work.
- Own my mistakes or incomplete work.

ADAPTABILITY/FLEXIBILITY — *Embracing change and fostering creativity; being resilient.*

- Overcome barriers and roadblocks.
- Understand that multiple solutions will accomplish the same goal.
- Maintain composure during adversity.
- Be curious to explore and experiment.

SELF-MOTIVATION — *Exhibiting a passion for life and career.*

- Purposefully connect what I do today with my future.
- Positively express self and work with others.
- Seek to learn and develop new knowledge and skills.
- Be disciplined to achieve my purpose and goals.

Workplace Skills

COMMUNICATION — *Sending and receiving clear messages.*

- Write and speak effectively.
- Use appropriate body language.
- Check for understanding when articulating complex issues.
- Practice active listening skills.
- Choose appropriate mode of communication.

DECISION MAKING — *Using information and processes to problem-solve and make choices.*

- Analyze key facts, data and situations.
- Follow a problem-solving process.
- Weigh multiple outcomes.
- Identify possible options and their impacts.
- Make informed choices.

TEAMWORK — *Working with others to achieve a common goal.*

- Work collaboratively with my peers, classmates and co-workers.
- Honor the contributions and strengths of others.
- Honor my commitments and responsibilities to the team.
- Foster positive and collaborative working relationships with others.

PLANNING, ORGANIZING AND MANAGEMENT — *Designing and implementing processes to complete projects and tasks at established standards of quality.*

- Break down projects and task with timelines.
- Identify resources and standards for completing projects.
- Anticipate and plan for possible obstacles and setbacks.
- Establish work priorities.

MULTICULTURAL SENSITIVITY AND AWARENESS — *Respecting all people and cultures by fostering appropriate and respectful workplace relationships and interacting.*

- Learn about other cultures.
- Value diversity.
- Demonstrate tact in words and actions.
- Treat everyone with respect.
- Empower all to use their unique contributions.

LEADERSHIP — *Influencing the hearts, minds and actions of others.*

- Build and model trust.
- Foster hope.
- Express compassion.
- Establish stability.

Technical Skills

COMPUTER AND TECHNOLOGY LITERACY — *Using technology in effective, appropriate and innovative ways.*

- Be willing to learn and integrate new technology.
- Use work-based technology proficiently.
- Effectively employ technology to solve problems.
- Improve information flow through technology.
- Use technology to improve and document accountability.

JOB-SPECIFIC SKILLS — *Identifying, developing and implementing unique knowledge and skills required by a specific job.*

- Know my job roles and responsibilities.
- Perform my job confidently.
- Follow personnel manual policies.

- Perform responsibilities without direct supervision.
- Seek ways to improve my job performance skills.
- Teach others job-specific tasks.
- Receive coaching feedback.

SAFETY AND HEALTH — *Following workplace health, wellness, financial and safety guidelines.*

- Follow safety procedures including wearing appropriate safety attire.
- Maintain a clean work environment.
- Identify potential hazards and notify appropriate parties.
- Use tools and equipment according to safety standards.
- Stay current with safety regulations and standards.

SERVICE ORIENTATION — *Meeting the needs of internal and external customers in respectful and effective ways.*

- Acknowledge and be present with customers.
- Stay focused and customer-oriented while at work.

- Demonstrate respect and courtesy to customers at all times.
- Know and implement my company's service policy.
- Handle difficult situations with tact and self-restraint.
- Know when to involve my supervisor in a customer service situation.

PROFESSIONAL DEVELOPMENT — *Engaging intentionally in learning experiences that contribute positively to career path progression.*

- Develop my career plan.
- Assess my current skill sets and determine areas for my growth.
- Use professional and personal mentors.
- Seek professional and personal growth opportunities.
- Apply new learning.
- Stay current with workplace-related resources.
- Seek new responsibilities to gain additional skill sets.

SkillsUSA Program of Work

PROVIDES THE ROAD MAP FOR PLANNING AND IMPLEMENTING CHAPTER ACTIVITIES

Why should your chapter create a yearly SkillsUSA Program of Work (PoW)?

When a chapter provides rich experiences in all six categories of the PoW, it empowers students to become career ready.

These activities allow students the opportunity to practice and perform the Essential Elements of the SkillsUSA Framework and receive feedback to strengthen their skills.




Workplace Experiences

Participate in career exploration, planning and work-based learning opportunities, including the SkillsUSA Championships.



Leadership Development

Establish interpersonal relationships, individual and team development through chapter operations, leadership competitions and individualized growth plans.



Partner and Alumni Engagement

Engage former members, parents, advisory committees, administrators, faculty and business and industry partners in SkillsUSA chapter and classroom activities.



Advocacy and Marketing

Promote SkillsUSA chapter programs, career and technical education programs, public relations initiatives and experiences to build social responsibility.



Community Engagement

Assess community needs, identify services and employ skills to meet needs that develop long-lasting partnerships.



Financial Management

Develop personal financial literacy and entrepreneurship skills through relevant work experience, project management and chapter fundraising.





chapter excellence program

MODELS OF EXCELLENCE

- Chapters are selected via committee to attend the NLSC* as a Model of Excellence
- Receive travel stipend**
- Students participate in sponsor interviews
- Invited to Models of Excellence Dinner*

States may send gold applications up to 10 percent of the total number of chapters in the state.

- Recognized in NLSC session
- Receive school banner
- Receive school plaque**
- Recognized in promotional materials highlighting Models of Excellence

CHAPTER OF DISTINCTION

Gold Recognition

- Complete Level 1 and 2 of application
- Achieve essential activities and distinction indicators
- Receive banner

- Receive advisor lapel pin
- Invited to attend NLSC*
- Invited to Chapter of Distinction Gold Reception
- Recognize students and advisors at NLSC

CHAPTER OF DISTINCTION

Bronze and Silver
Recognition

- Complete Level 1 and 2 of application
- Achieve essential activities and distinction indicators
- Receive certificate

QUALITY CHAPTER

- Complete Level 1 of application
- Achieve quality indicators
- Receive certificate



SkillsUSA's Chapter Excellence Program

The Chapter Excellence Program (CEP) honors chapter achievement relative to SkillsUSA's framework of developing personal, workplace and technical skills. The framework actualizes SkillsUSA's mission to empower students to become skilled professionals, career-ready leaders and responsible community members. It also serves as the blueprint for workplace readiness — our ultimate goal as an organization. By centering on industry demands, the framework builds the foundation for relevant and intentional student learning and employability skill development.

Paramount to framework success is the creation and implementation of an effective program of work SkillsUSA's planning tool for chapters. By participating in program of work activities, SkillsUSA chapters become conduits for meaningful student growth. Students take part in the planning, organization and implementation of activities, which develops their skills and builds character. The CEP recognizes these efforts by offering every chapter an opportunity to attain measurable competencies in pursuit of framework objectives.



UNIVERSITY
OF WYOMING

College of Education
Career and Technical
Education Program

CAREER AND TECHNICAL EDUCATION

Thinking about a career in teaching?
Earn college credits in high school!

Spring 2025

Explore the fundamentals of Career
and Technical Education (CTE)

Course Overview

- ✓ **EDST 2490: Topics Into Career Tech**
- ✓ **When:** January 21 - May 16, 2025 (Online)
- ✓ **Cost:** We cover your in-state tuition and fees
- ✓ **Credits:** Earn 3 college credits

What You'll Learn

- ✓ What is CTE (Career & Technical Education)
- ✓ Discover different CTE careers
- ✓ Learn why being a CTE teacher is rewarding

How to Apply

- ✓ Register through UW Admissions as a High School Guest by January 7, 2025

Ready to Get Started?

Scan the QR Code

Fill out the form to get the info you need
and connect with our team.



The SkillsUSA National Theme for 2024-2025 is:

IGNITE YOUR POTENTIAL

Motto

Preparing for leadership in the world of work.

Creed

I believe in the dignity of work.

I hold that society has advanced to its present culture through the use of the worker's hands and mind. I will maintain a feeling of humbleness for the knowledge and skills that I receive from professionals, and I will conduct myself with dignity in the work I do.

I believe in the American way of life.

I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

I believe in education.

I will endeavor to make the best use of knowledge, skills and experience that I will learn in order that I may be a better worker in my chosen occupation and a better citizen in my community. To this end, I will continue my learning now and in the future.

I believe in fair play.

I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my occupation and treat those with whom I work as I would like to be treated.

I believe satisfaction is achieved by good work.

I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

I believe in high moral and spiritual standards.

I will endeavor to conduct myself in such a manner as to set an example for others by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.e:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself. And further, to spare no effort in upholding the ideals of SkillsUSA.

Pledge

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself. And further, to spare no effort in upholding the ideals of SkillsUSA.

Meaning of the Pledge

- **Upon my honor, I pledge:** This is a very strong statement. It means you are committed to follow through on your promise.
- **To prepare myself:** Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.
- **By diligent study:** Diligence implies something far beyond a quick review of assignments. Diligence means perseverance, concentration and not always taking the easy route.
- **And ardent practice:** A person of character makes every effort in spite of setbacks or personal loss.
- **To become a worker:** SkillsUSA members take pride in making things happen, in being good workers and in their employers.
- **Whose services:** Doing things for others is the basis of many occupations. SkillsUSA members strive to be active in their schools and communities.
- **Will be recognized as honorable:** The result of preparation, study, practice, work and service is the respect and honor given SkillsUSA members.
- **To base my expectations of reward upon the solid foundation of service:** This statement reinforces the attitude that we must first serve in order to gain. This attitude is important to success.
- **To respect my vocation:** SkillsUSA members recognize the need to find their vocation and strive to understand its traditions, skills, leaders and potential.
- **To bring repute to myself:** SkillsUSA members strive to have a good reputation among their peers, fellow workers, teachers, parents and employers.
- **To spare no effort in upholding these ideals:** This means service to the community, school and SkillsUSA chapter – getting things done and becoming a leader, all with the ideals of SkillsUSA in mind.

The Colors

The colors red, white, blue and gold represent the national SkillsUSA organization.

Red and white represent the individual states and chapters.

Blue represents the common union of the states and of the chapters.

Gold represents the individual, the most important element of the organization.

The Emblem

The shield represents patriotism.

The shield denotes our belief in democracy, liberty and the American way of life.

The gear represents the industrial society.

The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind.

The torch represents knowledge.

The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual.

The orbital circles represent technology.

The circles represent the challenge of modern technology and the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.

The hands represent the individual.

The hands portray a search for knowledge and our desire to acquire a skill. In the process of attaining knowledge and skill, we will develop a respect for the dignity of work and become productive and responsible citizens.



Name: _____

Circle the appropriate rating for each statement below.

Personal Skills

Integrity

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I am honest	1	2	3	4	
I do what I say I will do	1	2	3	4	
I hold myself and others accountable	1	2	3	4	
I make choices consistent with my values	1	2	3	4	
I know and live by my morals and ethical principles	1	2	3	4	Total _____

Work Ethic

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I engage in meaningful work that contributes to success	1	2	3	4	
I am productive throughout the workday	1	2	3	4	
I reflect upon and evaluate my work	1	2	3	4	
I am consistent in my work performance	1	2	3	4	
I don't quit until the job is done	1	2	3	4	Total _____

Professionalism

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I am loyal to my peers, supervisor, and myself	1	2	3	4	
I adhere to dress codes and other policies	1	2	3	4	
I monitor my words and actions	1	2	3	4	
I model appropriate behavior and etiquette in all settings	1	2	3	4	
I contribute to a respectful and safe environment	1	2	3	4	Total _____

Responsibility

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I honor my commitments	1	2	3	4	
I complete my work and assignments on time	1	2	3	4	
I work efficiently and effectively without supervision	1	2	3	4	
I persist in getting my work done	1	2	3	4	
I own my mistakes or incomplete work	1	2	3	4	Total _____

Adaptability/Flexibility

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I work to overcome barriers and roadblocks	1	2	3	4	
I understand that multiple solutions can accomplish the same goal	1	2	3	4	
I maintain my self-control when angry or challenged	1	2	3	4	
I am curious to experiment and explore new ideas	1	2	3	4	
I keep an open mind when change is proposed	1	2	3	4	Total _____

Self-Motivation

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I purposefully connect what I do today with my future	1	2	3	4	
I positively express myself and my ideas	1	2	3	4	
I seek to learn and develop new knowledge and skills	1	2	3	4	
I am disciplined and focused to achieve my goals	1	2	3	4	
I participate in new experiences to expand my skills and abilities	1	2	3	4	Total _____

Workplace Skills

Communication

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I write and speak effectively	1	2	3	4	
I use appropriate body language	1	2	3	4	
I check for understanding when discussing difficult topics	1	2	3	4	
I listen carefully	1	2	3	4	
I ask good questions when needed	1	2	3	4	Total _____

Decision Making

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I analyze key facts, data, and situations	1	2	3	4	
I follow a problem-solving process	1	2	3	4	
I use a critical thinking process to make good decision	1	2	3	4	
I identify possible solutions and their impacts	1	2	3	4	
I make informed choices	1	2	3	4	Total _____

Teamwork

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I work collaboratively with my peers, classmates and co-workers	1	2	3	4	
I recognize the contributions and strengths of others	1	2	3	4	
I follow through with my commitments to my team	1	2	3	4	
I honor my commitments and responsibilities to my team	1	2	3	4	
I foster positive, collaborative, working relationships with others	1	2	3	4	Total _____

Multicultural Sensitivity and Awareness

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I learn about other cultures	1	2	3	4	
I value diversity	1	2	3	4	
I am tactful in my words and actions	1	2	3	4	
I treat everyone with respect	1	2	3	4	
I empower others to use their unique skills and abilities	1	2	3	4	Total _____

Planning, Organizing and Management

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I break down projects and tasks with timelines	1	2	3	4	
I identify resources and standards for completing projects	1	2	3	4	
I anticipate and plan for possible obstacles and setbacks	1	2	3	4	
I follow work priorities and timelines	1	2	3	4	
I work to meet established standards of quality	1	2	3	4	Total _____

Leadership

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I build trust with others	1	2	3	4	
I foster hope in others	1	2	3	4	
I express compassion for others	1	2	3	4	
I model stability in my words and actions	1	2	3	4	
I am a positive influence on my friends, peers and co-workers	1	2	3	4	Total _____

Technical Skills

Computer and Technology Literacy

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I am willing to learn and use new technology	1	2	3	4	
I use work-based technology proficiently	1	2	3	4	
I use technology to solve problems	1	2	3	4	
I improve information flow through technology	1	2	3	4	
I use technology to improve and document accountability	1	2	3	4	Total _____

Job-Specific Skills

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I know my job roles and responsibilities	1	2	3	4	
I follow personnel manual policies	1	2	3	4	
I perform responsibilities without direct supervision	1	2	3	4	
I seek ways to improve my job performance skills	1	2	3	4	
I am open to coaching and feedback	1	2	3	4	Total _____

Safety and Health

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I follow safety procedures including appropriate safety attire	1	2	3	4	
I maintain a clean work environment	1	2	3	4	
I identify potential hazards, and notify appropriate parties	1	2	3	4	
I use tools and equipment according to safety standards	1	2	3	4	
I stay current with safety regulations and standards	1	2	3	4	Total _____

Service Orientation

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I acknowledge and am present with customers	1	2	3	4	
I stay focused and customer-oriented while at work	1	2	3	4	
I demonstrate respect and courtesy to customers at all times	1	2	3	4	
I handle difficult situations with tact and self-restraint	1	2	3	4	
I know when to involve my supervisor in a customer situation	1	2	3	4	Total _____

Professional Development

	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>	
I have a career plan and update as needed	1	2	3	4	
I assess my current skills and determine areas for my growth	1	2	3	4	
I use personal and professional mentors	1	2	3	4	
I seek professional and personal growth opportunities	1	2	3	4	
I seek new responsibilities to gain additional skills	1	2	3	4	Total _____

Essential Elements that are areas of strength (have the highest numeric score, highest score #1):

Score _____ 1. _____
 Score _____ 2. _____
 Score _____ 3. _____

Essential Elements that I need to focus on are (have the lowest numeric score, lowest score #1):

Score _____ 1. _____
 Score _____ 2. _____
 Score _____ 3. _____

SMART GOALS

S (Specific) — Answers the question, what has to be done? Use the five Ws of who, what, when, where and why.

M (Measurable) — Answers the question, what will be the end result? Don't hesitate to include a number as part of the criteria. How much? How often? How many?

A (Attainable) — This is the reality check to see if a goal is possible. Consider the chapter/section resources available to accomplish this goal. Is the chapter/section motivated to achieve the goal?

R (Realistic) — Is the goal within a practical range of achievement? What does the chapter ultimately want to achieve?

T (Time Bound) — This answers the question, what are the specific target dates and deadlines required to accomplish this activity? When do we want to have it completed?

GOALS EXAMPLE:

The purpose of this activity was to collect food items for donation to families in need through the community food bank. On the Thursday before Thanksgiving, chapter members were divided into teams to collect food from different parts of town as well as at a collection point at a basketball game. Members were given two hours to collect as much canned food and nonperishable food items as they could. The team collecting the most items received a prize.

Goal 1: At least 30 percent of chapter members will participate in the activity.

Goal 2: Collect at least 1,000 canned and nonperishable food items for donation the Monday before Thanksgiving.

Goal 3: Collect canned and nonperishable food items from 50 percent of nearly 1,500 households in our community as well as from 25 percent of attendees at the game.

MY SMART GOALS:

Goal 1: _____

Goal 2: _____

Goal 3: _____

[illegible]

This image shows a single sheet of white paper with horizontal blue lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

Need Help?

The SkillsUSA Customer Care Team is Here to Serve



ASSIST NEW CHAPTERS AND NEW ADVISORS

- Establish a new chapter
- Chapter management
- Create log-ins, add a training program or register members
- Register for local, state and national conferences
- Access professional member benefits
- Retrieve pin codes or access online resources

New Chapters/New Advisors receive:

Welcome email
Mailed Membership Kit
Follow-up email
Follow-up phone call
Follow-up note

PROVIDE TECHNICAL SUPPORT

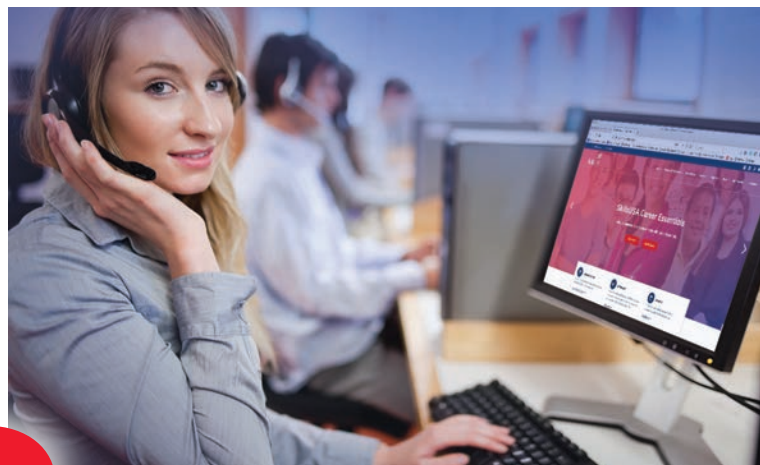
- Set up new accounts
- Navigate the LMS
- Complete a purchase
- Set up student accounts
- Assign student keys
- Create reports
- Troubleshoot technology issues

PROVIDE CURRICULUM SUPPORT

- Determine the right course for your students
- Course walkthrough (layout and functionality)
- Develop implementation plan
- Demonstrate LMS system and curriculum features

WE'D LOVE TO HELP YOUR CHAPTER!

- Member recruitment
- Chapter management
- Navigating member registration
- Navigating the SkillsUSA website
- Learn about educational resources
- SkillsUSA Career Essentials Suite
- Chapter Excellence Program
- SkillsUSA Store



3

WAYS TO CONNECT WITH THE CUSTOMER CARE TEAM

Have questions

about SkillsUSA membership or conference registration, Career Essentials, or need online support?

- **CALL** 844-875-4557
- **CHAT** on the membership registration page.
- **EMAIL** customercare@skillsusa.org for membership, Absorb (SkillsUSA's Learning Management System) and general support questions.

Care Team Hours

Monday/Wednesday/Friday

8 a.m. – 5 p.m. (ET)

Tuesday/Thursday

8 a.m. – 7 p.m. (ET)

We look forward to hearing from you!



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Discover the Path for You

SCAN



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EWC is proud of its rich history with SkillsUSA. We fulfill SkillsUSA's mission to empower students to become skilled professionals, career-ready leaders, and responsible community members. Join us and increase your opportunity for career success!

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