



SkillsUSA Pathful Implementation Guide

COLLEGE/POSTSECONDARY

September through May



A month-by-month plan for bringing SkillsUSA Pathful into your chapter meetings.

A Note to Chapter Advisors

Thank you for the work you do supporting SkillsUSA members. This guide is designed to complement your existing chapter meetings and classroom instruction, not replace them. Use it in whatever way works best for your chapter: pull a single activity to round out a meeting, lean on it more heavily when you have a full semester to work with, or adapt the pacing to fit your chapter's own calendar.

At the college/postsecondary level, the emphasis shifts to **Career Engagement and Experiences**. As members prepare to enter the workforce, they actively seek employment, expand their professional skills and build meaningful relationships within their chosen field. With a declared program of study and career direction, they focus on developing competitive resumes and cover letters, strengthening their professional network and connecting with mentors who can support their transition into the workforce. These experiences also foster a stronger sense of belonging within their profession. Everything in this guide is designed to support that progression.

What's inside this guide:

- Implementation Table — a month-by-month meeting cadence showing what to cover at each chapter meeting all year, September through May.
- Lesson Plans — teacher scripts, materials lists, and facilitation steps for every activity referenced in the table.
- Student Worksheets — print-ready, member-facing pages for every activity, organized by month so you can pull exactly what you need.

However you use it, this guide is here to support you, not add to your plate. Use what fits, skip what doesn't, and adapt the pacing to your chapter's calendar.

AUDIENCE	SkillsUSA Chapter Members — College/Postsecondary
FACILITATOR	Chapter Advisor

College/Postsecondary Implementation Calendar

MONTH	MEETING ACTIVITY 1	MEETING ACTIVITY 2	INDEPENDENT TASKS	OPTIONAL LIVE SESSION ACTIVITY
September ASSESSMENTS	Work Values Assessment (My Tracker)	Personal Brand Elements: identify a key brand element that's a strength for you (value statement, top skills, personality strengths, visual style, communication voice)	Complete the SkillsUSA Essential Elements Self-Assessment; discuss one strength and one growth area <i>Also: Complete the Framework Essential Element Module - Integrity</i>	Optional: request a Career Guest Speaker whose career aligns with members' Work Values Assessment results to open the year. Submit at least 3 weeks ahead.
October	Complete the Lifestyle Calculator Assessment (My Tracker); compare your results to your target career's expected starting salary (a platform-wide SkillsUSA Pathful tool)	How to Use LinkedIn to Build Your Professional Network; audit and optimize your professional online presence	Effective Communication in the Workplace (Employability) + Communication Format Practice: practice 4 professional communication formats (email, presentation, networking message, thank-you note) <i>Also: Complete the Framework Essential Element Module - Responsibility</i>	Optional: request a Real-World Connections session with a hiring manager to discuss how they personally use LinkedIn and professional branding when reviewing candidates. Submit at least 3 weeks ahead.
November MENTORSHIP AND NETWORKING	How To Be Proactive In Connecting With Mentors (Employability); list 4 leadership experiences and reflect on growth	Postsecondary Networking Plan, 8 Contacts: list 8 specific people to connect with this year and write an outreach plan for each	Possible Mentor Analysis: review clubs, professional organizations, and community groups for potential mentors; write an outreach plan for your top 3 candidates <i>Also: Complete the Framework Essential Element Module - Adaptability/Flexibility</i>	Optional: request a mentor-style Career Guest Speaker to model a strong professional mentoring relationship, tying into this month's networking plan. Submit at least 3 weeks ahead.
December	Skills Gap Analysis: find a real job posting in your target field; compare your current skills to its requirements and identify 3 gaps to close	Versatility in Skillsets Can Enhance Your Career (Employability) + Future-Proofing Career Strategy	Growth Mindset FlexLesson; discuss with a partner which skills you still need to develop and concrete next steps <i>Also: Complete the Framework Essential Element Module - Decision Making</i>	Optional: request a Real-World Connections session with a professional in members' target field to discuss which skills they had to build after starting the job, tying into this month's Skills Gap Analysis. Submit at least 3 weeks ahead.
January	Employer Expectations FlexLesson + discussion of how employer expectations differ from academic expectations	Technical Workplace Terminology FlexLesson: master 8 essential terms for your field	Professional Skills Inventory: rate yourself 1–5 on 8 professional skills; identify 2 to prioritize before graduation <i>Also: Complete the Framework Essential Element Module - Professionalism</i>	Optional: request a Career Guest Speaker to discuss what employers in their industry actually expect from new hires. Submit at least 3 weeks ahead.

MONTH	MEETING ACTIVITY 1	MEETING ACTIVITY 2	INDEPENDENT TASKS	OPTIONAL LIVE SESSION ACTIVITY
February RESUME BUILDER	Building Your Cover Letter FlexLesson: draft a cover letter for a target position in your field	Create a Resume that Gets You an Interview (Employability); update your resume with all recent experience, skills, and achievements	Job Seeking Skills: Resumes FlexLesson + Resume Format Comparison; select the best resume format for your field <i>Also: Complete the Framework Essential Element Module - Communication</i>	Request the Career Transition Professional live WBL session (March) now, at least 3 weeks ahead.
March	Interview Response Practice: prepare responses to 3 common interview questions using the STAR format	LIVE WBL SESSION — Career Transition Professional	Refine your resume: complete the Understanding the Importance of Your Resume FlexLesson and research current ATS and hiring trends in your field, then revise last month's draft accordingly <i>Also: Complete the Framework Essential Element Module - Self-Motivation</i>	<i>Already covered, this month's Meeting Activity 2 is the live WBL session.</i>
April CAREER PLAN	Career Timeline Planning: build a timeline with milestones (graduation, first job, 1-year, 3-year, 5-year goals)	Postsecondary Enrollment or Employment Confirmation: confirm and document your plan (enrollment, job offer, apprenticeship); update your Career Plan in SkillsUSA Pathful	Preparing for an Informational Interview FlexLesson: choose 1 target role and set up a real informational interview <i>Also: Complete the Framework Essential Element Module - Leadership</i>	Optional: request a Career Guest Speaker who recently completed the enrollment-to-employment transition members are working on this month. Submit at least 3 weeks ahead.
May EXPERIENCE TRACKER	Professional Development Self-Assessment: rate yourself 1–5 on 6 professional development areas and write a growth plan for anything below a 4	Lifelong Learning Strategic Plan: build a professional development plan for your first 2 years after graduation, skills to develop, certifications to earn, networks to build	Log your job search activity, mentor conversations, and professional development from this year in the Experience Tracker (adapted; general platform tool, not a named session at this level) <i>Also: Complete the Framework Essential Element Module - Work Ethic</i>	Optional: request a Career Guest Speaker to discuss their own ongoing professional development and upskilling since graduation. Submit at least 3 weeks ahead.

September

Meeting Activity 1: Work Values Assessment

Length: ~25 min

FACILITATOR PRE-WORK

Supplies:

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Work Values Assessment (My Tracker).

OBJECTIVE

By the end of this session, members will be able to:

- Use Work Values Assessment (My Tracker) in SkillsUSA Pathful.

PREVIEW

SAY: “Welcome to a new year of chapter meetings. At this level, we’re shifting away from broad career exploration and into active job seeking and professional readiness — and it starts with understanding what members actually value in a job.”

DO:

- Ask: “Show of hands: who already knows their top work value?”

WISDOM (~25 MIN)

Step 1 (~25 min):

SAY: “Let’s log in and get started.”

DO:

- Direct members to My Tracker to complete the Work Values Assessment.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Work Values Assessment (My Tracker)
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to October.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Personal Brand Elements

Length: ~30 min

FACILITATOR PRE-WORK

Supplies:

- "Personal Brand Elements" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Personal Brand Elements activity.
- Have the "Personal Brand Elements" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Personal Brand Elements activity in SkillsUSA Pathful.

PREVIEW

SAY: “Let’s connect this assessment to how members present themselves professionally, in person and online.”

DO:

- Ask: “One-word share: which personal brand element feels like your biggest strength?”

WISDOM (~30 MIN)

Step 1 (~10 min):

SAY: “Let’s walk through the 5 elements together.”

DO:

- Review the 5 personal brand elements: value statement, top skills, personality strengths, visual style, communication voice.

Step 2 (~20 min):

SAY: “Now it’s your turn — work through this on your own or with a partner.”

DO:

- Members identify which element is already a strength for them and which needs the most work, with one concrete next step.

Distribute the "Personal Brand Elements" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Personal Brand Elements activity
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to October.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: SkillsUSA Essential Elements Self-Assessment

Resource: Essential Elements Self-Assessment

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“As always in September, let's take stock of where members are starting from as SkillsUSA members.”

FACILITATION STEPS

- Assign the Essential Elements Self-Assessment (outside SkillsUSA Pathful).
- Have each member identify one strength and one growth area from their results.

Independent Task: Essential Element Module: Integrity

Resource: Essential Element Module: Integrity

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“As members set their work values this month, this module reinforces the element that underlies all of them — integrity.”

FACILITATION STEPS

- Assign the Integrity Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on one way their top work value connects to acting with integrity on the job.

■ **LIVE SESSION NOTE:** Optional: request a Career Guest Speaker whose career aligns with members' Work Values Assessment results to open the year. Submit at least 3 weeks ahead.

Personal Brand Elements

College/Postsecondary — Meeting Activity 2 (pairs with the Work Values Assessment)

Name: _____ Date: _____

Your personal brand is how you present yourself professionally, both in person and online. Read each element below, then identify which one is already a strength for you and which one needs the most work.

Value statement — *A short, clear statement of what you stand for professionally.*

Top skills — *The 3–5 skills you'd want an employer to know about first.*

Personality strengths — *The traits that shape how you work with others (e.g. reliable, curious, calm under pressure).*

Visual style — *How you present yourself, dress, and show up, in interviews, on campus, and online.*

Communication voice — *How you sound in writing and speech, formal, warm, direct, etc.*

Which element is already a strength for you? Explain.

Which element needs the most work right now? What's one step you can take this month?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

October

Meeting Activity 1: Lifestyle Calculator Reality Check

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

- "Lifestyle Calculator: Reality Check for Your Target Career" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Lifestyle Calculator Assessment (My Tracker).
- Have the "Lifestyle Calculator: Reality Check for Your Target Career" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Lifestyle Calculator Assessment (My Tracker) in SkillsUSA Pathful.

PREVIEW

SAY: "It's time to put real numbers behind the lifestyle members are working toward."

DO:

- Ask: "Show of hands: who has already thought about how much it costs to live the lifestyle they want?"

WISDOM (~33 MIN)

Step 1 (~20 min):

SAY: “Let’s log in and get started.”

DO:

- Direct members to complete the Lifestyle Calculator Assessment.

Step 2 (~13 min):

SAY: “Now it’s your turn.”

DO:

- Members compare their results to their target career’s expected starting salary.

Distribute the "Lifestyle Calculator: Reality Check for Your Target Career" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

☐ I completed today’s work in Lifestyle Calculator Assessment (My Tracker)

☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to career cluster overview.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: How to Use LinkedIn to Build Your Network

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

- "LinkedIn Professional Presence Audit" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Employability video + LinkedIn Professional Presence Audit.
- Have the "LinkedIn Professional Presence Audit" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Employability video + LinkedIn Professional Presence Audit in SkillsUSA Pathful.

PREVIEW

SAY: "With a lifestyle target in view, let's make sure members' professional online presence supports it."

DO:

- Ask: "Show of hands: who already has a complete LinkedIn profile?"

WISDOM (~33 MIN)

Step 1 (~4 min):

SAY: "Let's watch this together."

DO:

- Watch the How to Use LinkedIn to Build Your Professional Network video.

Step 2 (~29 min):

SAY: "Now it's your turn."

DO:

- Members audit their LinkedIn profile against the checklist (photo, headline, about section, experience, skills, connections) and identify one update to make first.

Distribute the "LinkedIn Professional Presence Audit" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Employability video + LinkedIn Professional Presence Audit
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to career cluster overview.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Effective Communication in the Workplace

Resource: Employability video: Effective Communication in the Workplace

Materials Needed:

- Device with internet access (SkillsUSA Pathful)
- "Communication Format Practice" student worksheet

Advisor Note:

“As members build their professional online presence, this task builds the communication habits that support it.”

FACILITATION STEPS

- Assign the Effective Communication in the Workplace Employability video.
- Members practice 4 professional communication formats (email, presentation, networking message, thank-you note).

Distribute the "Communication Format Practice" student worksheet for members to complete this activity.

Independent Task: Essential Element Module: Responsibility

Resource: Essential Element Module: Responsibility

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“Owning a professional online presence is itself an act of responsibility — this module names that directly.”

FACILITATION STEPS

- Assign the Responsibility Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on one way they'll take ownership of their professional online presence going forward.

■ **LIVE SESSION NOTE:** Optional: request a Real-World Connections session with a hiring manager to discuss how they personally use LinkedIn and professional branding when reviewing candidates. Submit at least 3 weeks ahead.

Lifestyle Calculator: Reality Check for Your Target Career

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

My target career:

My Lifestyle Calculator monthly budget estimate:

Typical starting salary for my target career:

Does this starting salary cover my budget? If not, what would I need to adjust, location, roommates, side income, timeline to a raise?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

LinkedIn Professional Presence Audit

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

Pull up your LinkedIn profile (or create one now if you don't have it yet). Go through each item below.

ELEMENT	HAVE IT? (Y/N)	WHAT I'LL UPDATE
Professional photo		
Headline states my target role/field		
About/summary section written		
Experience section current and complete		
Skills listed match my target field		
At least 3 connections in my target industry		

What's the one update you'll make first, today?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

November

Meeting Activity 1: How To Be Proactive In Connecting With Mentors

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful, open Employability video: How To Be Proactive In Connecting With Mentors.

OBJECTIVE

By the end of this session, members will be able to:

- Use Employability video: How To Be Proactive In Connecting With Mentors in SkillsUSA Pathful.

PREVIEW

SAY: “Networking at this level means being proactive about finding mentors, not waiting for one to appear.”

DO:

- Ask: “One-word share: name one person you'd consider a mentor right now.”

WISDOM (~33 MIN)

Step 1 (~4 min):

SAY: “Let's watch this together.”

DO:

- Watch the How To Be Proactive In Connecting With Mentors video.

Step 2 (~29 min):

SAY: “Now it's your turn.”

DO:

- Members list 4 leadership experiences and reflect on growth.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Employability video: How To Be Proactive In Connecting With Mentors
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to December.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Postsecondary Networking Plan, 8 Contacts

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

- "Postsecondary Networking Plan" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Networking Plan activity.
- Have the "Postsecondary Networking Plan" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Networking Plan activity in SkillsUSA Pathful.

PREVIEW

SAY: “Let's turn networking into something concrete — a real list of people to reach out to this year.”

DO:

- Ask: “Show of hands: who already has someone in mind to reach out to first?”

WISDOM (~35 MIN)

Step 1 (~35 min):

SAY: “Now it's your turn.”

DO:

- Members list 8 specific people to connect with this year and write an outreach plan for each.

Distribute the "Postsecondary Networking Plan" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Networking Plan activity
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to December.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Possible Mentor Analysis

Resource: Mentor research activity

Materials Needed:

- Device with internet access (SkillsUSA Pathful)
- "Possible Mentor Analysis" student worksheet

Advisor Note:

“Let's help members find real, reachable mentor candidates instead of leaving this to chance.”

FACILITATION STEPS

- Members review clubs, professional organizations, and community groups for potential mentors.
- Members write an outreach plan for their top 3 candidates.

Distribute the "Possible Mentor Analysis" student worksheet for members to complete this activity.

Independent Task: Essential Element Module: Adaptability/Flexibility

Resource: Essential Element Module: Adaptability/Flexibility

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“Building new mentor and networking relationships takes real adaptability — this module names that skill directly.”

FACILITATION STEPS

- Assign the Adaptability/Flexibility Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on one way they've had to adapt while building a new professional relationship this year.

■ **LIVE SESSION NOTE:** Optional: request a mentor-style Career Guest Speaker to model a strong professional mentoring relationship, tying into this month's networking plan. Submit at least 3 weeks ahead.

Leadership Experience Inventory

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

List 4 leadership experiences you've had, in class, at work, in clubs, in the community, anywhere.

#	LEADERSHIP EXPERIENCE	WHAT YOU LEARNED OR HOW YOU GREW

Looking at these 4 experiences, what pattern do you notice in how you lead? How could a mentor help you build on this?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Postsecondary Networking Plan

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

List 8 specific people you could connect with this year, instructors, alumni, industry contacts, family friends, anyone in or near your target field. Write a short outreach plan for each.

CONTACT NAME	HOW I KNOW THEM / WHERE I'D MEET THEM	MY OUTREACH PLAN

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

Possible Mentor Analysis

College/Postsecondary — Independent Task

Name: _____ **Date:** _____

Review clubs, professional organizations, and community groups connected to your field. Identify your top 3 potential mentor candidates and write an outreach plan for each.

POTENTIAL MENTOR / WHERE FOUND	WHY THIS PERSON	MY OUTREACH PLAN

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Independent Task

December

Meeting Activity 1: Skills Gap Analysis

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Skills Gap Analysis activity.

OBJECTIVE

By the end of this session, members will be able to:

- Use Skills Gap Analysis activity in SkillsUSA Pathful.

PREVIEW

SAY: “Let’s find out exactly where members’ current skills fall short of what their target field actually requires.”

DO:

- Ask: “One-word share: name one skill you think your target field will require that you haven’t built yet.”

WISDOM (~35 MIN)

Step 1 (~35 min):

SAY: “Now it’s your turn.”

DO:

- Members find a real job posting in their target field, compare their current skills to its requirements, and identify 3 gaps to close.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Skills Gap Analysis activity
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to January.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Versatility in Skillsets Can Enhance Your Career

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Employability video + Future-Proofing Career Strategy.

OBJECTIVE

By the end of this session, members will be able to:

- Use Employability video + Future-Proofing Career Strategy in SkillsUSA Pathful.

PREVIEW

SAY: “Closing today's skills gaps matters, but let's also make sure members are thinking ahead to the next one.”

DO:

- Ask: “Show of hands: who already knows a trend that could affect their target field?”

WISDOM (~35 MIN)

Step 1 (~35 min):

SAY: “Now it's your turn.”

DO:

- Watch the Versatility in Skillsets Can Enhance Your Career video.
- Members write a Future-Proofing Career Strategy for their target field.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Employability video + Future-Proofing Career Strategy
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to January.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Growth Mindset

Resource: Growth Mindset FlexLesson

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“This is a good moment for members to be honest with a partner about what they still need to build.”

FACILITATION STEPS

- Assign the Growth Mindset FlexLesson.
- Members discuss with a partner which skills they still need to develop and concrete next steps.

Independent Task: Essential Element Module: Decision Making

Resource: Essential Element Module: Decision Making

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“Closing a skills gap means making real decisions about where to invest limited time — this module supports that directly.”

FACILITATION STEPS

- Assign the Decision Making Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on how they decided which skill gap to close first.

■ LIVE SESSION NOTE: Optional: request a Real-World Connections session with a professional in members' target field to discuss which skills they had to build after starting the job, tying into this month's Skills Gap Analysis. Submit at least 3 weeks ahead.

Skills Gap Analysis

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

Find 2 real job postings in your target field using the SkillsUSA Pathful Opportunity Board.

Job 1

Job title: _____ **Company:** _____

Compare your current skills to what the posting requires. Identify 3 gaps to close.

SKILL/REQUIREMENT FROM POSTING	DO I HAVE THIS ALREADY? (Y/N)	HOW I'LL BUILD IT IF NOT

Job 2

Job title: _____ **Company:** _____

Compare your current skills to what this posting requires. Identify 3 gaps to close.

SKILL/REQUIREMENT FROM POSTING	DO I HAVE THIS ALREADY? (Y/N)	HOW I'LL BUILD IT IF NOT

Compare

Looking at both postings, is there a skill gap that shows up in both? If so, that's probably your top priority to close first, what is it?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Versatility in Skillsets and Future-Proofing Your Career

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

Staying Flexible

Write a short reflection on why staying flexible matters in your job search and career, and where your own flexibility could be tested first.

Future-Proofing

Identify 1 major trend affecting your industry right now (automation, AI, new regulations, shifting demand, etc.) and how you'll stay ahead of it.

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

Growth Mindset: Partner Discussion

College/Postsecondary — Independent Task

Name: _____ **Date:** _____

Complete the Growth Mindset FlexLesson. Then discuss with a partner: which skills do you still need to develop, and what are your concrete next steps?

SKILL I STILL NEED TO DEVELOP	CONCRETE NEXT STEP

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Independent Task

January

Meeting Activity 1: Employer Expectations

Length: ~37 min

FACILITATOR PRE-WORK

Supplies:

- "Employer Expectations vs. Academic Expectations" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Employer Expectations FlexLesson.
- Have the "Employer Expectations vs. Academic Expectations" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Employer Expectations FlexLesson in SkillsUSA Pathful.

PREVIEW

SAY: "As members get closer to entering the workforce, it's worth naming the gap between school and job expectations directly."

DO:

- Ask: "One-word share: name one thing you expect will be different about a job compared to school."

WISDOM (~37 MIN)

Step 1 (~25 min):

SAY: "Let's start with the FlexLesson."

DO:

- Assign the Employer Expectations FlexLesson.

Step 2 (~12 min):

SAY: "Now it's your turn."

DO:

- Discuss how employer expectations differ from and align with school expectations.

Distribute the "Employer Expectations vs. Academic Expectations" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Employer Expectations FlexLesson
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to resume builder.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Technical Workplace Terminology

Length: ~37 min

FACILITATOR PRE-WORK

Supplies:

- "Technical Workplace Terminology" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Technical Workplace Terminology FlexLesson.
- Have the "Technical Workplace Terminology" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Technical Workplace Terminology FlexLesson in SkillsUSA Pathful.

PREVIEW

SAY: “Let’s build members’ fluency in the specific language of their field.”

DO:

- Ask: “Show of hands: who already knows at least 3 technical terms from their field?”

WISDOM (~37 MIN)

Step 1 (~30 min):

SAY: “Let’s start with the FlexLesson.”

DO:

- Assign the Technical Workplace Terminology FlexLesson.

Step 2 (~7 min):

SAY: “Now it’s your turn.”

DO:

- Members master 8 essential terms for their career field and write a sentence using each.

Distribute the "Technical Workplace Terminology" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Technical Workplace Terminology FlexLesson
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to resume builder.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Professional Skills Inventory

Resource: Professional Skills Inventory activity

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“Let’s have members take stock of where they stand across the full range of professional skills, not just the ones in this month’s FlexLessons.”

FACILITATION STEPS

- Members rate themselves 1–5 on 8 professional skills.
- Members identify 2 to prioritize before graduation.

Independent Task: Essential Element Module: Professionalism

Resource: Essential Element Module: Professionalism

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“This month’s focus on employer expectations and workplace terminology is really about professionalism — this module names it directly.”

FACILITATION STEPS

- Assign the Professionalism Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on one professionalism expectation they feel least prepared for right now.

■ LIVE SESSION NOTE: Optional: request a Career Guest Speaker to discuss what employers in their industry actually expect from new hires. Submit at least 3 weeks ahead.

Employer Expectations vs. Academic Expectations

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

After the FlexLesson, compare what's expected of you in school to what will be expected of you on the job.

ACADEMIC EXPECTATION	HOW IS THE EMPLOYER EXPECTATION DIFFERENT?

Which employer expectation do you feel least prepared for right now? What's one step you could take to prepare?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Technical Workplace Terminology

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

Identify 8 essential terms used in your field. For each, write the term, a short definition, and a sentence using it the way a professional would.

TERM	DEFINITION	SENTENCE USING IT

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

February

Meeting Activity 1: Building Your Cover Letter

Length: ~37 min

FACILITATOR PRE-WORK

Supplies:

- "Building Your Cover Letter" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Building Your Cover Letter FlexLesson.
- Have the "Building Your Cover Letter" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Building Your Cover Letter FlexLesson in SkillsUSA Pathful.

PREVIEW

SAY: "Resume season starts here — members will draft a real cover letter for a target position in their field."

DO:

- Ask: "One-word share: what job title is your cover letter targeting?"

WISDOM (~37 MIN)

Step 1 (~30 min):

SAY: "Let's start with the FlexLesson."

DO:

- Assign the Building Your Cover Letter FlexLesson.

Step 2 (~7 min):

SAY: "Now it's your turn."

DO:

- Members draft a cover letter for a target position in their career field.

Distribute the "Building Your Cover Letter" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Building Your Cover Letter FlexLesson
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to March.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Create a Resume that Gets You an Interview

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

- "Resume Update Planning" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Employability video + Resume Content Inventory.
- Have the "Resume Update Planning" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Employability video + Resume Content Inventory in SkillsUSA Pathful.

PREVIEW

SAY: “Now let's get members' resumes current with everything they've done recently.”

DO:

- Ask: “Show of hands: who has updated their resume in the last 6 months?”

WISDOM (~35 MIN)

Step 1 (~5 min):

SAY: “Let's watch this together.”

DO:

- Watch the Create a Resume that Gets You an Interview video.

Step 2 (~30 min):

SAY: “Now it's your turn.”

DO:

- Members update their resume with all recent experiences, skills, and achievements.

Distribute the "Resume Update Planning" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Employability video + Resume Content Inventory
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to March.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Job Seeking Skills: Resumes

Resource: Job Seeking Skills: Resumes FlexLesson

Materials Needed:

- Device with internet access (SkillsUSA Pathful)
- "Resume Format Comparison" student worksheet

Advisor Note:

“Let's help members choose the resume format that actually fits their situation.”

FACILITATION STEPS

- Assign the Job Seeking Skills: Resumes FlexLesson.
- Members compare resume formats and select the best one for their field.

Distribute the "Resume Format Comparison" student worksheet for members to complete this activity.

Independent Task: Essential Element Module: Communication

Resource: Essential Element Module: Communication

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

"Resume and cover letter writing are communication skills at their core — this module reinforces that directly."

FACILITATION STEPS

- Assign the Communication Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on one communication habit they want to strengthen before submitting their resume.

■ **LIVE SESSION NOTE:** Request the Career Transition Professional live WBL session (March) now, at least 3 weeks ahead.

Building Your Cover Letter

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

Target position: _____ **Company (if known):** _____

Paragraph 1: Opening

Introduce yourself and the position you're applying for.

Paragraph 2: Why You

Highlight 1–2 relevant skills or experiences that make you a strong fit.

Paragraph 3: Closing

Say why you're excited about this opportunity and what you'd like to happen next (an interview, a call, etc.).

Wherever possible, use a specific number or result in Paragraph 2 (e.g. “increased attendance by 20%,” “managed a team of 4”).

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Resume Update Planning

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

Before you edit your resume, plan your updates here. Think about the jobs you're actually targeting right now.

RESUME SECTION	WHAT NEEDS TO BE ADDED OR UPDATED
Contact info	
Summary / objective	
Experience	
Education	
Skills	
Certifications	

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

Resume Format Comparison

College/Postsecondary — Independent Task

Name: _____ **Date:** _____

Compare the 3 common resume formats below, then decide which one fits your situation best.

FORMAT	BEST FOR... / IS THIS RIGHT FOR ME?
Chronological (by date, most recent first)	
Functional / skills-based	
Combination	

Which format will you use, and why?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Independent Task

March

Meeting Activity 1: Interview Response Practice (STAR)

Length: ~30 min

FACILITATOR PRE-WORK

Supplies:

- "STAR Interview Response Practice" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open STAR Method practice.
- Have the "STAR Interview Response Practice" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use STAR Method practice in SkillsUSA Pathful.

PREVIEW

SAY: "Before the live session, let's get members comfortable answering interview questions using the STAR format."

DO:

- Ask: "Show of hands: who has used the STAR method to answer an interview question before?"

WISDOM (~30 MIN)

Step 1 (~5 min):

SAY: "Let's review the method together."

DO:

- Review the STAR method (Situation, Task, Action, Result).

Step 2 (~25 min):

SAY: “Now it's your turn.”

DO:

- Members prepare responses to 3 common interview questions using STAR.

Distribute the "STAR Interview Response Practice" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in STAR Method practice
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to career plan.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: LIVE WBL SESSION — Career Transition Professional

Length: Full class period

FACILITATOR PRE-WORK

Supplies:

- "Live Session Notes: Career Transition Professional" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- At least 3 weeks before this meeting: navigate to the Work-Based Learning tab in SkillsUSA Pathful and submit a request for a Career Transition Professional live session.
- On the day of the meeting: log into SkillsUSA Pathful, click the Dashboard icon, then navigate to "My Sessions" to open the scheduled live session.
- Have the "Live Session Notes: Career Transition Professional" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Participate in Work-Based Learning: Career Transition Professional.
- Participate in the live Q&A session.

PREVIEW

SAY: “Today's live WBL session features a professional who recently transitioned into their field.”

DO:

- Ask: “One-word share: what's one thing you're hoping to learn from today's guest?”

WISDOM

Step 1:

SAY: “Before we bring in today's guest, let's get your questions ready.”

DO:

- Before the session, have members write 2 questions about how the professional navigated a career change or transition.

Step 2 (Full period):

SAY: “Let's welcome our guest and get started.”

DO:

- Facilitate the live Q&A; have members document 4 key transition strategies during the session.

Distribute the "Live Session Notes: Career Transition Professional" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ My "Live Session Notes: Career Transition Professional" worksheet is filled in completely
- ☐ I completed today's work in Work-Based Learning: Career Transition Professional
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to career plan.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Refine Your Resume: ATS and Hiring Trends

Resource: Understanding the Importance of Your Resume FlexLesson

Materials Needed:

- Device with internet access (SkillsUSA Pathful)
- "Refine Your Resume: ATS and Hiring Trends" student worksheet

Advisor Note:

“Now let’s put the resume through one more layer of scrutiny: how it’s actually screened.”

FACILITATION STEPS

- Assign the Understanding the Importance of Your Resume FlexLesson.
- Members research current applicant tracking system (ATS) and hiring trends in their field, then revise their resume draft accordingly.

Distribute the "Refine Your Resume: ATS and Hiring Trends" student worksheet for members to complete this activity.

Independent Task: Essential Element Module: Self-Motivation

Resource: Essential Element Module: Self-Motivation

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

“Interview prep and career transitions both take real self-motivation — this module names that directly.”

FACILITATION STEPS

- Assign the Self-Motivation Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on what's motivating them most in their job search right now.

■ LIVE SESSION NOTE: Already covered — this month's Meeting Activity 2 is the live WBL session.

STAR Interview Response Practice

College/Postsecondary — Meeting Activity 1

Name: _____ Date: _____

Prepare responses to 3 common interview questions using the STAR format: Situation, Task, Action, Result.

QUESTION:	TELL ME ABOUT A TIME YOU WORKED ON A TEAM.
S — Situation	<i>Set the scene. Where and when did this happen?</i>
T — Task	<i>What were you responsible for? What was the goal?</i>
A — Action	<i>What did YOU specifically do? Focus on your steps, not the team's.</i>
R — Result	<i>What happened because of your actions? Use numbers if you can.</i>

QUESTION:	DESCRIBE A SITUATION WHERE YOU HAD TO MEET A DEADLINE.
S — Situation	<i>Set the scene. Where and when did this happen?</i>
T — Task	<i>What were you responsible for? What was the goal?</i>
A — Action	<i>What did YOU specifically do? Focus on your steps, not the team's.</i>
R — Result	<i>What happened because of your actions? Use numbers if you can.</i>

QUESTION:	GIVE AN EXAMPLE OF A TIME YOU SHOWED LEADERSHIP.
S — Situation	<i>Set the scene. Where and when did this happen?</i>
T — Task	<i>What were you responsible for? What was the goal?</i>
A — Action	<i>What did YOU specifically do? Focus on your steps, not the team's.</i>
R — Result	<i>What happened because of your actions? Use numbers if you can.</i>

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Live Session Notes: Career Transition Professional

College/Postsecondary — Meeting Activity 2 (Live WBL Session)

Name: _____ **Date:** _____

Before the Session

Write 2 questions about how they navigated a career change or transition.

#	MY QUESTION

During / After the Session

3 things I learned:

#	WHAT I LEARNED / FEEDBACK RECEIVED

One thing I'd do differently in my own career because of this:

Does this change how I think about career flexibility or job security? How?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

Refine Your Resume: ATS and Hiring Trends

College/Postsecondary — Independent Task

Name: _____ **Date:** _____

Research current applicant tracking system (ATS) and hiring trends in your field. Find 3 facts or trends.

TREND / FACT	WHERE I FOUND IT	HOW I'LL REVISE MY RESUME BECAUSE OF THIS

Go back to your resume draft from last month and make at least 2 specific revisions based on this research.

☐ Revision 1 made in SkillsUSA Pathful: _____

☐ Revision 2 made in SkillsUSA Pathful: _____

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Independent Task

April

Meeting Activity 1: Career Timeline Planning

Length: ~37 min

FACILITATOR PRE-WORK

Supplies:

- "Career Timeline" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Employability video + Career Timeline.
- Have the "Career Timeline" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Employability video + Career Timeline in SkillsUSA Pathful.

PREVIEW

SAY: "Let's have members map out where they're actually headed, milestone by milestone."

DO:

- Ask: "One-word share: name one milestone you're aiming for in the next year."

WISDOM (~37 MIN)

Step 1 (~4 min):

SAY: "Let's watch this together."

DO:

- Watch the How To Make Opportunities video.

Step 2 (~33 min):

SAY: “Now it's your turn.”

DO:

- Members build a career timeline with milestones (graduation, first job, 1-year, 3-year, 5-year goals).

Distribute the "Career Timeline" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Employability video + Career Timeline
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to experience tracker.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Postsecondary Enrollment/Employment Confirmation

Length: ~37 min

FACILITATOR PRE-WORK

Supplies:

- "Confirm Your Plan" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Career Plan (SkillsUSA Pathful).
- Have the "Confirm Your Plan" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Career Plan (SkillsUSA Pathful) in SkillsUSA Pathful.

PREVIEW

SAY: “For members who have a confirmed next step, today's the day to document it.”

DO:

- Ask: “Show of hands: who already has a confirmed next step (enrollment, job offer, or apprenticeship)?”

WISDOM (~37 MIN)

Step 1 (~30 min):

SAY: “Now it's your turn.”

DO:

- Members confirm and document their career plan: enrollment acceptance, job offer, military enrollment, or apprenticeship.

Step 2 (~7 min):

SAY: “Let's make it official in SkillsUSA Pathful.”

DO:

- Members update their Career Plan in SkillsUSA Pathful to reflect this confirmation.

Distribute the "Confirm Your Plan" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Career Plan (SkillsUSA Pathful)
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today. Next month we turn to experience tracker.”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: Preparing for an Informational Interview

Resource: Preparing for an Informational Interview FlexLesson

Materials Needed:

- Device with internet access (SkillsUSA Pathful)
- "Preparing for an Informational Interview" student worksheet

Advisor Note:

"Let's get one real informational interview on the calendar."

FACILITATION STEPS

- Assign the Preparing for an Informational Interview FlexLesson.
- Members choose 1 target role, set up a real informational interview, and write 4 questions to ask.

Distribute the "Preparing for an Informational Interview" student worksheet for members to complete this activity.

Independent Task: Essential Element Module: Leadership

Resource: Essential Element Module: Leadership

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

"Confirming a career plan is itself a leadership moment — members are taking ownership of their own path forward."

FACILITATION STEPS

- Assign the Leadership Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on one way they've led their own career planning process this year.

■ LIVE SESSION NOTE: Optional: request a Career Guest Speaker who recently completed the enrollment-to-employment transition members are working on this month. Submit at least 3 weeks ahead.

Career Timeline

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

Build a timeline with milestones. Fill in your target date and a specific goal for each.

MILESTONE	TARGET DATE / SPECIFIC GOAL
Graduation	
First job	
1-year mark	
3-year mark	
5-year mark	

Stress-Test Your Timeline

What's the biggest risk to hitting your 1-year milestone? How will you manage it if it happens?

Which milestone on your timeline feels the least certain right now? What would need to happen to make it more concrete?

Who in your network could help you reach your 3-year milestone faster? What's one way to involve them?

If you had to hit your 5-year milestone one year early, what would you need to start doing differently right now?

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Confirm Your Plan

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

Confirm and document your plan for after this program.

My plan: ☐ **Enrollment** ☐ **Job offer** ☐ **Apprenticeship** ☐ **Other:** _____

Institution / Employer name:

Start date:

What I still need to finalize:

Update Your Career Plan

☐ I've updated my Career Plan in SkillsUSA Pathful with this confirmation.

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

Preparing for an Informational Interview

College/Postsecondary — Independent Task

Name: _____ **Date:** _____

Choose 1 target role and set up a real informational interview.

Target role: _____ **Who I'll ask:** _____

Date/time scheduled:

Write 4 questions to ask.

#	QUESTION

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Independent Task

May

Meeting Activity 1: Professional Development Self-Assessment

Length: ~35 min

FACILITATOR PRE-WORK

Supplies:

- "Professional Development Self-Assessment" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Self-Assessment + Growth Plan.
- Have the "Professional Development Self-Assessment" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Self-Assessment + Growth Plan in SkillsUSA Pathful.

PREVIEW

SAY: “As the year wraps up, let's have members take an honest look at their own professional development and build a plan for anything that's still lagging.”

DO:

- Ask: “Show of hands: who already knows their lowest-rated professional development area?”

WISDOM (~35 MIN)

Step 1 (~33 min):

SAY: “Now it's your turn.”

DO:

- Members rate themselves 1–5 on 6 professional development areas.

Step 2 (~2 min):

SAY: “Let's build a plan for what needs work.”

DO:

- For any area rated below a 4, members write a specific growth plan.

Distribute the "Professional Development Self-Assessment" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Self-Assessment + Growth Plan
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today — that's a wrap on this year's SkillsUSA Pathful chapter meetings!”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Meeting Activity 2: Lifelong Learning Strategic Plan

Length: ~37 min

FACILITATOR PRE-WORK

Supplies:

- "Lifelong Learning Strategic Plan" student worksheet

Tech Needs:

- Device with internet access (SkillsUSA Pathful)

Prep Steps:

- Log into SkillsUSA Pathful and open Lifelong Learning Strategic Plan activity.
- Have the "Lifelong Learning Strategic Plan" student worksheet ready to distribute.

OBJECTIVE

By the end of this session, members will be able to:

- Use Lifelong Learning Strategic Plan activity in SkillsUSA Pathful.

PREVIEW

SAY: “Let’s close the year by having members plan their first two years after graduation, not just their next step.”

DO:

- Ask: “One-word share: name one skill you want to develop in your first year after graduation.”

WISDOM (~37 MIN)

Step 1 (~37 min):

SAY: “Now it’s your turn.”

DO:

- Members build a professional development plan for their first 2 years after graduation: skills to develop, certifications to earn, and networks to build.

Distribute the "Lifelong Learning Strategic Plan" student worksheet for members to complete this activity.

EVIDENCE

Ask members to self-check:

- ☐ I completed today's work in Lifelong Learning Strategic Plan activity
- ☐ I can explain what I did today and why it matters to my career plan

Invite 2–3 volunteers to share.

REVIEW

SAY: “Great work today — that’s a wrap on this year’s SkillsUSA Pathful chapter meetings!”

DO:

- Confirm materials are logged in SkillsUSA Pathful before next meeting, if applicable.

Independent Task: My Year in Review

Resource: Experience Tracker

Materials Needed:

- Device with internet access (SkillsUSA Pathful)
- "My Year in Review" student worksheet

Advisor Note:

"One last brainstorm before members log this year's job search and professional development activity."

FACILITATION STEPS

- Members brainstorm this year's job search activity, mentor conversations, and professional development.
- Members log these activities in the Experience Tracker.

Distribute the "My Year in Review" student worksheet for members to complete this activity.

Independent Task: Essential Element Module: Work Ethic

Resource: Essential Element Module: Work Ethic

Materials Needed:

- Device with internet access (SkillsUSA Pathful)

No dedicated student worksheet for this activity — complete directly in SkillsUSA Pathful.

Advisor Note:

"As the year closes, this module is a fitting capstone: a strong work ethic is what carries everything members have built into their next step."

FACILITATION STEPS

- Assign the Work Ethic Essential Element Module in SkillsUSA Pathful (advisor-assign or have members self-assign).
- Have members reflect on how their work ethic grew this year.

■ LIVE SESSION NOTE: Optional: request a Career Guest Speaker to discuss their own ongoing professional development and upskilling since graduation. Submit at least 3 weeks ahead.

Professional Development Self-Assessment

College/Postsecondary — Meeting Activity 1

Name: _____ **Date:** _____

Rate yourself 1–5 on each area below.

AREA	RATING (1–5)
Communication	
Technical / job-specific skills	
Leadership	
Time management	
Networking	
Adaptability	

Growth Plan

For each area rated below a 4, fill out a growth plan below.

Area: _____

SPECIFIC ACTION I'LL TAKE	
Resource / support I need (course, mentor, tool, etc.)	
Target date to complete this	

Area: _____

SPECIFIC ACTION I'LL TAKE	
Resource / support I need (course, mentor, tool, etc.)	
Target date to complete this	

Area: _____

SPECIFIC ACTION I'LL TAKE	
Resource / support I need (course, mentor, tool, etc.)	
Target date to complete this	

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 1

Lifelong Learning Strategic Plan

College/Postsecondary — Meeting Activity 2

Name: _____ **Date:** _____

Build a professional development plan for your first 2 years after graduation.

CATEGORY	MY PLAN
Skills to develop	
Certifications to earn	
Professional networks to build	
Resources / people to learn from	

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Meeting Activity 2

My Year in Review

College/Postsecondary — Independent Task

Name: _____ **Date:** _____

Brainstorm your job search activity, mentor conversations, and professional development from this year before logging them in the Experience Tracker.

ACTIVITY	TYPE (JOB SEARCH / MENTOR / PROFESSIONAL DEV.)	WHAT I GAINED

Log Your Year

☐ I've logged these activities in the Experience Tracker.

SkillsUSA Pathful Implementation Guide — College/Postsecondary — Independent Task