

SkillsUSA Knowledge Study Guide

SkillsUSA Motto

“Preparing for leadership in the world of work.”

2020-2021 Theme

SkillsUSA: Champions at Work

“Empowered to Succeed”

Symbolism of the SkillsUSA emblem

The **shield** represents *patriotism*.

The **gear** represents the *industrial society*.

The **torch** represents *knowledge*.

The **orbital** circles represent *technology*.

The **hands** represent the *individual*.



SkillsUSA Colors

Red and **white** represent the *individual states and chapters*.

Blue represents the *common union* of the state and chapters.

Gold represents the *individual* (the most important element of the organization.)

Official Attire

For men:

Red SkillsUSA blazer or windbreaker

White dress shirt

Plain, solid black tie

Black dress slacks (not jeans)

Black dress shoes (not sneakers)

For women:

Red SkillsUSA blazer or windbreaker

White blouse

Black dress skirt or slacks (not jeans)

Black or skin-tone sheer seamless hose

Black dress shoes (not sneakers)

SkillsUSA Organizational Structure

Sections (classes) → Chapters (schools) → State associations → Regions → National SkillsUSA
(*Nationally, West Virginia is in Region 3. Additionally, there are 2 regions within our state*)

The SkillsUSA membership year runs from September 1 through August 31.

Types of membership:

Active (student)

Professional (teachers/administrators)

Direct (students in areas without a state or territorial association)

Alumni (former active members)

Honorary life (those who have made a significant contribution to SkillsUSA and/or CTE)

Officers and Their Duties:

President – conducts business meetings and represents the organization

Vice-President – presides at meetings in the absence of the president

Secretary – keeps the minutes of each meeting and maintains all chapter records

Treasurer – keeps the record of chapter funds and maintains the bank book

Reporter – places stories about chapter activities with the local media

Parliamentarian – advises the president on meeting procedures

Historian – Maintains a scrapbook of all SkillsUSA events

Parliamentary Procedure

- All members have equal rights, privileges, and obligations; the majority has the right to decide and the minority has rights which must be protected.
- A **quorum** is the minimum number of members that must be present to conduct business (usually a majority.)
- No member can speak until **recognized by the chair**.
- The main motion is the basis of all parliamentary procedure. All business to be considered by an assembly is introduced by a main motion. This type of motion may only be considered if no other business is pending.
- A motion must be **seconded** to be considered by the assembly; i.e., at least one other person must agree the motion is worth discussing.
- The maker of a motion has the first right to **debate**.
- Motions can be **amended**; i.e., the details of the motion (time, location, etc.) may be changed as long as the substance of the motion remains unchanged.
- Most motions require a **simple majority** (one more than half) to pass; some may require two-thirds.

Professional Development

Goal setting:

- Goal-setting is the process of deciding *where* you want to go and *how* you're going to get there.
- Short-term goals can usually be accomplished in a year or less; long-term goals are achieved by meeting a series of short-term goals.
- Goals must be specific and realistic.
- Measure your progress along the way.

Resumes:

- A resume is a professional summary of your education and work experience.
- A resume should include your contact information, employment objective, educational experience, work experience, special training, certifications, leadership/extracurricular activities, and honors.
- A resume should not include age, race, gender, political affiliation, or any other personal information not relevant to your job qualifications.

Dressing for success:

- You only have one chance to make a first impression.
- Professional dress includes well-fitting, clean, neat, and conservative clothes appropriate for the job to be done.

Etiquette:

- In an introduction, a man is always introduced to a woman; e.g., "Mr. Smith, I'd like to introduce you to Mrs. Jones" or "Mrs. Jones, Mr. Smith."
- Handshakes should be firm and friendly, not limp or crushing.
- A man should rise from his seat when meeting other men or women, or when a woman enters the room and approaches the man's seat.

Components of the Program of Work

Professional development – provide a foundation for success in a career

Community service – promote good will and understanding in the community

Employment – increase opportunities for employer contact and eventual employment

Ways and means – plan and participate in fund-raising activities

SkillsUSA Championships – demonstrate technical/leadership skills through competitive events

Public relations – make the public aware of the good works performed by CTE students

Social activities – get to know other members in a variety of settings

A **balanced** program of work contains a variety of activities from each component.

SkillsUSA Creed

I believe in the dignity of work

I believe in the American way of life

I believe in education

I believe in fair play

I believe satisfaction is achieved by good work

I believe in high moral and spiritual standards

SkillsUSA Core Communication Statement

SkillsUSA is a national partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce.

History of SkillsUSA

The Vocational Industrial Clubs of America Inc. (VICA) was founded by students and teachers who were serious about their professions and saw the need for more training in the areas of leadership to complement their chosen vocation. In Nashville, Tenn., 14 states were represented, as VICA chose its name, colors, motto, purposes and goals. In 2004 the Board of Directors changed the name of the organization to SkillsUSA.

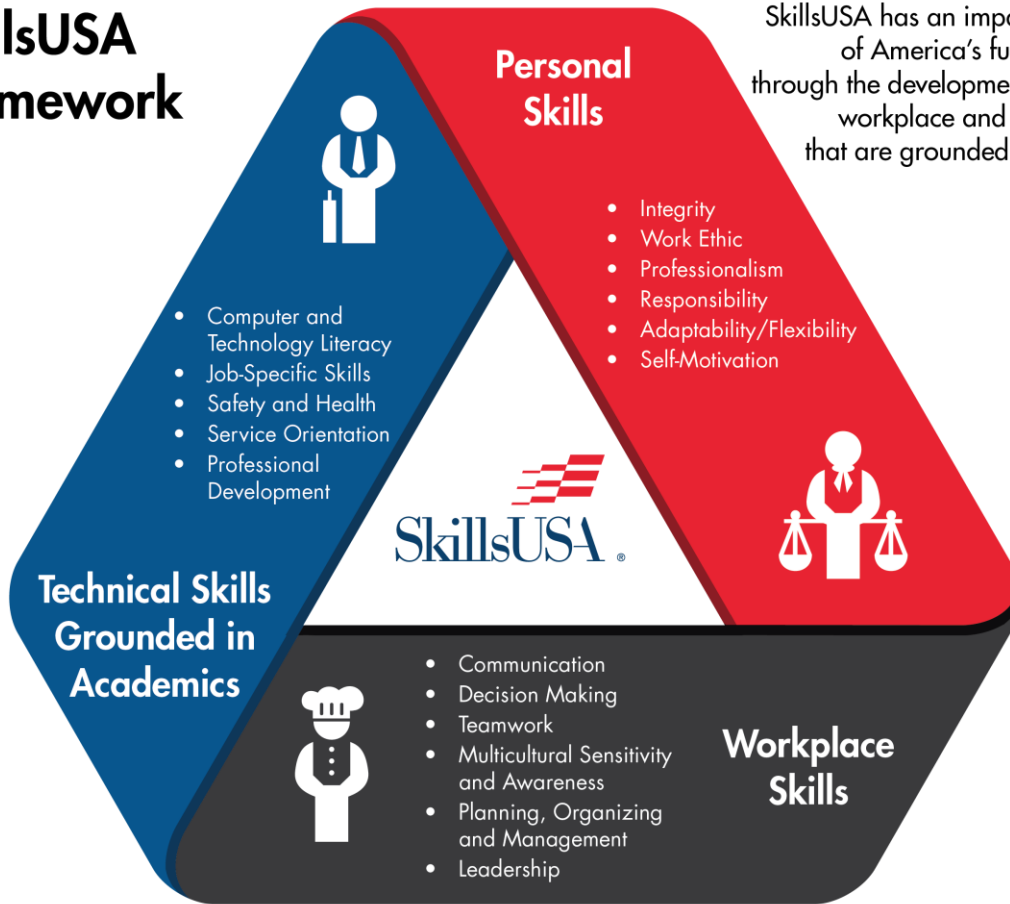
Chelle Travis is the National Executive Director of SkillsUSA. He is a native West Virginian and former student member, who studied welding as a student in Mercer County.

SkillsUSA Pledge

Upon my honor, I pledge:

- To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.
- To base my expectations of reward upon the solid foundation of service.
- To honor and respect my vocation in such a way as to bring repute to myself.
- And further, to spare no effort in upholding the ideals of SkillsUSA.

SkillsUSA Framework



SkillsUSA has an impact on the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

Resources:

SkillsUSA Leadership Handbook

National website (www.skillsusa.org)

State website (www.wvskillsusa.org)

Champions magazine

Robert's Rules of Order (parliamentary procedure)