



**SEPT. 23-27, 2023**  
WASHINGTON, D.C.

**OPEN TO ALL STUDENTS**

**ATTENDEE CONFERENCE 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 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.

## TABLE OF CONTENTS

<b>OVERVIEW .....</b>	<b>1</b>
SkillsUSA Framework Essential Elements	
Tentative Schedule	
WLTi Experiences	
Congressional Appointments	
Bus Information	
<b>HOTEL INFORMATION.....</b>	<b>6</b>
Reservation Deadline	
Hotel Room Rates	
Reservation Process	
Payment	
Hotel Shuttle	
<b>SCHOLARSHIPS .....</b>	<b>7</b>
Robert Flint Leadership Development Scholarship	
<b>POST-CONFERENCE INFORMATION .....</b>	<b>8</b>
Conference Evaluation	
Press Release	
WLTi Group Photo	
<b>PRE-CONFERENCE INFORMATION .....</b>	<b>9</b>
Required Assignments	
National Statesman Award	

## SKILLSUSA FRAMEWORK ESSENTIAL ELEMENTS

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

### PROFESSIONALISM

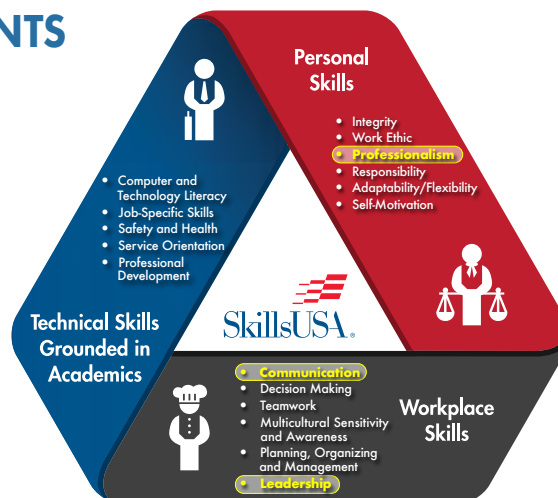
*Meeting the behavioral expectations of others.*

### 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. 23, 2023

*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. Students: Huddle Group Welcome  
Huddle Group Rooms  
During this session, students will network with other conference participants as they dive into the WLTi conference components, Essential Elements of focus and the SkillsUSA Career Model.

8:45 p.m. Advisors and State Staff: WLTi Takeaways  
Terrace East & West Room  
In this session, advisors and state staff will learn what constitutes a powerful CTE experience, what WLTi's student learning objectives are and brainstorm around the best ways to help our members grow in their newly acquired skills after this conference.

11 p.m. Curfew

### SUNDAY, SEPT. 24, 2023

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

7:30 a.m.-  
4 p.m. SkillsUSA Store and Educational Resources  
Plaza Ballroom Foyer

7:45 a.m. Breakfast  
Plaza Ballroom

8:30 a.m. General Session: Advocacy in CTE  
Plaza Ballroom  
Grab some breakfast and then kick off Sunday morning by exploring an advocacy formula in Career and Technical Education (CTE).

9 a.m. Student Training: My Career Development  
Huddle Group Rooms  
During this session, students will explore the three components of occupational identity and how occupational identity relates to their career journey and their time at WLTi.

9 a.m. Advisor Training: The SkillsUSA Career Model  
Terrace East & West Room  
The SkillsUSA Career Model, which includes Framework skill development and occupational identity, is one of the most crucial concepts for students to grasp during this year's WLTi. To serve as our students' mentors, we'll examine the concept for a deeper understanding and content mastery.

9:30 a.m. Advisor Training: CTE Influence and Impact  
Terrace East & West Room  
During this session, advisors will dive into understanding the three-part CTE model and our students' place in it, as well as the 8 steps of influence and impact process.

10:15 a.m. Student Training: Telling My Part of the SkillsUSA Story  
Huddle Group Rooms  
Dig into effective storytelling, refine your SkillsUSA Framework Story, and craft questions to the lunch Advocacy Panel around their advocacy and career journey.

10:45 a.m. Advisor Training: Framework Story Coaching  
Terrace East & West Room  
Understanding what a powerful Framework story is and how it benefits our students is the key to demonstrating career readiness. Learn how to prepare your students to deliver a Framework story that will make an impact.

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

1:30 p.m. Break

1:45 p.m. Advisor Training: Preparing for the State Work Session  
Terrace East & West Room  
During this session, we'll focus on understanding how Perkins works for your state and what the current CTE efforts and concerns are. You will leave this session ready to facilitate your state meeting.

1:45 p.m. Student Training: The CTE Model and Our Place in it  
Huddle Group Rooms  
Learn more about the 3-part CTE model, how funding works within your CTE program, and continue building evidence into your SkillsUSA Framework Story.

1:45 p.m. State Work Session: Understanding CTE in Your State  
Huddle Group Rooms  
Students, State Directors and Advisors will collaborate to learn more about CTE within their state and the unique challenges within their state.

4:10 p.m. Advisor Training: Planning for Advocacy Visits  
Terrace East & West Room  
This session will be dedicated to planning the details of your legislative visits that will happen on Monday. Create a roadmap to success so you can start coordinating the experience as soon as you can!





## TENTATIVE SCHEDULE (CONT.)

4:15 p.m. Student Training: Finishing My Framework Story  
Huddle Group Rooms

Put together the final touches on your SkillsUSA Framework Story and practice it with others!

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

### MONDAY, SEPT. 25, 2023

Attire: SkillsUSA conference T-Shirt

8 a.m. Breakfast  
Plaza Ballroom

8:45 a.m. General Session  
Plaza Ballroom

Grab some breakfast and then join us as we check out your knowledge on the POWER formula during this general session.

9:15 a.m. State Planning Session for Advocacy Visits  
Assigned State Rooms  
This session is your state's dedicated time to plan out your advocacy visits and what will take place during them.

10:30 a.m. Buses depart for 9/11 Pentagon Memorial  
Front of Hotel

11 a.m. Wreath Laying at 9/11 Pentagon Memorial  
Pentagon Memorial

12 p.m. Buses depart for downtown D.C.

12:30 p.m. Washington, D.C. Touring  
Downtown Washington, D.C.  
States on their own for touring, lunch and dinner

3 p.m. Buses begin departing for hotel (on rotation)  
Air & Space Museum

7 p.m. Last bus departs for return to hotel  
Air & Space Museum

7:30 p.m. Statesman Interview Process  
Terrace Room

Interview times will be assigned.

11 p.m. Curfew

### TUESDAY, SEPT. 26, 2023

Attire: SkillsUSA official attire

8 a.m. Buses depart for Capitol Hill  
Front of Hotel

Grab and Go Breakfast will be available as participants board the 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 Capitol 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  
Join us to celebrate the week's accomplishments and to recognize our SkillsUSA National Statesman Award Winners.

11 p.m. Curfew

### WEDNESDAY, SEPT. 27, 2023

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 WLTl, 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 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](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 remain respectful at all times 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. 26, 2023, from 9 a.m. -2 p.m. (Buses depart at 2 p.m.) Please request your congressional appointments early.

To make this process easy, 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 instructions, announcements and important information to participants. Further information about state bus assignments will be available once registration has closed.

\* State associations with more than 50 participants will need to provide a bus list prior to the conference.



## HOTEL INFORMATION

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

### RESERVATION DEADLINE

Hotel reservation deadline is Aug. 24.

### 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, which is currently 15.5%, and an occupancy tax of \$1.25. Tax subject to change.

### RESERVATION PROCESS

[Click Here to Make Reservations](https://book.passkey.com/go/SKILLSUSA2023)

<https://book.passkey.com/go/SKILLSUSA2023>

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. 24.

### PAYMENT

If paying by credit card, please use the passkey site or contact the hotel directly using the contact below. If paying by check, guest pre-payment by check must be received by the hotel 10 business days prior to arrival. Any reservations without receipt of payment 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. 23 and Wednesday, Sept. 27. Seats will be assigned based on a first come first serve basis. Please complete the shuttle request form below.

**Saturday, Sept. 23**

Rotating Service: 11 a.m. – 4 p.m.

**Wednesday, Sept. 27**

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 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. 15.

### WLTi Scholarship Application

<https://skillsusa.wufoo.com/forms/z1oglvqx0hda4b3/>





## 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 to your local news media along with a photo of your group.

### WLTi GROUP PHOTO

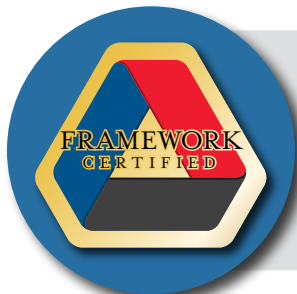
The WLTi official conference group photo, along with daily photos and videos, will be posted on the WLTi conference page at: [wlti.skillsusa.org](https://wlti.skillsusa.org) The high-resolution photos can be downloaded, printed or emailed at your convenience.





## REQUIRED PRE-WORK ASSIGNMENTS FOR ALL ATTENDEES

The following pre-work assignments must be submitted by Thursday, Sept. 21 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. 21**

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 Celebration Dinner on Tuesday, Sept. 26, 2023.

### 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. As a way 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 Theme 2023-24
- 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.

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 Sept. 21. 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 2023 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. There are several factors that may affect a scheduling decision, including the availability of monuments and congressional offices as well as 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, including an emphasized focus 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. 24 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.*