



# SkillsUSA Program of Work

GUIDE  
**3**

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ACTIVITY  
TEMPLATE



Understanding the advisor's role in the SkillsUSA chapter  
and facilitating students as they implement the Program of Work

# SkillsUSA Program of Work

## GUIDE 3



## ACTIVITY TEMPLATE

### TABLE OF CONTENTS

The SkillsUSA Program of Work .....	2
The Targeted Essential Element .....	3
The PoW Activity .....	5
Template for SkillsUSA Program of Work Activity Task List .....	7
SkillsUSA Educational Resource .....	12
SkillsUSA Web Resources .....	18

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INFORMATION  
AND UPDATES

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SkillsUSA website:

[skillsusa.org](https://skillsusa.org)

OR CLICK HERE.



### ABOUT THIS GUIDE

*This Program of Work Guide 3, Activity Template* is the final guide in the series. Rather than providing a prescriptive task lists for activities, it provides a template for members to use to experience the process of planning, conducting, evaluating and celebrating an activity.

The Task List template provided guides members as they plan and execute the activities of the PoW. The template should first be used to develop the plan for the activity, including the intentional instruction of the targeted Essential Element. The completed plan should then be used as a tool to monitor the completion of the activity.

# The SkillsUSA Program of Work

SkillsUSA chapters provide rich, meaningful experiences in six categories that make up the Program of Work (PoW). A well-planned PoW provides intentional instruction of the SkillsUSA Framework Essential Elements along with active participation in diverse chapter activities that bring relevancy to the student’s future. While the PoW is a chapter management tool, it is more importantly about individual member growth and development. The activities of the PoW allow students to define, develop and demonstrate the Essential Elements. It is the ultimate tool to engage members.

A well-crafted Program of Work focuses on the SkillsUSA mission to empower students to become skilled professionals, career-ready leaders and responsible community members. SkillsUSA improves the quality of our nation’s future skilled workforce through the development of Framework skills that include Personal, Workplace and Technical Skills Grounded in Academics.

This mission statement explains why SkillsUSA exists, sharing the ultimate goal for the organization of preparing career-ready students who will excel at work, succeed in life, and become assets to their communities. It is critical to ensure each member understands his or her value and purpose while being connected to the in-demand careers that can foster economic security for a lifetime.

## *The SkillsUSA Framework’s Relationship to the Program of Work*

The SkillsUSA Framework defines the mission of the organization. It provides a mechanism to enrich the activities of the SkillsUSA chapter by focusing on the development of the Framework Essential Elements that equals career readiness in students. The intentional instruction of targeted Essential Elements is essential to the implementation of a quality PoW and ensure member growth. Here is how the SkillsUSA Framework strengthens the educational value of the PoW.

## WHAT IT DOES

- Provides a *common language* for students to articulate what they gain from SkillsUSA participation to employers, school administrators, parents and other students.
- *Assesses student skill development* along a learning continuum of awareness, development and demonstration.
- Creates a *vision for SkillsUSA programs* at the local, state and national levels to ensure quality student-led experiences that build skills in all members.
- Provides a *learning structure* for the activities in the Program of Work.

## WHY IT WORKS

- Empowers every student to achieve career success.
- Delivers a skill set *demanded by business and industry* but lacking in many employees today.
- Ensures that every student member receives a *consistent and specific* skill set.
- Shifts the activities of the Program of Work to being “*learning experiences*” for SkillsUSA members.

The Program of Work should provide for diverse experiences through activities in all six of the PoW categories. This creates a balanced PoW. Each activity should have a targeted Essential Element that provides the opportunity for members to develop and demonstrate it through participation in the activity. By aligning the Framework and the PoW, members develop the personal and technical skills need for success in their career.



## The Targeted Essential Element

Determining the targeted Essential Element is the first step in the integration of the Framework with the PoW. The targeted Essential Element should be determined prior to the start of the Program of Work activity. There are several ways to determine the targeted Essential Element.

One of the best ways is to have chapter members complete the Framework Essential Element Assessment to identify the Essential Elements that most members want assistance in developing. If multiple Essential Elements are identified, select the targeted Essential Element that aligns most closely with the activity. This assessment is located in SkillsUSA CONNECT at [www.skillsusaconnect.org/home](http://www.skillsusaconnect.org/home).

Another strategy is to provide instruction on the SkillsUSA Framework. The SkillsUSA Framework Foundations lesson plans provided to professional members in the Framework Integration Toolkit are a great resource to help students learn about the Essential Elements. After the instruction, the targeted Essential Element may be selected by having a discussion with chapter members, or by having chapter members vote.

A third alternative is to have members research one or more of the 17 Essential Elements and present to chapter members the definition and behaviors that define the Essential Element. After a presentation of all 17 Essential Elements, conduct a discussion with members to identify the Essential Element to target and align to appropriate PoW activity. Use the SkillsUSA education resources for the research and presentations.

### *Integration of the Targeted Essential Element*

Once the targeted Essential Element is determined, strategies must be developed to educate the members so they understand the definition, behaviors and impact of the Essential Element in the chapter and workplace. This instruction may be provided by the advisor, but a better approach is to assist the chapter officers, or the PoW committee assigned the activity to conduct the instruction.

The initial instruction should occur before the start of the activity. While conducting the activity, opportunities to call attention to the Essential Element or provide additional training should be provided.

SkillsUSA has great educational resources to assist with the integration of the targeted Essential Element. The Framework Integration Toolkit provided by SkillsUSA is an excellent resource for use for the instruction of the targeted Essential Element. The toolkit is located at [Learn.SkillsUSA.org](http://Learn.SkillsUSA.org) and is complimentary with SkillsUSA professional membership. A list of other resources from SkillsUSA is provided at in the appendix of this Activity Template.

**Framework Integration Toolkit** — The Framework Integration Toolkit has practical tools and resources to ensure career readiness for students, including videos, Framework Foundation lesson plans, experiential activities and more:

- **SkillsUSA Framework Essential Elements Definitions and Behaviors.**
- **SkillsUSA Framework Essential Element Motion Graphic Videos:** These 17 short videos highlight each Essential Element including the definition and associated behaviors.
- **SkillsUSA Framework Integration Strategies:** This resource includes eight strategies to integrate the Framework into your classroom or laboratory with two activities and three suggestions for additional learning opportunities.
- **Experiential Activities to Promote the SkillsUSA Framework:** This guide contains activities to provide students with experiences that illustrate the Essential Elements of the SkillsUSA Framework.
- **SkillsUSA Framework Foundations Lesson Plans:** Lesson plans are available for the 17 Essential Elements and each contains a learning objective, activity and a way to assess individual growth.

- **Business Partner Outreach and Preparation Guide:** This resource streamlines the process of welcoming business partners into your classroom. You will find guidance in business partner outreach, resources for business partner preparation, student activities and exercises and evaluation tools for measuring student growth.
- **SkillsUSA Framework Kahoot!:** This game-based learning platform makes it easy for instructors to create, share and play learning games. These games will engage your students in trivia games based on the SkillsUSA Framework and Essential Elements.
- **SkillsUSA Framework Bingo:** SkillsUSA Framework Bingo brings fun to the classroom or chapter meetings. Three types of cards are available for any number of students. Basic Bingo can be used in class, during a meeting or virtually. Interactive Bingo is perfect for in class, during a meeting or workshop, or can be given as an assignment to complete outside of class. Action Bingo challenges students to practice the skills of the Framework by putting them into action.
- **Framework Story Lesson Plan and Videos:** As a way for students to articulate their learning in CTE and SkillsUSA, have them create a Framework story using the provided lesson plan. Use the sample videos to demonstrate how students are able to share a personal experience and tie it directly to how they have grown in one specific Essential Element.
- **Peer reviews:** Have members interview each other at the start of the activity and document their knowledge of the targeted Essential Element. Repeat the interview at the conclusion of the activity and document the member's growth.
- **Self-assessment instruments:** Have members utilize a self-assessment at the start and conclusion of the activity. They may complete the assessment during the activity and to trace the growth in the targeted Essential Element.
- **Class presentations:** Members can make a presentation to the class on their experiences that document their demonstration of the targeted Essential Element.
- **Poster/Class assignments:** Members could work together to create class projects or class displays that document their demonstration of the targeted Essential Element.
- **Industry Advisory Committee interviews:** Involving industry professionals in helping to evaluate members' growth provides documentation of the targeted Essential Element and helps to build relationships between the members and the business community.
- **360-degree evaluations:** Having members evaluate each other before, during and after the activity provides great data on the development and demonstration of the Essential Element.
- **Portfolios:** Members could complete a portfolio that documents their learning and the demonstration of the targeted Essential Element.
- **Scenario assessments:** Provide scenarios for members to evaluate either individually or with a group to identify how the targeted Essential Element impacts the scenario.
- **Magazine Story:** Have members create a magazine story about their development and demonstration of the targeted Essential Element. This should include specific examples of how they demonstrated the Essential Element during the activity.

### *Evaluating the Targeted Essential Element and Suggested Evaluation Methods*

Evaluation is important in determining educational progress. Providing the instruction and focus on the targeted Essential Element is essential to a successful activity. It is also important to evaluate how effective the integration of the targeted Essential Element was in helping members develop and demonstrate the targeted Essential Element.

A baseline is needed to determine the effectiveness of the focus on the targeted Essential Element. Comparing the baseline data with an evaluation at the conclusion of the activity will document each member's growth. This can be accomplished in a number of ways:

- **Assessment Baseline:** Have members complete the Framework Assessment at the start of the activity. The data provides a baseline of members knowledge of the targeted Essential Element. The Assessment can be given again at the conclusion of the activity and both results can be compared to determine growth in members.
- **Journaling:** Members can create a journal to track their growth in the targeted Essential Element. Members should document specific examples of how they developed and demonstrated the Essential Element during the activity.



# The PoW Activity

## *Selecting the PoW Activity*

Selecting the activities for the SkillsUSA chapter is more than simply conducting the same activities from year to year. Chapter members should start by evaluating the activities that were conducted in the previous year. Use the template for evaluating the PoW found in the Chapter Excellence Plan (CEP) 2.0 located at [www.skillsusa.org/programs/chapter-excellence-program/](http://www.skillsusa.org/programs/chapter-excellence-program/). Notes of the evaluation of last year's PoW activities should guide the decisions for planning activities that have been conducted in the past.

Chapter members could also conduct a needs assessment of the chapter, campus and community to determine the PoW activities. Meeting with local campus and community leaders can provide great ideas for activities. A discussion with chapter members can also identify the needs of members that could be addressed through PoW activities.

## *Focus on SMART Goals*

Each activity must have SMART goals to guide the work of the activity and establish the expected outcomes. One of the SMART goals must reference member growth in the development and demonstration of the targeted Essential Element. This goal should establish a benchmark of how many members will show improvement in the demonstration of the Essential Element.

## *Conducting the PoW Activity*

Employers have identified project management skills among the most sought-after skills. The ability to plan, conduct, evaluate and celebrate a project or activity is best learned through experience. Included in project management is the ability to collaborate with others and demonstrate the teamwork needed to accomplish the task. The Program of Work provides this opportunity for members to develop these skills through PoW activities.

## *Evaluating the PoW Activity*

At the conclusion of the activity, an evaluation should be conducted to determine the success of the activity. Part of this will be the determination of the impact of the targeted Essential Element. Another part of the evaluation is a review of the total activity to guide decisions for the future.

As defined in the Chapter Excellence Plan 2.0, every activity conducted should be evaluated. A great evaluation will examine the following:

- **Were the SMART goals of the activity achieved? An analysis should be completed on each goal to determine what worked and what needs improvement.**
- **The total impact of the activity. Consider the following as some of the areas for evaluation:**
  - The opportunities for members develop and demonstrate the targeted Essential Elements.
  - The opportunity for building relationships between chapter members.
  - The public relations impact of the activity for the chapter and the campus.
  - The impact on the budget and return on investment for the activity.
  - What worked or needs to be improved before conducting the activity again.
  - If the members enjoyed the activity.
  - The potential to replicate the activity in future years or to change to a different activity.

Once the level of success has been determined, the chapter or committee can engage in a reflective discussion around the following guiding questions:

- **Specifically, what contributed to the success of the project?**
- **What were the areas of success?**
- **What could have been improved?**
- **What Essential Elements could have been more effectively demonstrated?**
- **What can be learned from this experience to bring more success in the future?**
- **What did you learn about yourself and others through this experience?**
- **Would you recommend the chapter conducting this program or activity again? Why?**
- **How did you personally grow in the targeted Essential Element?**
- **What other ways could we have been more intentional about incorporating the Essential Element within the activity?**

## *Celebrating Success*

At the conclusion of the activity, it is important to celebrate the success of the members. This celebration should recognize the work of the members in accomplishing the activity and the demonstration of the targeted Essential Element. Here are some celebration ideas:

- Host an appreciation circle. Individually each participant takes a turn and the other participants acknowledge that person's contributions to the project. Encourage the participants to use Framework language to describe each other.
  - Host a fun activity at a local bowling alley, miniature golf or swimming pool.
  - Post photographs and names of participants on a bulletin board in your classroom or around campus.
  - Put an announcement in the school newsletter, on social media or your training program webpage.
  - Recognize participants at a chapter meeting, school assembly, faculty meeting or school board meeting.
- Have a jar or bulletin board in each classroom where students can write and leave notes of appreciation to each other.
  - Create and post a progress chart in the classrooms for each project.
  - Write thank-you notes to each participant.
  - Conduct a raffle with cool prizes for the participants.
  - Hold an awards ceremony to recognize member achievement at the end of the year.
  - Celebrate the achievements of your digital natives and create a one or two-minute video highlighting pictures of past projects and classroom happenings. Don't forget to add music!
  - Create certificates of achievement to distribute. These can be fillable PDFs or printed with the names added. Include a team photo on the certificate.
  - Use "Wordles" ([wordle.net](http://wordle.net)) to create affirmative descriptors of helpers.



# Template for SkillsUSA Program of Work Activity Task List

Use this template to create a plan for conducting each Program of Work (PoW) activity. Each PoW activity should have a targeted Essential Element that is aligned to the activity. This template is formatted to guide the intentional infusion of the targeted Essential Element for the PoW activity.

Name of Activity: \_\_\_\_\_

Program of Work Committee: \_\_\_\_\_

DONE	Task	TARGET DATE
<i>Selecting the Targeted Essential Element</i>		
<input data-bbox="201 898 248 949" type="checkbox"/>	<p>The targeted Essential Element must be determined prior to the start of the Program of Work activity. It should address the need for members to develop and demonstrate the targeted Essential Element.</p> <ul style="list-style-type: none"> <li>✓ Have chapter members complete the Framework Assessment and analyze the results. Identify the Essential Elements that most members want assistance in developing and demonstrating. If multiple Essential Elements are identified, select the targeted Essential Element that aligns most closely with the work of the activity. This assessment is located in SkillsUSA CONNECT at: <a href="http://www.skillsusaconnect.org/home">www.skillsusaconnect.org/home</a>.</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>✓ Provide instruction on the SkillsUSA Framework. The SkillsUSA Framework Foundations lesson plans provided to professional members in the Framework Integration Toolkit located <a href="https://mycareeressentials.org/">https://mycareeressentials.org/</a> are a great resource to help students learn about the Essential Elements. After the instruction, the targeted Essential Element may be selected by a discussion with chapter members or by having chapter members vote on the targeted Essential Element.</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>✓ Assign members to research the 17 Essential Elements and present to chapter members the definition and behaviors that define each Essential Element. After a presentation of all 17 Essential Elements, conduct a discussion with members to identify the Essential Element to target and align to appropriate PoW activity. Use the SkillsUSA education resources for the research and presentations.</li> </ul> <p><b>Targeted Essential Element:</b></p>	



STEP 1: <b>Planning</b>		TARGET DATE
<p>The Program of Work committee must be familiar with the targeted Essential Element. Have the committee conduct an activity to experience the targeted Essential Element. Activities can be found in SkillsUSA education resources Ignite, Impact, or the SkillsUSA Framework Thumball Teachers Guide. To view and purchase, go to: <a href="http://www.skillsusastore.org">www.skillsusastore.org</a>.</p> <p><input type="checkbox"/> <b>Activity for PoW Committee to experience the targeted Essential Element:</b></p> <p><input type="checkbox"/> <b>Financial needs of the activity:</b> The committee must create a budget to identify the financial needs of the activity. Use the PoW Committee Budget Worksheet provided in this guide to submit to the Financial Management Committee.</p> <p><input type="checkbox"/> <b>Goals of the activity:</b> The committee must develop SMART Goals for this activity. One of these goals must reference how members will develop and demonstrate the targeted Essential Element and how that growth will be measured. (<i>Refer to Discovery Sheet on SMART Goals.</i>)</p> <p><b>Goals:</b></p> <p><input type="checkbox"/> <b>Chapter approval of activity:</b> The committee may take this activity to a chapter meeting for approval or it may be included in a year-long Program of Work that is approved at a chapter meeting early in the school year.</p>		

STEP 2: <b>Implementation</b>		TARGET DATE
<p><input type="checkbox"/> <b>Chapter training on targeted Essential Element:</b> The committee should provide instruction for chapter members on the targeted Essential Elements. Refer to the SkillsUSA education resources mentioned above for ideas of how to provide instruction for chapter members. The committee should also use the SkillsUSA Framework Motion Graphic Video for the targeted Essential Element.</p> <p><input type="checkbox"/> <b>Training Activity for the Chapter:</b></p> <p><input type="checkbox"/> <b>Targeted Essential Element Evaluation:</b> Consider creating an evaluation activity for chapter members to conduct at the beginning of the PoW activity to benchmark their skill level in the targeted Essential Element. Conducting the same evaluation at the end of the activity will provide documentation of the growth experienced through the activity.</p> <p><input type="checkbox"/> <b>Evaluation of Member Development of targeted Essential Element:</b></p> <p><input type="checkbox"/> <b>Actual Task List for conducting the activity:</b> The committee should carefully detail the actions that need to be taken to conduct the activity. Include every step to be taken and who is responsible. Also include a proposed timeline to follow. Conducting the activity may be the responsibility of the committee, may involve other Program of Work committees or may involve all members of the chapter.</p> <p><input type="checkbox"/> <b>Intentional Instruction on the targeted Essential Element:</b> Throughout the activity, opportunities should be taken to provide additional instruction on the targeted Essential Element. This will help the chapter members track their progress on developing and demonstrating the Essential Element.</p> <p><input type="checkbox"/> <b>Task List including intentional instruction on targeted Essential Element:</b></p>		

**Evaluation of the targeted Essential Element:** This is one of the most important steps in the process. If there was a benchmark of the targeted Essential Element completed at the start, this evaluation should be done again to document the skill level and demonstrate the growth. If a benchmark was not created, the evaluation of the targeted Essential Element should still be completed to determine member growth in the Essential Element.

**Evaluation Plan for Essential Element:**

**Evaluation Plan for the PoW Activity:**

*(To be completed after the activity was completed.)*

**How the targeted Essential Element was evaluated:**

**Results of member growth in the targeted Essential Element:**

**Evaluation of the activity:** The committee should review the SMART goals of the activity and evaluate the success of each goal. The committee should also evaluate the success and failures experienced while conducting the activity. The committee should record recommendations for future years in conducting activities: [www.skillsusa.org/programs/chapter-excellence-program](http://www.skillsusa.org/programs/chapter-excellence-program).

**Evaluation of the SMART goals:**

**Evaluation of how the activity was conducted:**

**Evaluation of the accomplishments of the activity:**

STEP 4: Celebration		TARGET DATE
<input type="checkbox"/>	<p><b>Celebrating the learning and the activity:</b> The committee should plan a celebration activity to recognize the growth in the targeted Essential Element and to celebrate the completion of the activity. The celebration may include recognition of chapter members who excelled in conducting the activity and demonstrated the targeted Essential Element.</p> <p><b>Celebration to be conducted:</b></p> <p><i>(To be completed after the activity was completed.)</i></p> <p><b>Evaluation of the success of the celebration:</b></p>	

STEP 5: CEP Application		TARGET DATE
<input type="checkbox"/>	<p><b>Apply for recognition in the Chapter Excellence Program:</b> Use this activity to apply for the Chapter Excellence Program by completing the CEP application. The Chapter Excellence Program (CEP) is the single best way to build a successful SkillsUSA chapter.</p> <p>To learn more, visit: <a href="http://www.skillsusa.org/programs/chapter-excellence-program">www.skillsusa.org/programs/chapter-excellence-program</a>.</p>	

# Program of Work Committee Budget Worksheet

## Identify the PoW Committee

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

PoW Activity: \_\_\_\_\_

## Estimated Income from Activity:

Source of Income	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

## Estimated Expenses from Activity:

Source of Expense	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____



## SkillsUSA Framework



### SkillsUSA Framework Integration Strategies

The SkillsUSA Framework Integration Strategies equip teachers with the tools to incorporate the Framework into every aspect of school, chapter and classroom life beginning with their first day. This book details integration strategies to include from the start so that students are ready to take an active role in developing the Essential Elements of the SkillsUSA Framework. Additional strategies deliver tangible ways to integrate the Framework into your classroom and laboratory setting, chapter meetings, field trips and more.

\$14.95

#### Target Audience:

- Teachers.

#### Suggested Use:

- Classroom instruction.
- Chapter meetings.
- School-wide emphasis.



### SkillsUSA Framework Fundamentals: Teaching Strategies for the Essential Elements

Take the guesswork out of the Essential Elements. This product is the ideal way to introduce the Essential Elements to your classroom and bring the SkillsUSA Framework to life inside the classroom. Now all students can articulate the definition, outcomes and behaviors of each Essential Element as well as prompt questions to take their learning to a deeper level. Ideal for classroom use. The set consists of 17 cards.

Each 6 inch by 10.25 inch card covers the definition, outcomes behaviors and guided questions of each essential elements. A Teacher's Guide is included.

\$24.95

#### Target Audience:

- Teachers.

#### Suggested Use:

- Classroom.
- Chapter meetings.
- Workshops.



### SkillsUSA Framework Thumball and Teacher's Guide

Looking for a fun and engaging way to get your students physically involved in discovering the SkillsUSA Framework? Look no further! Using the Thumball will help students better process and reflect on the Essential Elements. The Thumball is 4 inches in diameter with 32 content panels. A Teacher's Guide is included and offers 25 creative ways to assist students in making the Framework their own.

\$24.95

#### Target Audience:

- Teachers.
- Chapter officers.
- State officers.

#### Suggested Use:

- Classroom.
- Chapter meetings.
- Workshops.
- Conferences.



### From Quotes to Results 2: SkillsUSA Framework Poster Series

The SkillsUSA Framework poster set includes 34 quotes that are related to the 17 Essential Elements of the Framework. Each Essential Element is highlighted with two quotes complemented by ideas for activities and discussions that help students take meaning from their learning. The accompanying Teacher's Guide makes using this resource seamless to the classroom environment. These 11 inch by 17 inch posters are the ideal way to visually integrate the framework into your classroom.

\$24.95

#### Target Audience:

- Teachers.
- Students.

#### Suggested Use:

- Classroom discussions.
- Bulletin board themes.
- Student presentations.
- Chapter meetings.

## Results to Honor 2: SkillsUSA Framework Cards

Searching for ways to promote and acknowledge SkillsUSA Framework development in your students? The Results to Honor 2: SkillsUSA Framework Cards are a unique teaching tool to reinforce the personal, workplace and technical skills that students need to develop to reach career readiness. The set consists of 17 different cards, based on the Essential Elements of the SkillsUSA Framework. The 2 inch by 3.5 inch cards complement and reinforce From Quotes to Results 2: SkillsUSA Framework Poster Series. A one-pager on ideas for implementation is included with each set of 136 cards.



*\$10.00*

### Target Audience:

- Students.
- Chapter members.
- Chapter officers.

### Suggested Use:

- Reinforcing positive student behavior.
- Weekly drawings for a prize or special recognition.
- Drawings at chapter meetings for a prize or special recognition.
- Recognizing chapter officers.

## At Work Series

### Conflict Management at Work

This teaching resource is a turnkey collection of 25 mini-lessons that require about 10 minutes each to complete. After students complete the lessons, they will be prepared to apply what they have learned by using 36 workplace scenarios (also included) to practice the conflict resolution process.

Conflict is a normal part of every human relationship and, therefore, very much a part of the workplace. When conflict is managed effectively, it can lead to positive morale, creative problem-solving, innovation, teamwork and greater appreciation for diversity. These positive outcomes contribute to a healthy and productive environment.



*\$14.95*

### Target Audience:

- Students.
- Teachers.
- Chapter officers.
- Chapter members.

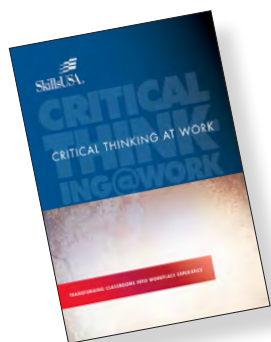
### Suggested Use:

- Chapter meetings.
- Committee meetings.
- Short workshops.
- Roundtable discussions.
- Classroom.

### Critical Thinking at Work

Critical thinking is one of the most desired traits in new employees, consistently ranking first or second among high-demand skill sets. Research conducted by the World Economic Forum shows that 36% of all jobs across all industries require complex problem-solving and critical thinking skills. This percentage is expected to increase as technology continues to evolve. The need for individuals to use critical thinking to solve problems, identify new solutions, and apply automation and artificial intelligence is essential. Technology can improve job effectiveness and efficiency, but it cannot replace the human ability to process feedback, build relationships, offer recommendations and apply solutions. What's more, critical thinking is not an inherent skill. It must be learned and practiced.

This book is designed to help you do just that within the SkillsUSA Framework is the Essential Element of Decision Making under the workplace skills component. Critical thinking is a strategy used for decision making while also incorporating other Essential Elements. We will focus on decision making as we learn more about the critical thinking process and practice applying it to workplace scenarios.



*\$9.95*

### Target Audience:

- Students.
- Teachers.

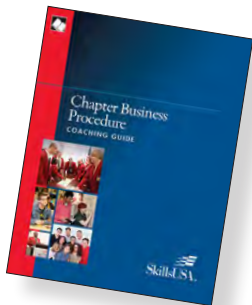
### Suggested Use:

- Officer meetings.
- Chapter meetings.
- Classroom.

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## Coaching Guides

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### Chapter Business Procedure Coaching Guides

This resource provides a comprehensive tool for teaching parliamentary procedure that will prepare SkillsUSA students for competition success and beyond. It integrates the SkillsUSA Framework Essential Elements to support and encourage student growth and development. Knowledge of parliamentary procedure is important to the success of your SkillsUSA chapter, is useful in many careers and is essential when serving as a leader in one's community. It is important for students to recognize how they can apply parliamentary skills and knowledge in the future.

*\$14.95*

#### Target Audience:

- Advisors.

#### Suggested Use:

- Officer training.
- Preparing for competition.

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## Member Engagement

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### Accelerate

With more than 40 teaching strategies that enhance classroom instruction, Accelerate is a compilation of interactive and student-centered activities that apply content in a practical yet effective manner. Adding relevance and retention to student learning often requires strategy. Activities are organized so you can quickly locate what you need with descriptions, instructions, closure and integration suggestions and variations to strategy.

*\$9.95*

#### Target Audience:

- Teachers.

#### Suggested Use:

- Classroom instruction.



### Ignite: Activities that Spark Student Engagement

As the title Ignite indicates, a small action can spark student interest in purposeful learning opportunities. This spark has the potential to result in an enthusiastic fire for knowledge and applying skills meaningfully. Ignite offers 68 bell-ringers or startup tasks that engage students with career readiness topics. Interactive activities make connections to how knowledge is applied in the workplace. In addition to classroom engagement, Ignite brings the SkillsUSA Framework to life inside the classroom, adding relevance and validity to the integral nature of SkillsUSA.

*\$9.95*

#### Target Audience:

- Teachers.

#### Suggested Use:

- Classroom.
- Chapter meetings.
- Workshops.



### Impact: Experiential Activities to Launch Successful Teams

Developing effective teams is all about self-discovery and fostering team cohesion. This book features a series of activities that promote interaction, trust and problem solving, with varying degrees of difficulty. There is also helpful information on group facilitation and the use of debriefing questions to enhance the team-building process. Every activity also ties into the SkillsUSA Framework of developing personal, workplace and technical skills.

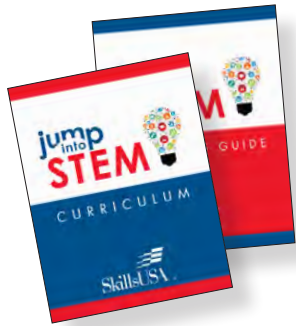
*\$9.95*

#### Target Audience:

- Teachers.
- Chapter officers.
- State officers.

#### Suggested Use:

- Chapter meetings.
- Workshops.
- Building teams.



### Jump into STEM!

Jump into STEM! helps SkillsUSA members facilitate science, technology, engineering and math (STEM) related workshops for elementary-school and middle-school students. The Jump into STEM! curriculum provides interactive and memorable sessions. Each session introduces elementary students to different STEM careers and career clusters, and to the value of SkillsUSA. Jump into STEM! is a free benefit with payment of SkillsUSA professional membership dues. Sponsored by State Farm.

*Free Benefit of Professional Membership*

#### Target Audience:

- Teachers.
- Chapter members.
- Chapter officers.

#### Suggested Use:

- Chapter meetings.
- Special committee.
- Chapter officer meetings.
- Recruitment.



### Jumpstart!

Educators have compiled 41 icebreakers and mixers from more than 25 years of youth leadership development. This quick reference guide allows presenters to quickly identify activities ideal for either small or large groups, with varying degrees of physical activity, and requiring little to no materials.

*\$9.95*

#### Target Audience:

- Teachers.
- Chapter officers.
- State officers.

#### Suggested Use:

- Chapter meetings.
- Workshops.
- Group engagement/interaction.



### Propel

This collection of engaging and proven activities is an excellent tool for student leaders who want to turn the ordinary into extraordinary. Use these activities during meetings, workshops and conferences to add fun and positive energy to any SkillsUSA event. Student leaders will learn to generate enthusiasm within the chapter while enhancing their own influential leadership and teamwork.

*\$9.95*

#### Target Audience:

- Teachers.
- Chapter officers.
- State officers.

#### Suggested Use:

- Chapter meetings.
- Workshops.
- Engaging activity inside or outside the classroom environment.

## Leadership



### SkillsUSA Member Handbook

This recently revised edition of the SkillsUSA Leadership Handbook is the official guide to helping members run successful chapters. Each officer and advisor should have a copy. It covers the Program of Work, history, beliefs, official attire and structure of the organization. The handbook also includes sections on leadership, goal setting and professional etiquette. Ceremonies and constitutions are also a part of this fundamental handbook of SkillsUSA.

*\$6.00*

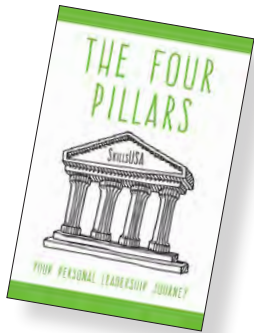
#### Target Audience:

- Students.
- Teachers.

#### Suggested Use:

- Officer meetings.
- Chapter meetings.
- Preparing for competition.





### **The Four Pillars: Your Personal Leadership Journey!**

This engaging book is designed for students who are ready for a more in-depth approach to learning leadership. It demonstrates that leadership isn't just an influential word that looks good on a resume; it's a life changer. Students will discover their best selves in all facets of their personal and professional lives. This includes the most important benefit of leadership: service that makes a difference in the lives of others.

*\$4.95*

#### **Target Audience:**

- Students.
- Chapter officers.
- State officers.

#### **Suggested Use:**

- Independent use to self-discovery.
- Chapter officer book discussion group.
- Discussion groups within chapter or class.

## **Leveraging Your Leadership (LYL) Series**



### **Leveraging Your Leadership with Effective Communication**

This second printing has been updated to include a more specific focus on workplace communication, including writing a resume and interviewing for a job. This guide is a must-have for every SkillsUSA member. It includes verbal and nonverbal communication, situational considerations and making an impact through verbal, written and electronic communication. Students will learn how to successfully address those with influence, understand generational considerations and thought organization, connect body language to message and much more.

*Student Version \$4.95*

#### **Target Audience:**

- College/postsecondary students.

#### **Suggested Use:**

- Preparing for job interviews
- Competitions
- Writing resumes.
- Holding professional functions such as banquets and receptions.



### **Leveraging Your Leadership with Effective Chapter Meetings, Student Guide and Teacher's Kit**

To be effective, officers must understand their roles at meetings and within the chapter. Meetings are vital to organize activities, plan and fulfill a chapter's program of work, as well as to learn essential lifetime skills such as parliamentary procedure. This booklet features six interactive lesson plans to help students learn about their officer roles and how to apply them within the chapter, especially at chapter meetings. In 10 to 15 minutes, each lesson can be supported using enrichment activities. Available as a student book or as a kit with both teacher's guide and student book.

*Teacher and Student Version \$9.95*

*Student Version Only \$4.95*

#### **Target Audience:**

- Teachers.
- Chapter officers.

#### **Suggested Use:**

- Training local chapter officers.



### Leveraging Your Leadership with Parliamentary Procedure, Student Guide and Teacher's Kit

This booklet provides the basics of parliamentary procedure in an easily understood format. It is ideal for student members, especially officers. Students will find that parliamentary procedure can be fun and easy to implement. The companion Teacher's Guide provides five lesson plans that assist by breaking down the terminology, illustrating the types of motions and providing samples. Available as a student book or as a kit with both teacher's guide and student book.

*Teacher and Student Version \$9.95*

*Student Version Only \$4.95*

#### Target Audience:

- Chapter officers.
- Teachers.
- Chapter members.
- State officers.

#### Suggested Use:

- Training officers and members on parliamentary procedure.



### Leveraging Your Leadership With POWERful Presentations, Student Guide and Teacher's Kit

Ideal for use by teachers or by students, this booklet provides the POWER formula — six simple steps to give speeches and workshops impact. Covers greetings, thank-you's, elevator speeches and keynote presentations as well as how to create the perfect workshop. Available as a student book or as a kit with both teacher's guide and student book.

*Teacher and Student Version \$9.95*

*Student Version Only \$4.95*

#### Target Audience:

- Students.
- Chapter officers.
- Teachers.
- State officers.

#### Suggested Use:

- Preparing for presentations, workshops or competitions.

## Career Success



### RESOLUTE: Ethics at Work Cards

These cards are a collection of scenarios representing day-to-day dilemmas workers in many occupations are likely to face on their jobs. As students wrestle with these dilemmas, they gain new insights about conflicting values, and they discover the variety of possible options and consequences that often exist. These engaging activities challenge students to work together to resolve ethical dilemmas while also exposing them to a variety of values and cultures.

*\$24.95*

#### Target Audience:

- Teachers.
- Students.
- Chapter officers.

#### Suggested Use:

- Classroom discussions.
- Small and large group activities.
- Student presentations.
- Chapter meetings.
- Workshops.

# SkillsUSA Resources

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For the latest information on SkillsUSA programs and activities, visit the multitude of online resources and stay connected by following our social media channels. Simply click on any of these helpful links below.



[skillsusa.org](https://www.skillsusa.org)

SkillsUSA's website, providing information about the organization for stakeholders and the general public.



[skillsusa.org/shop](https://www.skillsusa.org/shop)

SkillsUSA's webstore, offering the latest merchandise and educational resources.



[careeressentials.org](https://www.careeressentials.org)

SkillsUSA's website for Career Essentials curriculum and assessments.



[skillsusa-register.org](https://www.skillsusa-register.org)

SkillsUSA's secure, online portal for membership and conference registration.



[brand.skillsusa.org](https://brand.skillsusa.org)

SkillsUSA's interactive brand resource site, providing logos, templates and more.



[absorb.skillsusa.org](https://absorb.skillsusa.org)

SkillsUSA's Learning Management System, housing curriculum, including the SkillsUSA Championships Technical Standards and professional member benefits.



[skillsusachampions.org](https://www.skillsusachampions.org)

The digital hub for "SkillsUSA Champions" magazine, providing inspiring stories and relevant news.



[congressweb.com/susa](https://congressweb.com/susa)

SkillsUSA's advocacy site, allowing members to contact elected officials and media with messages.



For more information on SkillsUSA membership and the SkillsUSA Program of Work,  
call toll-free 844-875-4557 or email: [customercare@skillsusa.org](mailto:customercare@skillsusa.org).

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**SkillsUSA**<sup>®</sup>

SkillsUSA Customer Care

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[www.skillsusa.org](http://www.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.