



**SEPT. 21 – 25, 2024**  
WASHINGTON, D.C.

OPEN TO ALL STUDENTS

**Advisor Guide**



SkillsUSA offers advanced training for students and advisors that focuses on professionalism, communication, and leadership skills. This training is held in Washington, D.C., and allows members to share their SkillsUSA and career and technical experiences with elected officials.

WLTi activities will include:

- Congressional visits.
- Tours of Washington D.C., including monuments.
- Laying of a wreath at the Tomb of the Unknowns.
- Evening activities.

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## SKILLSUSA FRAMEWORK ESSENTIAL ELEMENTS

SkillsUSA's Washington Leadership Training Institute (WLTi) focuses on developing the following Essential Elements from the SkillsUSA Framework:

### PROFESSIONALISM

*Meeting the behavioral expectations of others.*

### COMMUNICATION

*Sending and receiving clear messages.*

### LEADERSHIP

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





## TENTATIVE SCHEDULE

This schedule is tentative and could change at any time. All attempts will be made to make final scheduling decisions by Sept. 1. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices, safety measures and permitting.

### SATURDAY, SEPT. 21, 2024

*Attire: SkillsUSA business casual*

- 2 p.m. - 5 p.m. Conference Registration  
*Plaza Ballroom Foyer*
- 5:15 p.m. Doors open for Opening General Session  
*Plaza Ballroom*
- 5:30 p.m. Opening Dinner and General Session  
*Plaza Ballroom*
- 8:30 p.m. Statesman Interview Process  
*Lower Level of Hotel*
- 8:45 p.m. Advisors and State Staff: Orientation Meeting  
*Terrace East & West Room*
- 11 p.m. Curfew

### SUNDAY, SEPT. 22, 2024

*Attire: SkillsUSA conference T-Shirt*

- 8 a.m. Breakfast  
*Plaza Ballroom*
- 8:45 a.m. General Session  
*Plaza Ballroom*
- 10:30 a.m. Buses depart for Washington D.C.  
*Front of Hotel*
- 3 p.m. Buses begin departing for hotel (on rotation)  
*Air & Space Museum*
- 7 p.m. Last bus departs for hotel  
*Air & Space Museum*
- 7:30 p.m. Mock Legislative Visits  
*Lower Level of Hotel*
- 11 p.m. Curfew

### MONDAY, SEPT. 23, 2024

*Attire: SkillsUSA business casual and casual for twilight tour*

- 7:30 a.m.- SkillsUSA Store and Educational Resources 4 p.m.  
*Plaza Ballroom Foyer*
- 7:45 a.m. Breakfast  
*Plaza Ballroom*
- 8:30 a.m. General Session  
*Plaza Ballroom*
- 9:30 a.m. Student Training  
*Huddle Group Rooms*
- 9:30 a.m. Advisor and State Director Training  
*Terrace East & West Room*
- 12 p.m. Lunch and Advocacy Panel Discussion  
*Plaza Ballroom*
- 1:30 p.m. Break
- 1:45 p.m. Student Training  
*Huddle Group Rooms*
- 5 p.m. Dinner
- 6:30 p.m. Buses depart for Twilight Tour (Casual)  
*Front of Hotel*
- 10 p.m. Buses depart for hotel  
*From Twilight Tour*
- 11 p.m. Curfew
- 1:45 p.m. Advisor Training  
*Terrace East & West Room*





## TENTATIVE SCHEDULE (CONT.)

### TUESDAY, SEPT. 24, 2024

*Attire: SkillsUSA official attire*

- 8 a.m. Buses depart for Capitol Hill  
*Front of Hotel (Breakfast served on bus)*
- 8:45 a.m. Group Photo on Capitol Hill  
*Front of Capitol*
- 9 a.m. Congressional Visits  
*Lunch on your own*  
*Capitol Hill*
- 2 p.m. Buses depart for Arlington National Cemetery  
*Front of Capital Hill*
- 3:15 p.m. Wreath Laying at the Tomb of the Unknowns  
*Arlington National Cemetery*
- 4:20 p.m. Buses depart for hotel  
*Front of Hotel*
- 6:30 p.m. Celebration Dinner  
*Plaza Ballroom*
- 11 p.m. Curfew

### WEDNESDAY, SEPT. 25, 2024

*Attire: appropriate casual*

Travel home safely!





## WASHINGTON LEADERSHIP TRAINING INSTITUTE EXPERIENCES

### STUDENT TRAINING

Training will focus on the three key Essential Elements of the conference. As a result of participating in WLTi, students will be able to:

- Know, create, and communicate their own CTE story.
- Communicate effectively using the POWER formula and other SkillsUSA resources and tools.
- Demonstrate their ability to create change through the application of advocacy best practices.
- Network with other students from across the country to understand the breadth of career and technical education and SkillsUSA nationwide.

### ADVISOR TRAINING

The training will focus on how to best advocate for your CTE program and how to implement SkillsUSA educational resources effectively.

Note: All advisors should bring a laptop, tablet, or other digital device to access digital resources during the training.

### NIGHTTIME MONUMENT TOUR

This will provide participants a fun evening exploring some of the most prominent monuments and memorials in Washington, D.C. A highlight of the evening will be a powerful reflection delivered by the national officers.

### STATE PLANNING SESSION

To ensure your state delegation is prepared for the legislative visits, we provide intentional time and materials during the conference for state associations to meet for planning. Please use this time to ensure your team is prepared for their congressional visits where they will advocate for CTE and SkillsUSA.

### TOURING AND EXPLORING D.C.

Conference participants will have time to visit monuments and museums in Washington, D.C. We suggest groups identify in advance some places to visit and things that you want to see or do. Check out this website to begin your tour planning: [www.washington.org](http://www.washington.org).

### WREATH LAYING AT ARLINGTON NATIONAL CEMETERY

SkillsUSA will honor men and women of the armed forces by laying a wreath during the changing of the guards' ceremony at the Tomb of the Unknowns. Participants are asked to always remain respectful while visiting the cemetery.





## CONGRESSIONAL APPOINTMENTS

A highlight of WLTi is when students and advisors go to Capitol Hill to visit senators and representatives on Tuesday, Sept. 24, 2024, from 9 a.m. -2 p.m. (Buses depart at 2 p.m.) Please request your congressional appointments early.

To simplify this process, SkillsUSA has placed an editable meeting request letter on the SkillsUSA advocacy web page so you can email appointment requests. To follow up, we also suggest calling the office's scheduler to confirm your appointment.

To edit and email a letter to Congress, visit SkillsUSA Advocate at [advocate.skillsusa.org](https://advocate.skillsusa.org).



## BUS INFORMATION

Bus transportation will be provided for all local conference activities. State associations will be assigned to a bus by number. Each motor coach will have a bus captain who will provide participants with instructions, announcements, and important information. Further information about state bus assignments will be available once registration has closed.

\*State associations with more than 50 participants must provide a bus list before the conference.



## REGISTRATION INFORMATION

### REGISTRATION DATES

Registration opens Aug. 1 and closes on Aug. 25 at 11:59 p.m.

### REGISTRATION FEE

The conference registration fee of \$500 applies to SkillsUSA members, advisors, and chaperones and includes conference activities, local transportation, training materials, a conference notebook, and some meals.

Note: Payment in full on or before the August 25 deadline is required to participate. Your registration will not count toward the 550 total until you have paid to secure your spot.



### T-shirt Size

The show T-shirt Size has been enabled for all states where the question requiring a T-shirt size will appear in the registration process. Only attendees with T-shirt sizes will receive one at WLTi.

### Adding Registrants

- Click tab; *Conference>My Registrations*
- Select *Washington Leadership Training Institute* in the Filter Event if not the default.
- Click button "Lookup Previous Regs" to quickly locate and register names that have attended past events or click "Add New Registrant" to register new attendees.

### State Staff Registrant Type

Remember to register all state staff attending! Use the *State Staff* registrant type to register these attendees.

### Conference Liability and Release Form

- On the My Registrations screen, click button "Batch Print" for the automated forms created from the records.
- For a blank form click tab, *Conference>Conference Liability and Release Form*.

### SPECIAL ACCOMMODATIONS AND DIETARY RESTRICTIONS

If a registrant has a disability that meets criteria of ADA or dietary restrictions.

### PAYMENT AND CANCELLATION FEE

There will be no refunds for cancellations after Aug. 25.

**Registration is  
limited to the first  
550 people.**





## HOTEL INFORMATION

**HILTON ALEXANDRIA MARK CENTER** | 5000 Seminary Road, Alexandria, VA 22311

### RESERVATION DEADLINE

Hotel reservation deadline is Aug. 25.

### HOTEL ROOM RATES

Rooms are subject to availability in the SkillsUSA WLTI block. Once the confirmed conference room block is full, room rates may increase.

**\$184/Night\***

*\*Hotel room rates are per room per night, plus applicable tax, currently 15.5%, and an occupancy tax of \$1.25. Tax subject to change.*

### RESERVATION PROCESS

[Click Here to Make Reservations](#)

The passkey site will allow up to 20 rooms reservations at a time. Reservation can also be made using the rooming list template found at [bit.ly/wlti21rooming](https://bit.ly/wlti21rooming). Complete and return to the contact as directed in the workbook.

The cutoff date reserve room within the block is Aug. 25.

### PAYMENT

If paying by credit card, please use the Passkey site or contact the hotel directly using the contact below. If paying by check, the hotel must receive the guest's pre-payment 10 business days prior to arrival. Any reservations without payment receipt will be canceled.

For further assistance with reservations or payment, please contact Indira Tamang at [itamang@hiltonalexandriamc.com](mailto:itamang@hiltonalexandriamc.com).

### HOTEL SHUTTLE

Limited complimentary transportation will be provided between Reagan National Airport (DCA) and the Hilton Alexandria Mark Center on Saturday, Sept. 21 and Wednesday, Sept. 25. Seats will be assigned based on a first come first serve basis. Please complete the shuttle request form below.

**NOTE:** Shuttle service is not available outside of these hours. If your flight arrives late, you will need to use alternate transportation.

**Saturday, Sept. 21**  
Rotating Service: 11 a.m. – 4 p.m.

**Wednesday, Sept. 25**  
Rotating Service: 8:30 a.m. – 2:30 p.m.

**Shuttle Request Form**  
<https://bit.ly/WLTIshuttle>





## WLTi SCHOLARSHIPS

### ROBERT FLINT LEADERSHIP DEVELOPMENT SCHOLARSHIP

The SkillsUSA Student Leadership Development Scholarship was established with financial support from Robert L. Flint, former Caterpillar executive and SkillsUSA board president. The scholarship provides financial support for four students who are recognized for having strong leadership potential and who would greatly benefit from national leadership training but do not have sufficient resources to participate in the Washington Leadership Training Institute (WLTi).

State SkillsUSA directors should solicit the lead chapter advisor for nominations and then choose one nominee's application to submit to SkillsUSA headquarters. Once nomination applications are received, a panel of SkillsUSA staff and leadership trainers will evaluate them and select the top candidates. Each WLTi scholarship is \$800 and is provided to cover expenses for attendees.

The deadline for applications is midnight ET on Aug. 15.

*WLTi Scholarship Application*  
<https://apply.mykaleidoscope.com/scholarships/WLTi>





## POST-CONFERENCE

### CONFERENCE EVALUATIONS

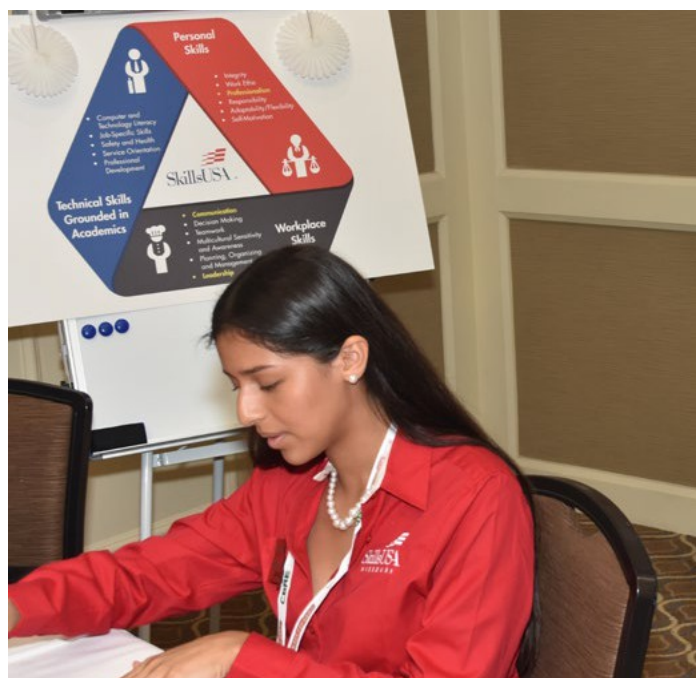
Following WLTI, state directors and advisors will receive a request to complete an online conference evaluation. These evaluations are vitally important to our continuous improvement process. Please complete the survey and provide valuable feedback.

### PRESS RELEASE

To highlight students' experience at WLTI and share news about the conference at the state and local levels, a customizable press release will be provided through SkillsUSA Advocate at [advocate.skillsusa.org](https://advocate.skillsusa.org) to help tell about the impact your participants made while in D.C. Please send this press release and a photo of your group to your local news media.

### WLTI GROUP PHOTO

The WLTI official conference group photo, along with daily photos and videos, will be posted on the WLTI conference page at [wlti.skillsusa.org](https://wlti.skillsusa.org). The high-resolution photos can be downloaded, printed, or emailed at your convenience.







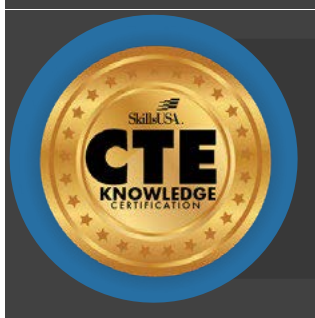
## REQUIRED PRE-WORK ASSIGNMENTS FOR ALL ATTENDEES

The following pre-work assignments must be submitted by Thursday, Sept. 19 through SkillsUSA Absorb ([absorb.skillsusa.org](https://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. 19**

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 and complete all three components. 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. 24, 2024.

### **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  
bit.ly/wlti-interview-guide](https://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. 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 Annual Theme
- 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.

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. 19. 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.





## FREQUENTLY ASKED QUESTIONS

### ***Will Multicultural Sensitivity and Awareness be an Essential Element of focus this year?***

The 2024 Washington Leadership Training Institute will incorporate and assess competencies of the SkillsUSA Framework Essential Elements of Leadership, Communication, and Professionalism. Among other Essential Elements, we have intentionally incorporated Multicultural Sensitivity and Awareness as it relates to advocating for Career and Technical Education.

### ***Is the schedule finalized?***

The schedule posted in this guide is tentative and subject to change. However, we will make every attempt to make final scheduling decisions by the finalized schedule date. Several factors may affect a scheduling decision, including the availability of monuments and congressional offices and permitting.

### ***How should I plan my meetings now?***

SkillsUSA Advocate ([advocate.skillsusa.org](https://advocate.skillsusa.org)) currently includes a template requesting an in-person meeting.

### ***Will professional development be offered this year for advisors and state staff?***

Yes, professional development will be offered for both advisors and state directors this year. One aspect of the training will be an emphasis on what your students are experiencing to ensure success during advocacy meetings.

### ***Can three or four members room together?***

This is left to the discretion of the state association, school district, and participant discretion. There are no occupancy restrictions in place by the hotel.

### ***What if we decide to cancel our registration and hotel rooms?***

You have until Aug. 25 at 11:59 p.m. ET to cancel your conference registration and any hotel reservations to receive a refund. Unfortunately, refunds after this date are not possible due to expenses that will be incurred immediately upon the conclusion of the registration period.



Customer Care  
844-875-4557  
[customercare@skillsusa.org](mailto:customercare@skillsusa.org)

*In keeping with a tradition of respect for the individuality of  
our members and our role in workforce development,  
SkillsUSA strives to ensure inclusive participation in all of our  
programs, partnerships and employment opportunities.*