

WASHINGTON LEADERSHIP TRAINING INSTITUTE

2019

WLTi 2019 — Conference Information Guide

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The National Association of Secondary School Principals has placed this program on the 2019-2020 NASSP List of Approved Contests, Programs, and Activities for Students.

I. Registration

a. *Registration Fee*

The conference registration fee of \$450 applies to SkillsUSA members, advisors and chaperones and includes the following:

- Conference activities
- Local transportation
- Training materials
- Conference notebook
- Some meals

NOTE: Payment in full by the state director is required to participate. If payment is not received in advance by national headquarters, then payment or proof of payment will be required upon arrival at registration.

b. *Registration Dates*

Registration begins on **Aug. 1, 2019**, and ends on **Aug. 29, 2019**, at 11:59 p.m.

c. *Registration Process*

Log on to: www.skillsusa-register.com

Choose Washington Leadership Training Institute



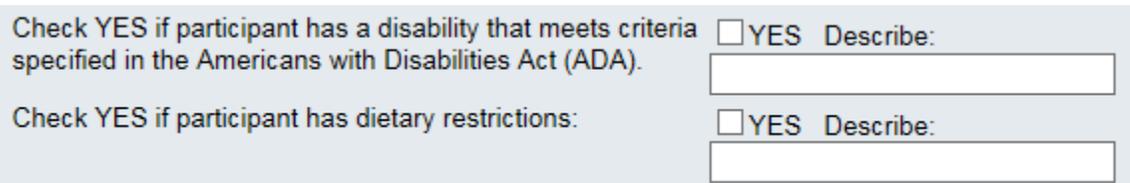
Default Event:
Washington Leadership Training Institute
This will CHANGE your Default Event

Batch Print Submit Registration

- **Previous registrant:** All NLSC conference registration is archived, so if participants attended NLSC and are now attending WLTI, you will be able to use the “Lookup Previous Regs” feature to find their information.
- **New registrants:** Click the “Add new Registrant” button to add a participant who has not previously attended a SkillsUSA event. A blank WLTI form is available under the Conference Tab (dropdown menu), “Blank WLTI form” option. This form will automatically self-populate when you fill out the required registration information.

d. *Disabilities 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.



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:

e. *Payment and Cancellation Fee*

There will be no refund for any cancellations after **Aug. 29, 2019**.

II. Hotel

[Hilton Alexandria Mark Center](#) 5000 Seminary Road
Alexandria, VA 22311

a. *Reservation Deadline*

Hotel reservation deadline is Aug. 29, 2019.

b. *Hotel Room Rates*

Rooms are subject to availability within our block. Once our confirmed conference room block is full, room rates may increase.

- Single – \$155*
- Double – \$155*
- Triple – \$165*
- Quad – \$175*

*Hotel room rates are per room per night, plus applicable tax, which is currently 14.5%, and an occupancy tax of \$1.25.

c. *Reservation Process*

Tennessee Postsecondary State Director will reserve all hotel rooms as a block. Complete the following [hotel planner](#) and submit by August 28, 2019

III. *Payment*

- Payment for hotel and registration will be conducted through LGIP transfer on August 29, 2019.
- Arrangements for scheduling/payment of flights/ground transportation is the responsibility of each institution.

Hotel Shuttle

The Hilton Alexandria Mark Center provides a complimentary shuttle from Ronald Reagan Washington National Airport to the hotel. Shuttle capacity is limited, and larger groups may want to consider other methods of transportation to the hotel.

Hotel Restaurants and Map

- Finn and Porter — Jazzy and cool. Hip and inviting. Finn and Porter gives surf and turf a contemporary twist. The freshest seafood, prime steaks and creative regional sushi. Friendly service that keeps the energy coming. Come savor something fresh. For more information, visit:
<https://www.finnandporteralexandria.com/>

IV. Conference Activities

a. Congressional Appointment

A highlight of WLTI is when students and advisors go to Capitol Hill to visit senators and representatives on Tuesday, **Sept. 24, 2019** from 9:45 a.m.-2:30 p.m. (Buses depart at 2:50 p.m.) **Congressional appointments scheduled by state director

b. 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 other
- **Communication** – Sending and receiving clear messages
- **Leadership** – Influencing the hearts, minds and actions of other

c. Tentative Schedule

Note the following conference changes:

- Additional time has been added for congressional appointments on Tuesday, and our wreath ceremony at Arlington National Cemetery’s Tomb of the Unknowns will take place at 4:15 p.m.
- Celebration evening at the SkillsUSA Leadership Center will be on Saturday evening (previously held on Tuesday evening). This event will honor our retiring executive director, Mr. Tim Lawrence.
- Statesman testing, interviews and final signing will take place on Monday.
- Our closing banquet will take place on Tuesday evening and no formal programming will take place on Wednesday morning as state associations depart to return home. A light breakfast will be available at the hotel for participants.

Saturday, Sept. 21, 2019
*A conference T-shirt will be provided at the SkillsUSA Leadership Center
2 p.m.-5 p.m. Registration and Check-In
5 p.m. Opening Session (at the hotel)
6:30 p.m. Celebration evening at the SkillsUSA Leadership Center
9:30 p.m. Advisors and State Directors: Orientation Meeting
Sunday, Sept. 22, 2019
Attire: SkillsUSA business casual
7:45 a.m. Breakfast
8:45 a.m. General Session — CTE Hot Topics
10 a.m.-12:05 p.m. Advisor Training
10 a.m.-10:50 a.m. Student Training Session
11 a.m.-11:50 p.m. Student Training Session
12 p.m.-1:30 p.m. Lunch and Legislative Panel Discussion
1:45 p.m.-4 p.m. Advisor Training

1:45 p.m.-2:20 p.m. Student Training Session
2:30 p.m.-3 p.m. Break
3 p.m.-4 p.m. Student Training Session
4 p.m.-4:45 p.m. Break
4:45 p.m. Dinner
6 p.m. Evening Monument Tour
Monday, Sept. 23, 2019
8 a.m. Breakfast
8:45 a.m. General Session
9:15 a.m. State Planning Session
11 a.m. National 9/11 Pentagon Memorial
12:30 p.m.-6 p.m. D.C. Touring and Exploring (states on their own)
7 p.m. Statesman Interviews, Statesman Testing and Statesman Signing
11 p.m. Final Statesman Signing
Tuesday, Sept. 24, 2019
7:30 a.m. Buses depart (Breakfast provided on bus)
8:15 a.m. Group Capitol Photo & SkillsUSA Perkins Power CTE Rally
9:45 a.m.-2:30 p.m. (Buses leave at 2:50 p.m.) Congressional Visits
4:15 p.m. Arlington National Cemetery, Tomb of the Unknowns: Wreath Ceremony
6 p.m. Dinner at the hotel
7:30 p.m. Closing Banquet
Wednesday, Sept. 25, 2019
7:30 a.m.-9:30 a.m. Breakfast provided
Travel home from conference

Student Training — During the conference, there will be three student learning tracks: state officers, regional/chapter leaders and college/postsecondary. Training will focus on the three key Essential Elements of the conference, which are professionalism, communication and leadership. 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 CTE and SkillsUSA across the nation

Advisor Training — Training will focus on how to best advocate for your CTE program as well as include implementing our SkillsUSA educational resources.

Note: All advisors should bring a laptop, tablet or other digital device to access digital resources during the training.

Celebration Night at SkillsUSA Leadership Center — This event will happen on Saturday following the opening session. The event will be a fun evening where participants will have the opportunity to explore the SkillsUSA Leadership Center and celebrate Mr. Tim Lawrence, our retiring executive director.

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

SkillsUSA Perkins Power CTE Rally — This high-energy event will kick off the day's activities on Capitol Hill. There will be a brief guest speaker and a limited number of rally signs available.

Wreath Laying at Arlington National Ceremony — 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.

d. *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.

V. Post-Conference

a. *Conference Evaluations*

Following WLTI, state directors and advisors will receive a request to complete an online conference evaluation. These evaluations are vitally important to our continuous improvement process. Please complete the survey and provide valuable feedback.

b. *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 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.

c. *WLTI Group Photo*

The WLTI official conference group photo, along with daily photos and videos, will be posted on the WLTI conference page at: www.skillsusa.org. The high-resolution photos can be downloaded, printed or emailed at your convenience.

VI. Statesman

Please see the following pages.

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2019 SkillsUSA National Statesman Requirements

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 100 possible points. To receive this award, a member must receive a minimum of 80 points. Students, advisors and state directors seeking to achieve this award, must complete the pre-work assignments. Award recipients will be honored during the WLTI closing banquet on Tuesday, Sept. 24, 2019.

The following pre-work assignments must be submitted by **Friday, Sept. 13, 2019**, through our online submission link. The active link will be posted at www.skillsusa.org/wlti once conference registration opens on Aug. 1, 2019. Each document that is submitted must be titled as State Abbreviation _First Name _Last Name _Assignment Name.

Example: NJ_Julie_Rhoads_Informational Interview

Pre-work Assignments Before WLTI

CTE, Carl D. Perkins and Skills Gap Facts (Possible 20 pts)

One of the important experiences of WLTI is the opportunity for members of SkillsUSA to advocate for CTE to Congress. Therefore, understanding the evolution of CTE, the importance of Carl D. Perkins funding and the skills gap is critical to preparing for these conversations with legislators. Take some time to research these three topics — CTE history, Carl D. Perkins Act and the skills gap — and write down eight facts about each topic (24 facts total), being sure to note your online sources. Save the document to be submitted with your other pre-work assignments.

Visit the following websites to jumpstart your research:

- [The Association for Career and Technical Education](#)
- [U.S. Department of Education](#)

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 with your other pre-work assignments.

Before the meeting, print and review the **Informational Interview Questionnaire, which is located at the end of this document.**

Your CTE Story (Possible 10 pts)

We all have a unique story in how we became a career and technical student and member of SkillsUSA. As way to develop your SkillsUSA Framework story, answer the following questions. These answers will be submitted using the pre-work assignment link.

- Name
- Hometown
- School
- CTE career cluster
- CTE program
- Why did you select your CTE program?
- What skills have you learned in your CTE program?
- In which Essential Element from the SkillsUSA Framework have you grown the most?
- What experiences that have helped you grow in this Essential Element?:

All pre-work assignments must be submitted online by **Friday, Sept. 13, 2019**. The pre-work assignment link will be live when registration opens and will be available on our SkillsUSA website. Once your pre-work is submitted, you will receive a confirmation email with your submissions for your reference.

Assignments During WLTI

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 written multiple-choice test during the conference. The test may cover the following information:

SkillsUSA Knowledge

- SkillsUSA motto
- SkillsUSA theme 2019-2020
- Creed
- SkillsUSA colors
- Program of Work
- SkillsUSA Framework
- Executive director and his or her role
- Board of Directors and its role

Civic Awareness and Carl D. Perkins Act

- First Amendment rights
- Branches of the 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

Demonstrating Your SkillsUSA Knowledge (Possible 10 points)

During the conference, you will have the opportunity to state various aspects of SkillsUSA knowledge, to tell your Framework Story and to define professionalism. You will state this information in person to a designated Statesman signer, who will initial each item that is reviewed. Turn in your completed Statesman worksheet to your state leader. Your state leader will deliver the entire delegation's papers to the SkillsUSA conference headquarters by the designated deadline.

- _____ 1. Recite the SkillsUSA Pledge.
- _____ 2. Recite the 2018-2019 SkillsUSA theme and explain what it means to you.
- _____ 3. Recite your SkillsUSA Framework story.
- _____ 4. Recite the components of the POWERR formula and describe development and delivery phases.
- _____ 5. Define professionalism and identify three ways you have demonstrated this skill during WLTI.

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. A list with names, interview times and locations will be posted outside the SkillsUSA conference headquarters.

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. The interview rubric will be available for review.

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Informational Interview Questionnaire

Question 1: How is our school (campus) funded?

Question 2: Approximately how much Perkins funding does our school (campus) receive each year?

Question 3: How is the Perkins funding distribution determined for our school (campus)?

Question 4: How does Perkins funding support my specific training program area?

Question 5: How would our school (campus) be affected if Perkins funding no longer existed?

Question 6: How are new CTE programs determined and implemented at our school (campus)?

Question 7: How does our school (campus) partner with local business and industry to ensure our graduates are properly trained for employment and career-ready?