



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

OPEN TO ALL STUDENTS

CONFERENCE GUIDE



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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.

SKILLSUSA FRAMEWORK ESSENTIAL ELEMENTS

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

PROFESSIONALISM

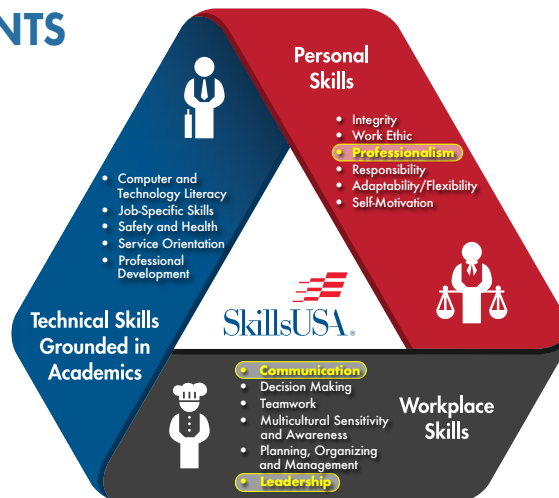
Meeting the behavioral expectations of others.

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
- 8:45 p.m. Advisors and State Staff: Orientation Meeting
Terrace East & West Room
- 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
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. 25, 2023

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 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. D.C. Touring
*States on their own for touring, lunch and dinner
Downtown D.C.*
- 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



TENTATIVE SCHEDULE (CONT.)

TUESDAY, SEPT. 26, 2023

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*
- 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. 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.

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.)



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.



REGISTRATION INFORMATION

REGISTRATION DATES

Registration opens Aug. 1 and closes on Aug. 23 at 11:59 p.m.

REGISTRATION FEE

The conference registration fee of \$650 applies to SkillsUSA members, advisors and chaperones and includes conference activities, local transportation, training materials, conference notebook and some meals.



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

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.

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

Check YES if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA) YES Describe:

Check YES if participant has dietary restrictions: YES Describe:

PAYMENT AND CANCELLATION FEE

There will be no refunds for cancellations after Aug. 23.



HOTEL INFORMATION

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

RESERVATION DEADLINE

Hotel reservation deadline is Aug. 23.

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

The cutoff date reserve room within the block is Aug. 23.

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. 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>



WLTl 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 (WLTl).

Once nomination applications are received, a panel of SkillsUSA staff and leadership trainers will evaluate the applications and select the top candidates. Each WLTl scholarship is for \$800 and is provided to cover expenses for attendees.

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

WLTl Scholarship Application

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



POST-CONFERENCE

CONFERENCE EVALUATIONS

Following WLTi, 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 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 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). 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](https://bit.ly/wlti-interview-guide)
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.

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. 23 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.