



SkillsUSA®

CHARGE

A SKILLSUSA CHAPTER OFFICER VIDEO SERIES

ACTIVITY GUIDE

EP 2: SkillsUSA Framework Introduction



IMPORTANT

Before beginning this activity guide, click the button below to watch the SkillsUSA Framework introductory video. This video will ensure that you are familiar with the SkillsUSA Framework, its three components and the 17 Essential Elements contained within it.

**WATCH THE
SKILLSUSA FRAMEWORK INTRODUCTORY VIDEO**

SkillsUSA Framework Essential Element Self-Evaluation

Personal Skills

Complete the Essential Element self-evaluation to rate yourself on your frequency of demonstrating each Essential Element. You'll then identify one Essential Element from each Framework component to develop as a chapter throughout the year.

INTEGRITY: I do the right thing in all situations and I am aware of the impact of my words and actions.

ALWAYS	USUALLY	SOMETIMES	RARELY	I DON'T KNOW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5pts.	4pts.	3pts.	2pts.	1pt.

WORK ETHIC: I put forth my best effort to meet expectations.

ALWAYS	USUALLY	SOMETIMES	RARELY	I DON'T KNOW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5pts.	4pts.	3pts.	2pts.	1pt.

PROFESSIONALISM: My words, actions, appearance and communication behaviors align with high-quality workplace expectations.

ALWAYS	USUALLY	SOMETIMES	RARELY	I DON'T KNOW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5pts.	4pts.	3pts.	2pts.	1pt.

RESPONSIBILITY: I take ownership of my work, my behavior and my actions, and I persevere in fulfilling my commitments.

ALWAYS	USUALLY	SOMETIMES	RARELY	I DON'T KNOW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5pts.	4pts.	3pts.	2pts.	1pt.

ADAPTABILITY/FLEXIBILITY: I embrace change and overcome barriers and roadblocks.

ALWAYS	USUALLY	SOMETIMES	RARELY	I DON'T KNOW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5pts.	4pts.	3pts.	2pts.	1pt.

SELF-MOTIVATION: I exhibit a passion for my life and career, and I am disciplined to achieve my purpose and goals.

ALWAYS	USUALLY	SOMETIMES	RARELY	I DON'T KNOW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5pts.	4pts.	3pts.	2pts.	1pt.

TOTAL PERSONAL SKILLS SCORE

SkillsUSA Framework Essential Element Self-Evaluation Workplace Skills

Complete the Essential Element self-evaluation to rate yourself on your frequency of demonstrating each Essential Element. You'll then identify one Essential Element from each Framework component to develop as a chapter throughout the year.

COMMUNICATION: I choose the appropriate mode of communication to send and receive clear messages

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

DECISION MAKING: I analyze key facts, data and situations to determine the best outcome and make choices with this information.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

TEAMWORK: I work with others to achieve a common goal and I respect and support my team members.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

MULTICULTURAL SENSITIVITY & AWARENESS: I respect those who are different from myself and I empower everyone to embrace their unique qualities.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

PLANNING, ORGANIZING & MANAGEMENT: I use processes to be efficient and break down projects into tasks with timelines.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

LEADERSHIP: I influence the hearts, minds and actions of others by building trust, fostering hope, demonstrating stability and expressing compassion.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

TOTAL WORKPLACE SKILLS SCORE

SkillsUSA Framework Essential Element Self-Evaluation

Technical Skills

Grounded in Academics

Complete the Essential Element self-evaluation to rate yourself on your frequency of demonstrating each Essential Element. You'll then identify one Essential Element from each Framework component to develop as a chapter throughout the year.

COMPUTER & TECHNOLOGY LITERACY: I effectively use technology and improve information flow through technology.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

JOB-SPECIFIC SKILLS: I effectively use knowledge and skills required by a job and seek ways to improve my job performance.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

SAFETY & HEALTH: I follow workplace health, wellness and safety guidelines and use tools and equipment according to best safety practices.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

SERVICE ORIENTATION: I meet the needs of internal and external customers and demonstrate respect and courtesy to customers at all times.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

PROFESSIONAL DEVELOPMENT: I recognize, seek and plan intentional learning experiences that enhance my career path; I work to apply new learning.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

LEADERSHIP: I influence the hearts, minds and actions of others by building trust, fostering hope, demonstrating stability and expressing compassion.

ALWAYS

5pts.

USUALLY

4pts.

SOMETIMES

3pts.

RARELY

2pts.

I DON'T KNOW

1pt.

TOTAL TECHNICAL SKILLS GROUNDED IN ACADEMICS SCORE



Personal Review

List your three highest-scoring Essential Elements.

- 1.
- 2.
- 3.

List your three lowest-scoring Essential Elements.

- 1.
- 2.
- 3.



Team Review

Identify the team's collective lowest-scoring Essential Element within each component.

Personal Skills

Workplace Skills

Technical Skills

As a team, choose two Essential Elements you will work to improve on throughout your year of service.

- 1.
- 2.



Professional Development Plan

Use this tool to create a professional development plan to grow the Essential Elements you wish to develop.

Which Essential Element will you intentionally work to improve during your year of service?

What actions will I take to strengthen my skills?

What resources (people, books, events, etc.) will help me achieve this?

Who will I rely on to keep me accountable?

How will I measure my growth?

How will I celebrate success?
