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 the opportunity 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.

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 Friday, Sept. 2. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices, safety measures and permitting.

SATURDAY, SEPT. 17, 2022
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 & General Session
            Plaza Ballroom

8:30 p.m.   Students: Huddle Group Welcome
            Huddle Group Rooms
            Students will walk through their experiences in CTE while exploring the WLTI schedule, pre-work and conference components.

8:45 p.m.   Advisors and State Staff: Orientation Meeting
            Terrace East & West Room

11 p.m.     Curfew

SUNDAY, SEPT. 18, 2022
Attire: SkillsUSA business casual and casual for evening activity
7:30 a.m.-  SkillsUSA Store and Educational Resources
            5 p.m.
            Plaza Ballroom Foyer

7:45 a.m.   Breakfast
            Plaza Ballroom

8:30 a.m.   General Session
            Plaza Ballroom

10 a.m.     Advisor Training: Professional Member Benefits
            Terrace East & West Room
            We will explore our 2022-2023 professional development opportunities and available resources and see how to navigate Absorb to take full advantage of your professional member status.

10 a.m.     Student Training: Preparing for Legislative Visits
            Huddle Group Rooms
            Dive into what is needed for a successful legislative visit and develop a POWERRful agenda for the visit!

11 a.m.     Student Training: CTE Hot Topics
            Huddle Group Rooms
            Prepare to learn more about CTE related to advocacy, work-based learning, Perkins V, State Perkins Use, CTE delivery systems and College/Postsecondary through the lens of ensuring equity and access.

12 p.m.     Lunch and Legislative Panel Discussion
            Plaza Ballroom

1:30 p.m.   Break

1:45 p.m.   Advisor Training: Framework Story Coaching
            Terrace East & West Room
            Let’s dive into the knowledge our students are gaining from WLTI experience and understand how we can continue their learning after the conference.

1:45 p.m.   Student Training: POWERRFUL Framework Stories
            Huddle Group Rooms
            Chapter Leaders: Chapter leaders will define each component of POWERR and apply it by developing a POWERRful Framework Story.

            State Officers: State Officers will revise their POWERRful Framework Story and practice sharing it in formal and informal settings.

4 p.m.      Break

4:30 p.m.   Buses depart for Evening Activity
            Front of Hotel

9 p.m.      Buses depart for hotel
            From Evening Activity

11 p.m.     Curfew

MONDAY, SEPT. 19, 2022
Attire: SkillsUSA Conference T-Shirt
8 a.m.       Breakfast
            Plaza Ballroom

8:45 a.m.   General Session
            Plaza Ballroom
            Start off the day by polishing our POWERR skills before finalizing legislative visits State Planning Session.
TENTATIVE SCHEDULE (CONT.)

MONDAY, SEPT. 19, 2022 (CONT.)

**Attire:** SkillsUSA Conference T-Shirt

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9:15 a.m.</td>
<td>State Planning Session</td>
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<tr>
<td></td>
<td>Rooms as assigned during the</td>
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<td></td>
<td>Advisors and State Staff: Orientation Meeting</td>
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<td></td>
<td>State associations will have a self-guided experience to</td>
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<tr>
<td></td>
<td>create a POWERful plan for legislative visits.</td>
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<tr>
<td>10:30 a.m.</td>
<td>Buses depart for 9/11 Pentagon Memorial</td>
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<tr>
<td></td>
<td>Front of Hotel</td>
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<tr>
<td>11 a.m.</td>
<td>Wreath Laying at 9/11 Pentagon Memorial</td>
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<tr>
<td></td>
<td>Pentagon Memorial</td>
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<tr>
<td>12 p.m.</td>
<td>Buses depart for downtown D.C.</td>
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<tr>
<td>12:30 p.m.</td>
<td>D.C. Touring</td>
</tr>
<tr>
<td></td>
<td>States on their own for touring, lunch and dinner</td>
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<tr>
<td></td>
<td>Downtown D.C.</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Buses depart for Twilight Tour</td>
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<td></td>
<td>National Air and Space Museum</td>
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<tr>
<td>9:30 p.m.</td>
<td>Buses return to hotel</td>
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<td></td>
<td>Front of Hotel</td>
</tr>
<tr>
<td>11 p.m.</td>
<td>Curfew</td>
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**TUESDAY, SEPT. 20, 2022**

**Attire:** SkillsUSA official attire

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30 a.m.</td>
<td>Buses depart hotel</td>
</tr>
<tr>
<td></td>
<td>Breakfast is provided on bus</td>
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<tr>
<td></td>
<td>Bring photo ID for admittance into federal buildings</td>
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<td></td>
<td>Front of Hotel</td>
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<tr>
<td>8:15 a.m.</td>
<td>Group Capitol Photo &amp; SkillsUSA CTE Rally</td>
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<td></td>
<td>Capitol Hill</td>
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<tr>
<td>9:45 a.m.</td>
<td>Congressional Visits</td>
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<td></td>
<td>Lunch on your own</td>
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<td></td>
<td>Capitol Hill</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>Buses depart for Arlington National Cemetery</td>
</tr>
<tr>
<td></td>
<td>Back of Capitol</td>
</tr>
<tr>
<td>4:15 p.m.</td>
<td>Wreath Laying at the Tomb of the Unknowns</td>
</tr>
<tr>
<td></td>
<td>Arlington National Cemetery</td>
</tr>
</tbody>
</table>

**WEDNESDAY, SEPT. 21, 2022**

**Attire:** SkillsUSA business casual

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>5:20 p.m.</td>
<td>Buses depart for hotel</td>
</tr>
<tr>
<td></td>
<td>Front of Hotel</td>
</tr>
<tr>
<td>5:45 p.m.</td>
<td>Dinner at the hotel upon return</td>
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<td></td>
<td>Plaza Ballroom</td>
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<tr>
<td>7:00 p.m.</td>
<td>Statesman Process</td>
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<td></td>
<td>Terrace East &amp; West Room</td>
</tr>
<tr>
<td>11 p.m.</td>
<td>Curfew</td>
</tr>
</tbody>
</table>

Breakfast is provided on bus.
Bring photo ID for admittance into federal buildings.
Curfew after 11 p.m.
Please plan for flights after 12 p.m. from Reagan National Airport (DCA).
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 POWERR 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 across the nation

ADVISOR TRAINING
Training will focus on how to best advocate for your CTE program as well as how to effectively implement SkillsUSA educational resources.

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.

SkillsUSA PERKINS POWER CTE RALLY
This high-energy event will kick off the day’s activities on Capitol Hill. There will be a brief guest speaker and a limited number of rally signs available.

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 remain respectful at all times while visiting the cemetery.
COVID-19 HEALTH & SAFETY WAIVER

SkillsUSA’s 2022 Washington Leadership Training Institute is being offered in-person in Alexandria, Va. and the surrounding areas pursuant to local government orders permitting such gatherings at this time. SkillsUSA requires all attendees and staff to comply with safety precautions specified in the federal, state and local governments, as well as CDC guidelines. Any person disclosing or exhibiting symptoms of COVID-19, or knowingly exposed to the disease, will be refused admittance to the in-person event. Any person refusing to comply with required safety protocols will be required to leave the 2022 WLTI at their own expense. Completing registration and attending indicates your acknowledgment and acceptance to the following terms and conditions:

• I will not travel/attend if I knowingly have been exposed to anyone testing positive or presenting symptoms of COVID-19 (based on CDC Guidance).

• I will not travel/attend if I have myself tested positive or presented any of the symptoms of COVID-19 listed below. I will not enter the WLTI conference area if I am experiencing any signs or symptoms of COVID-19. I acknowledge that common symptoms of COVID-19 include:
  • Fever (temperature of 100.4 F or higher)
  • Chills
  • Cough
  • Shortness of breath or difficulty breathing
  • New loss of taste or smell
  • Sore throat
  • Congestion or runny nose
  • Nausea or vomiting
  • Diarrhea

• I will immediately isolate myself and leave the WLTI conference area and notify National SkillsUSA Staff if I, or someone I have been in close contact with, is exposed to COVID-19, exhibits COVID-19 symptoms, or receives a positive COVID-19 test result.

• I expressly agree to fully comply with appropriate COVID-19 health and safety measures and protocols set for attendance at the WLTI, including adhering to CDC-guidance and applicable state and local requirements related to the wearing of face masks and maintaining appropriate social distance.

• While in attendance at the WLTI, I will make every effort to always maintain CDC-recommended hygiene procedures, including following the guidelines of frequent hand washing (or suitable hand sanitizer), avoid touching my eyes, nose, and mouth in public places and covering coughs or sneezes with a tissue or inside my elbow.

ASSUMPTION OF RISK

The COVID-19 virus continues to spread from person-to-person contact and other means, and people reportedly can spread the disease without showing symptoms. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. Therefore, if you choose to participate in the in-person WLTI, you may be exposing yourself to or increasing your risk of contracting or spreading COVID-19, despite our safety precautions. In exchange for being allowed to participate in the in-person WLTI, I hereby choose to accept the risk of contracting COVID-19 for myself, peers, or my family.

WAIVER OF LAWSUIT/LIABILITY

I hereby forever release and waive my right to bring suit against SkillsUSA and its officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in-person WLTI. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, based upon claims of negligence.

Submiting WLTI registration and attending the Washington Leadership Training Institute 2022 indicates your agreement to the above COVID-19 Health & Safety Expectations.
SCHOLARSHIP

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 a total of four students who are recognized for having strong leadership potential and who would greatly benefit from national leadership training but do not have the 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 the SkillsUSA headquarters. Once nomination applications are received, a panel of SkillsUSA staff and leadership trainers will evaluate the applications and select the top candidates. Each WLTI scholarship is for $800 and is provided to cover expenses for attendees.

The deadline for applications is midnight ET on Aug. 13, 2022. Only state directors may submit applications for scholarship candidates. Each state association, including both high school and college/postsecondary in applicable states, may submit one application online here:

**WLTI Scholarship Application**

https://skillsusa.wufoo.com/forms/student-leadership-development-scholarship-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 to help tell about the impact your participants made while in D.C. Please send this press release to your local news media along with a photo of your group.

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 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 **Friday, Sept. 9, 2022**, through SkillsUSA Absorb (absorb.skillsusa.org). Participants will be uploaded into SkillsUSA Absorb every Friday beginning Friday, Aug. 12 until the close of registration.

**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

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 Closing Banquet on Wednesday, Sept. 21, 2022.

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

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 during the conference via SkillsUSA Absorb. The test may cover the following information:

SkillsUSA Knowledge
- SkillsUSA Motto.
- SkillsUSA Theme 2022-23.
- 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.

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 Friday, Sept. 9, 2022. 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.
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.