Module Outline: Leadership Development

Overview

In this module:

a. Discuss how to provide leadership opportunities to students.

b. Identify additional resources on SkillsUSA leadership development activities.

Key Points

1. SkillsUSA leadership development activities prepare students for leadership in the world of work.
   a. Advisors play an active role in promoting leadership development among their students through:
      i. Providing SkillsUSA leadership development opportunities.
      ii. Offering SkillsUSA personal development training at the chapter level.
      iii. Educating students on how to behave professionally.
      iv. Ensuring students know how to properly wear the SkillsUSA official attire.

2. It’s important that advisor’s make SkillsUSA leadership development opportunities available to their students.
   a. SkillsUSA offers the following nationally sponsored conferences and training events:
      i. SkillsUSA University
      ii. 101 and 201 State Officer Training
      iii. Washington Leadership Training Institute
      iv. State SkillsUSA Championships
      v. State Leadership Conference
   b. The topics focus on a variety of personal development topics at the local, state and national levels:
      i. Developing Influence
      ii. Communicating
      iii. Leading others
      iv. Decision making
      v. Serving the community
      vi. Legislating
      vii. Risk taking
      viii. Facilitating growth
      ix. Become a change agent
3. In addition to encouraging student participation in SkillsUSA conferences, there are a variety of activities that can be carried out at the chapter level.
   a. Advisors, because of their life experience, can serve as a great resource for students.
      i. Areas in which an advisor can help students develop include:
         • Goal setting
         • Writing Skills
         • Public Speaking
         • Parliamentary Procedure
         • Team Building
   b. It is essential that the advisor provides leadership development opportunities that are easily available to students.
      i. Plan events at a convenient time for students
      ii. Promote events at meetings
      iii. Highlight conferences during class time
   c. It is beneficial to also include outside sources in your leadership development program. Consider using the following:
      i. SkillsUSA state officers
      ii. Industry professionals
      iii. Members from other chapters
      iv. Guest speakers
      v. Alumni

4. As future industry and community leaders, students must know how to behave and dress professionally.
   a. SkillsUSA members are the face of the organization and determine the image others have of SkillsUSA.
      i. Be sure your students understand the following aspects of portraying a positive image:
         • Showing respect for others
         • Speaking with confidence
         • Behaving in a professional manner
         • Following through on commitments
         • Maintaining knowledge about career and technical education
         • Dressing appropriately for the situation
   b. It’s important to the success of students that they understand how to behave in a professional environment.
      i. Students should practice the following:
         • Sitting up straight
         • Remaining attentive
         • Maintaining a pleasant demeanor
         • Shaking hands in a firm and friendly manner
         • Avoiding chewing gum and other distractions
         • Dinner etiquette
         • Use cell phone and ear-buds appropriately
Key Points Continued

5. An important element of the SkillsUSA image is the official attire, including the recognizable red SkillsUSA blazer.
   a. Official SkillsUSA attire for women:
      i. Red SkillsUSA blazer, windbreaker or sweater
      ii. White collarless or small collared blouse or white turtleneck (collar must not extend over the blazer lapel, sweater or windbreaker).
      iii. Black dress skirt (knee length) or black dress slacks
      iv. Black shoes
   b. Official SkillsUSA attire for men:
      i. Red SkillsUSA blazer, windbreaker or sweater
      ii. White dress shirt
      iii. Solid black tie
      iv. Black dress slacks
      v. Black dress shoes
   c. Official SkillsUSA attire can be ordered from the SkillsUSA Supply Service

6. When developing leadership skills, reflection and personal assessment can be very beneficial to students. Students can evaluate and improve their own personal leadership skills using:
   a. Personal Leadership Inventory on the SkillsUSA Web site
   c. Assessments evaluate:
      i. Self growth
      ii. Development as an employee, leader, citizen and team member
   d. After completing the assessment, students can use the Chapter Activity Planner tool on the SkillsUSA Web site

7. SkillsUSA offers training conferences to help advisors learn how to implement leadership development activities at the local level.
   a. Chapter Management Institute
   b. Professional Development Program Training
   c. SkillsUSA University
   d. 101 and 201 Advisor Training
   e. Career Skills Education Program (CSEP) Training
   f. Washington Leadership Training Institute
Key Points Continued

8. There are a variety of resources available for you to find additional information on SkillsUSA leadership development opportunities:
   a. Online Documents:
      i. Training Seminars Web page
         • Chapter Management Web page
         • Chapter Meeting Resources
         • Sample Chapter Calendar
      ii. Program of Work
      iii. SkillsUSA Attire Web page
   b. Resources for Purchase
      i. SkillsUSA Leadership Handbook
      ii. Advisor’s Success Kit (ASK) CD-ROM
         • Chapter 6 - Elect and Train SkillsUSA Leaders and Officers
      iii. Professional Development Program (PDP)
      iv. Career Skills Education Program (CSEP)

Review

1. Advisors play an active role in ensuring that their students receive valuable leadership development training through:
   a. Connecting students with national and state sponsored SkillsUSA leadership development opportunities.
   b. Offering leadership development training at the chapter level.
   c. Ensuring that students are aware of how to behave professionally as a SkillsUSA member.
   d. Advisor should serve as a role model for students’ behavior

2. Take action to ensure that students use the opportunities SkillsUSA offers to enhance their leadership skills!