



SEPT. 21-25, 2024
WASHINGTON, D.C.

OPEN TO ALL STUDENTS

STATE DIRECTOR 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.

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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. 21, 2024

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

SUNDAY, SEPT. 22, 2024

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
Plaza Ballroom
- 9:30 a.m. Student Training
Huddle Group Rooms
- 9:30 a.m. Advisor and State Director Training
Terrace East & West Room
- 12 p.m. Lunch and Advocacy Panel Discussion
Plaza Ballroom
- 1:30 p.m. Break

- 1:45 p.m. Advisor Training
Terrace East & West Room
- 1:45 p.m. Student Training
Huddle Group Rooms
- 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. 23, 2024

Attire: SkillsUSA conference T-Shirt

- 8 a.m. Breakfast
Plaza Ballroom
- 8:45 a.m. General Session
Plaza Ballroom
- 10:30 a.m. Buses depart for downtown D.C.
Front of Hotel
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 hotel
Air & Space Museum
- 7:30 p.m. Statesman Interview Process
Lower Level of Hotel
- 11 p.m. Curfew

TUESDAY, SEPT. 24, 2024

Attire: SkillsUSA official attire

- 8 a.m. Buses depart for Capitol Hill
Front of Hotel (Breakfast served on bus)
- 8:45 a.m. Group Photo on Capitol Hill
Front of Capitol
- 9 a.m. Congressional Visits
Lunch on your own
Capitol Hill



TENTATIVE SCHEDULE (CONT.)

2 p.m. Buses depart for Arlington National Cemetery
Front of Capital 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

11 p.m. Curfew
WEDNESDAY, SEPT. 25, 2024
Attire: appropriate casual

Travel home safely!



The 2024 WLT group photo will be taken at the U.S. Capitol on Tuesday, September 24



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 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.

WREATH LAYING AT ARLINGTON NATIONAL CEMETERY

SkillsUSA will honor the 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 WLT is when students and advisors go to Capitol Hill to visit senators and representatives on Tuesday, Sept. 24, 2024, from 9 a.m. - 2 p.m. (allow at least 30 minutes to transition and navigate congressional buildings) 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.



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.



REGISTRATION INFORMATION

REGISTRATION DATES

Registration opens Aug. 1 and closes on Aug. 25 at 11:59 p.m.

REGISTRATION FEE

The conference registration fee of \$500 applies to SkillsUSA members, advisors and chaperones and includes conference activities, local transportation, training materials, conference notebook and some meals.

Note: Payment in full by the state office is required to participate. Mail payment to the national office or call Sandy Mueller at 703-737-0616 to pay by credit card or set up electronic payment. To access invoices: Registration website > State Reports > Conference and Fee Reports > WLTl Invoice

REGISTRATION PROCESS

Access SkillsUSA Register at register.skillsusa.org. Then, choose "Washington Leadership Training Institute" as the default event.

Default Event:

Washington Leadership Training Institute

Verify Payment Details and Optional Products

Payment Details – Verify the information is current if using the system invoices for billing schools.

- Click tab; *State Director>Edit>Event Details*
- Click the blue tab, *Natl. Event>Edit* next to WLTl event.
- Review payment details and update if applicable (Information that appears here is from previous year).
- Check the box Invoice on Submit if you plan to use Register for invoicing schools. (Only a checked box will generate an invoice)
- Click the SAVE button.

Optional Products – Use this for optional items (state T-shirts, hotel add-on fees or other products you would like to offer)

- Click tab; *State Director>Edit>Event Details*.
- Click the blue tab, *Products*.
- Verify products added under Event for WLTl are current. Click *Edit* to update or un-check active box if not offering this year. To add a product, click the link *Add New* at bottom of screen.

Verify State Add-on Fee – All fees from previous year have been defaulted to \$0.

- Click tab; *State Director>Edit>Event Details*
- Click the blue tab, *Natl. Event>Edit* next to WLTl event.



- Type in your state add-on fee for both students and professionals (Advisors). The fees typed here will be in addition to the national fee of \$500.
- Click the link at the bottom; **Save**.

T-shirt Size

The show T-shirt Size has been enabled for all states where the question requiring a T-shirt size will appear in the registration process. Please do not change this to an in-active status. Only attendees with T-shirt sizes will receive one at WLTl.

Adding Registrants

- Click tab; *Conference>My Registrations*
- Select *Washington Leadership Training Institute* in the Filter Event if not the default.
- Click button "Lookup Previous Regs" to quickly locate and register names that have attended past events or click "Add New Registrant" to register new attendees.

State Staff Registrant Type

Remember to register all state staff attending! Use the *State Staff* registrant type to register these attendees.

Conference Liability and Release Form

- On the My Registrations screen, click button "Batch Print" for the automated forms created from the records.
- For a blank form click tab, *Conference>Conference Liability and Release Form*.

SPECIAL ACCOMMODATIONS AND DIETARY RESTRICTIONS

If a registrant has a disability that meets criteria of ADA or dietary restrictions, click "YES" in the box and provide a description on the registration form so SkillsUSA can provide accommodations, special assistance, alternate meals or other support as needed.

PAYMENT AND CANCELLATION FEE

There will be no refunds for cancellations after Aug. 25.



HOTEL INFORMATION

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

RESERVATION DEADLINE

Hotel reservation deadline is Aug. 25.

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](#)

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. Complete and return to the contact as directed in the workbook.

The cutoff date reserve room within the block is Aug. 25.

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.

HOTEL SHUTTLE

Limited complimentary transportation will be provided between Reagan National Airport (DCA) and the Hilton Alexandria Mark Center on Saturday, Sept. 21 and Wednesday, Sept. 25. Seats will be assigned based on a first come first serve basis. Please complete the shuttle request form below. **NOTE: Shuttle service is not available outside of these hours. If your flight arrives late, you will need to use alternate transportation.**

Saturday, Sept. 21

Rotating Service: 11 a.m. – 4 p.m.

Wednesday, Sept. 25

Rotating Service: 8:30 a.m. – 2:30 p.m.

[Shuttle Request Form](#)



WLT 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 (WLT).

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 WLT scholarship is for \$800 and is provided to cover expenses for attendees.

The deadline for applications is midnight ET on Aug. 15.

[WLT Scholarship Application](#)



POST-CONFERENCE

CONFERENCE EVALUATIONS

Following WLT, 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 WLT 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.

WLT GROUP PHOTO

The WLT official conference group photo, along with daily photos and videos, will be posted on the WLT 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 Thursday, Sept. 19 through SkillsUSA Absorb (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. 19

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 (WLT).

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 WLT Celebration Dinner.

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 WLT 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 pre-conference via SkillsUSA Absorb. The test may cover the following information:

SkillsUSA Knowledge

- SkillsUSA Motto
- SkillsUSA Annual Theme
- 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 WLT, 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.

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. 19. The pre-work assignments can be completed within the WLT 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 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) 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. 25 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

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.