

REQUIRED PRE-WORK ASSIGNMENTS FOR ALL ATTENDEES

The following pre-work assignments must be submitted by Thursday, Sept. 21 through SkillsUSA Absorb (absorb.skillsusa.org). Participants will be uploaded into SkillsUSA Absorb on Thursday, Aug. 31. If participants have completed these modules before, they **MUST** be registered with the same email address to receive credit for previous activity.



SKILLSUSA FRAMEWORK CERTIFICATION

In this certification experience, you'll complete a series of learning events that can lead to you achieving the SkillsUSA Framework Certification. During your certification work, you'll learn about SkillsUSA and how it ensures the development of world-class workers, leaders, and responsible American citizens through the SkillsUSA Framework.



CTE KNOWLEDGE CERTIFICATION

In this certification experience, you'll complete a series of learning events that can lead to you achieving the SkillsUSA CTE Knowledge Certification. During your certification work, you'll learn how SkillsUSA and career and technical education are solutions to the world's skills gap.



COMMUNICATING WITH AUTHENTICITY AND INTEGRITY IN INFORMAL SITUATIONS

During this short course, you'll discover how to succeed in informal communication settings by developing your skills to listen actively, relate to your audience, demonstrate that you care about others, create mutual understanding and speak honestly. After you complete the course, you'll be prepared to engage in meaningful, authentic, integrity-filled communication while delivering messages and building relationships with others.





ADDITIONAL ASSIGNMENTS TO EARN SkillsUSA NATIONAL STATESMAN

ALL STATESMAN ASSIGNMENTS MUST BE SUBMITTED BY SEPT. 21

The SkillsUSA National Statesman Award is presented to members who demonstrate SkillsUSA knowledge and civic awareness, along with an understanding of the SkillsUSA Framework and how to articulate their personal experience in career and technical education (CTE). This award is only available to members who participate in the Washington Leadership Training Institute (WLTi).

The SkillsUSA National Statesman requirements add up to 60 possible points. To receive this award, a member must receive a minimum of 40 points. Students, advisors, and state directors seeking to achieve this award, must complete the required pre-work assignments above to be eligible. Award recipients will be honored during the WLTi Celebration Dinner on Tuesday, Sept. 26, 2023.

PRE-WORK | INFORMATIONAL INTERVIEW *(Possible 20 pts)*

Understanding the local impact of CTE and Perkins funding is critical when advocating with legislative leaders. Ask your SkillsUSA advisor to identify the appropriate person at your school or campus to help in answering questions about the impact of Perkins funding. Most commonly this is a school administrator. Reach out to that person and request a 20-minute meeting or phone call to discuss the questions outlined. Schools with multiple students attending WLTi should work together. Schedule one appointment, and all attendees should be present for the interview.

Start the meeting by providing your name, training program and that you are attending the SkillsUSA Washington Leadership Training Institute, where you will learn professionalism, communication and leadership skills while advocating for career and technical education and SkillsUSA. Ask all the questions listed and take notes while the person is responding. Be sure to thank the interviewee for his or her time. After the interview, summarize all responses, and save the document to be submitted as a pre-work assignment. Before the meeting, print and review the Information Interview Questionnaire:

[Informational Interview Questionnaire](https://bit.ly/wlti-interview-guide)
bit.ly/wlti-interview-guide

PRE-WORK | SkillsUSA KNOWLEDGE AND CIVIC AWARENESS TEST *(Possible 20 points)*

Knowing about SkillsUSA is critical in being a leader within our organization. As a way to assess your organization knowledge and civic awareness, you will have the opportunity to take a multiple-choice test pre-conference via SkillsUSA Absorb. The test may cover the following information:

SkillsUSA Knowledge

- SkillsUSA Motto
- SkillsUSA Theme 2023-24
- Creed
- SkillsUSA colors
- Program of Work
- SkillsUSA Framework
- Executive director and their role
- Board of Directors and its role

Civic Awareness and Carl D. Perkins Act

- First Amendment rights
- Branches of the federal government
- Number of senators and representatives and how they are selected
- Name of the Secretary of Education and the role of the U.S. Department of Education
- Carl D. Perkins Vocational and Technical Education Act

ON-SITE | INTERVIEW *(Possible 20 points)*

Preparing for congressional visits is important to ensure that all members represent SkillsUSA and CTE to the best of their abilities. During WLTi, you will have the opportunity to have a personal interview with a SkillsUSA national staff member, state association director, state advisor, SkillsUSA board member or another individual.

Interview questions will be based on the preparation you have done throughout WLTi for your congressional visits and the information learned during your training sessions. The interview will include questions about CTE, the skills gap, SkillsUSA and your personal experiences. Interviewers will evaluate members based on a rubric and provide you with a score and feedback.

All pre-work assignments must be submitted online by Sept. 21. The pre-work assignments can be completed within the WLTi course in SkillsUSA Absorb. Once your pre-work is submitted, you will receive a confirmation within Absorb.