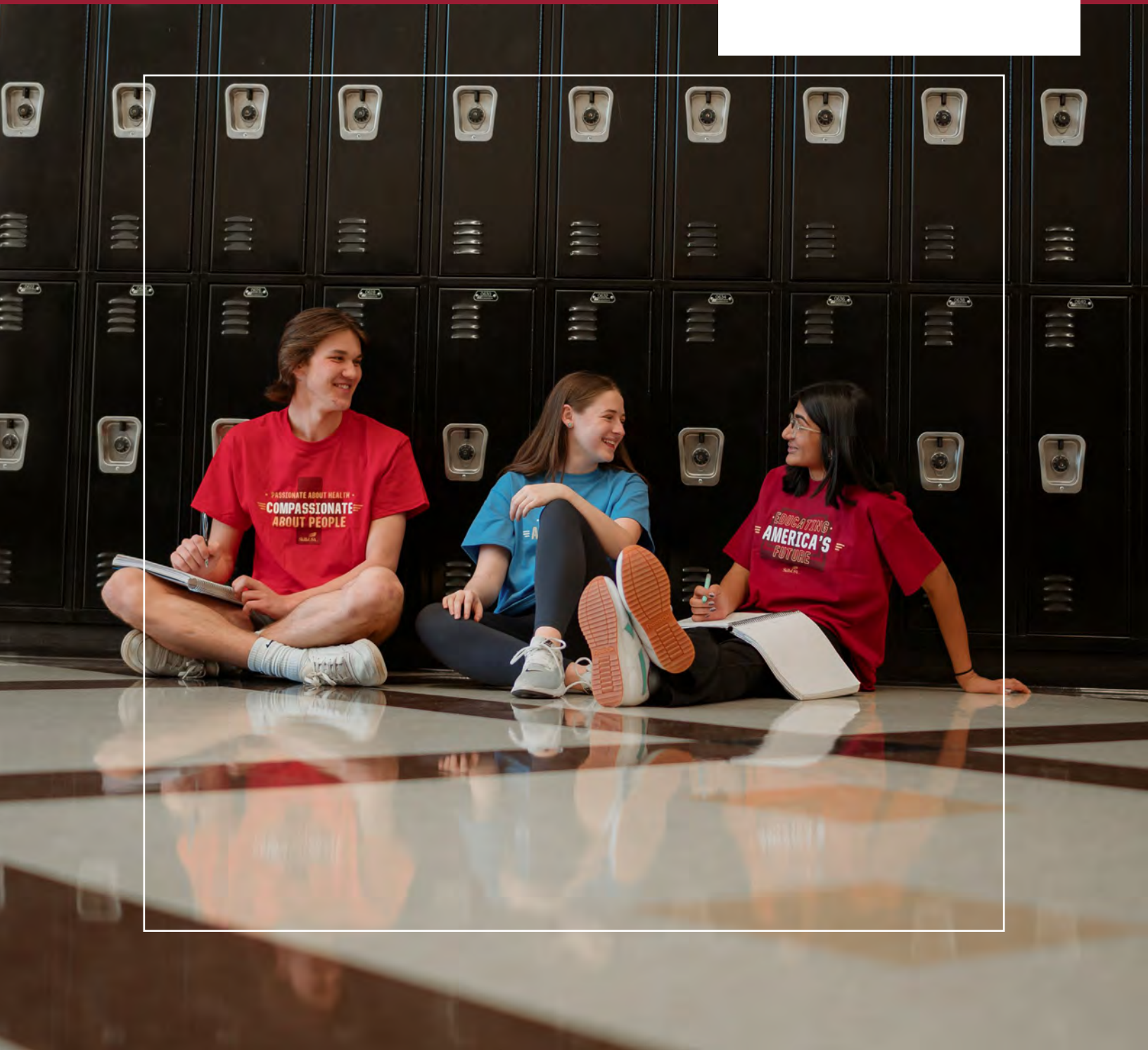


Program of Work

Lesson Plan





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SkillsUSA Program of Work

Activity 1: Plan the Program of Work

Goal of the Activity: Identify the six areas of the Program of Work and discuss chapter activities that fit into each category.

Activity Overview: Students will see the importance of Planning, Organizing, and Management while learning about the SkillsUSA Chapter PoW. Students will list current chapter activities and categorize those into the six PoW areas. Then students will rate current activities. Finally, students are invited to brainstorm new activities and events for each PoW category.

Middle School Momentum: Program of Work

Time Required: 40 minutes

Suggested participants: All middle school students

Materials Needed: Lesson PowerPoint Slide deck (optional), two decks of playing cards (one organized by suites and number, the other completely random), Post-it notes (at least 1 per student), Large posters (flip chart or butcher paper) for each of the six PoW categories (see sample in Tips section), Small dot or star stickers (6 per student), Markers (6)

Learning Objectives

Students will:

1. Identify the six areas of the SkillsUSA Program of Work.
2. Discuss chapter activities and how those activities fit into the Program of Work.

Facilitation Instructions:

Part 1: Spark interest and set the stage (4 minutes)

Activity: Ace of Hearts from SkillsUSA Ignite (pg. 122)

1. Invite two students to volunteer.
2. Give each volunteer one deck of cards.
3. Ask the volunteers to quickly find the ace of hearts. (allow both students to find the card)
4. Then, ask the volunteers to quickly find the four of diamonds. (allow both students to find the card)
5. Thank both volunteers and reveal the decks of cards to all students.

Say: “Why was one student able to find the requested card quicker?” (allow for 2-3 responses)

Say: “What might have happened if both volunteers had been able to organize the cards before we started?” (allow for 2-3 responses)

Say: “When do you plan and organize at home or at school?” (allow for a few responses)

Say: “Why is planning and organizing important?” (allow for a few responses)

Say: “The Essential Element of Planning, Organization, and Management is important for our SkillsUSA chapter. Each year, the chapter creates a Program of Work to guide our activities and projects; the PoW is a roadmap for the year.”



Part 2: List SkillsUSA chapter activities (4 minutes)

Activity: Chapter Activity Jot Thoughts

1. Put students into groups of three.
2. Give each group a small block of post-it notes.
3. Have groups brainstorm SkillsUSA chapter activities that were conducted last year, or also since the start of the school year. They should write one activity per sticky note.

Do: Explain how SkillsUSA Chapter activities are planned and implemented. Discuss chapter officers and committees if applicable.



Part 3: Introduce the Program of Work areas (10 minutes)

Say: *“The SkillsUSA Program of Work consists of six areas: Advocacy and Marketing to spread the word about the chapter’s great work and the value of SkillsUSA, Community Engagement to develop meaningful partnerships and identify opportunities for community growth and improvement, Financial Management to learn to manage finances and build entrepreneurial skills, Leadership Development to benefit from individual and team development, individual growth planning, and leadership competitions, Partner and Alumni Engagement to engage support from alumni, faculty, and business and industry partners, and Workplace Experiences to explore new career paths, gain real-world experience, and compete.”*

Activity: Dividing Current Chapter Activities into the Program of Work Areas

1. Have each group review the activities listed on their post-it notes
2. Then have each group decide which area of the Program of Work each activity belongs in and place the sticky notes on the corresponding Program of Work posters.
3. Help groups make tough decisions about activities that may fit into two areas or create a duplicate post-it note.
4. Give students time individually to review all six posters and post-it notes and invite them to add any additional current activities that may be missing.
5. If students are unfamiliar with chapter activities, you may share about additional activities and ask the class to decide in which PoW category the activity best fits.

Part 4: Rate current chapter activities (9 minutes)

Say: “Earlier we discussed how SkillsUSA activities are planned and implemented. Now you have a chance to give some feedback to help formulate the Program of Work for this year.”

Activity: Give a Sticker

1. Give each student six stickers (small dots or stars).
2. Have students spread out around the room, evenly distributed at each poster.
3. Instruct students to individually consider all activities on the poster and select one activity to receive their vote.
4. Have students place one sticker by their chosen activity.
5. Have students repeat for all six area posters.
6. Monitor students and assist with pace of completion.

Say: “Your ratings of the activities will help the leadership team create the PoW. There is one other way you can be part of the PoW process: new ideas.”

Part 5: Brainstorm new ideas for the PoW (10 minutes)

Do: Divide students into six groups and assign each group to one of the PoW area posters.

Activity: Brainstorm new ideas

1. Have groups brainstorm ideas for new activities and events for their assigned category.
2. Ask groups to list one or two new ideas on the bottom portion of the poster.
3. If time allows, have groups identify which SkillsUSA Framework Component and Essential Element could be tied to the activity.
4. Have groups sign their names to the bottom of the poster.
5. Give each group time to share their new ideas with the entire class.
6. Collect the posters to use while developing the PoW.

Say: “Thank you for being part of the PoW and SkillsUSA.”



Part 6: Closing (3 minutes)

Activity: Modified Ace of Hearts from SkillsUSA Ignite (pg. 122)

1. Invite two students to volunteer.
2. Give each volunteer one deck of cards.
3. Give the volunteers 60 seconds to organize the cards to their liking
4. Ask the volunteers to find the 10 of clubs.
5. Then, ask the volunteers to quickly find the ace of hearts.
6. Have each volunteer share with the class about their chosen organization method.
7. Thank both volunteers.

Say: *“Planning, Organization, and Management is important in this activity, in school, in SkillsUSA, at home, in the workplace, and in life. Thanks for being part of the SkillsUSA Program of Work this year.”*

Conclusion

When a chapter provides rich experiences in all six areas of the PoW, students are empowered to become career ready. These activities allow students the opportunity to practice and perform the Essential Elements of the SkillsUSA Framework and receive feedback to strengthen their skills.

Expand your Skills

The Program of Work section of the SkillsUSA website which includes guides, videos, toolkits, and more. The next step for the chapter is to register the leadership team Elevate, the virtual chapter officer team training event.

Supporting Resources

Program of Work toolkit which is located at pathful.skillsusa.org

Tips For Success

-  Make and post the PoW category posters ahead of the class
-  Encourage students to be involved in SkillsUSA activities by emphasizing the benefits of each activity, including fun
-  Share these posters with the chapter officers and/or committees that will plan and implement the activities. Encourage them to use the opinions and ideas of these students to plan an engaging Program of Work.
-  Use this lesson prior to student leaders participating in the ELEVATE conference.





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