Advisor Guide

Whether your chapter is participating in Fall Leadership Conference, Elevate – Chapter Officer Development Conference, or both, your students are up for the ultimate Framework skill development experience. This guide will help you walk through the conference experience, registration, and answer frequently asked questions.

Registration Process:

1. Navigate to SkillsUSA Register at register.skillsusa.org and Log in to your account.

2. Find the Virtual Fall Conference event under conference registration. Complete the required fields and appropriate registration type for each participant. Submit registration, print your invoice, and process payment (if applicable). IMPORTANT NOTE: Ensure you correctly enter the participants mailing and email address. This information is more important than ever before as the student’s email account will be used to enroll the student into the Framework Certification module in Absorb, give them access to the conference pages in SkillsUSA CONNECT, and ensure they receive any conference materials that may be mailed directly to their home if your school is in virtual learning.

3. Submit registration, print your invoice, and process payment (if applicable).

After Registration:
- After you’ve registered your participants, please ensure they begin working on their pre-work for the conference.
- All participants will need to create a SkillsUSA CONNECT account (if they haven’t already) ensuring that they use the same email address that was provided during registration. This is where they’ll gain access to the conference once it’s available and take their Framework Essential Element Assessment (FLC).
Frequently Asked Questions:

We are in-person for classes, will my participants still need a one-to-one device?
For the Fall Leadership Conference, yes. Each individual participant is assigned breakout rooms based on their Essential Element Assessment. For Elevate, participants can participate either on a one-to-one device if virtual learning is taking place or if you’re able to gather with your chapter officers, it is preferred that you be together, in-person as a large part of this conference is applied learning where your chapter officers will actively take part in unpacking how to implement a successful program of work activity.

I don’t have my students for the entire day, how will they participate?
These conferences are being offered in the style of virtual field-trips. Just as your students would attend an in-person conference for an entire day (or more) these conference experiences are being offered on one full-day with additional experiences taking place before and after the conference to compliment the full-day experience. Learning outcomes are provided as resources to help you convey the learning that will take place to your administrators.

What does advisor participation look like at these conferences?
During the Fall Leadership Conference, advisor participation will be minimal as the experience is tailored to each individual student’s opportunity for growth. As an advisor, you are welcome to register and attend the conference as an observer, but it is not required. For Elevate, advisor participation and engagement is key to the success of the conference experience for students. At least one advisor should be registered and plan to attend with their chapter officers. If there is more than one advisor who is responsible for implementing your chapter’s Program of Work, they should all plan to attend.

What type of 1:1 device is required?
SkillsUSA CONNECT while designed as a desktop site is completely mobile friendly, however participants will have the best experience participating from a laptop or Chromebook with a webcam and audio. There will be opportunities for students to engage via social media and/or texting so a cell phone is encouraged.

What students are allowed to attend each conference?
Fall Leadership Conference is designed and available to all current and prospective SkillsUSA members who have a desire to grow their Personal, Workplace, and Technical Skills Grounded in Academics. Elevate – SkillsUSA’s Chapter Development Conference is designed for your chapter officers who are engaged in planning and implementing your chapter’s Program of Work. We understand that many chapters range in size of chapter officer teams, so all are welcome as long as they actively play a leadership role in Program of Work development.

How will each conference be delivered?
We are excited to deliver these conference experiences on SkillsUSA CONNECT, SkillsUSA’s virtual community. Zoom will be embedded into the CONNECT platform for session delivery. If your school prohibits the use of Zoom, please contact jbaker@skillsusa.org for an alternative delivery option, however session availability may be limited.

Are the sessions “sit and get” or will there be engagement?
We’re glad you asked! SkillsUSA is all about hands-on, applied learning and that translates to how we deliver our leadership conferences. These sessions were built to intentionally engage students in learning virtually. Participants will be expected to be attentive and engaged with their cameras on for breakout room experiences.

When will my students receive access to the Framework Certification and Statesman Assessment?
Participants will be enrolled in Absorb shortly after the registration deadline. Participants will receive an email when their enrollment is complete.

When is conference pre-work due?
Conference pre-work is due at 5 p.m. the day before the conference begins.

How can my student prepare for the Statesman Assessment?
Participants can access the Quizlet in SkillsUSA CONNECT to learn SkillsUSA Knowledge that will be helpful to complete the assessment.
Do my students need supplies for this conference?
With pre-work complete, a 1:1 device and internet connection they’ll be all set for a successful conference.

What is the Statesman Assessment?
The Statesman Assessment is a SkillsUSA knowledge test. It’s our virtual twist on what is a customary statesman award earned at some Fall Leadership Conferences.

What is the SkillsUSA Framework Certification?
SkillsUSA’s Framework Certification is an e-learning module where participants will learn about SkillsUSA and how it ensures the development of world-class workers, leaders and responsible American citizens through the SkillsUSA Framework. Through completion of the certification, participants will be able to:
• articulate the meaning of SkillsUSA’s mission and vision statements.
• explain the SkillsUSA Framework through a brief Framework story.
• describe the six components of the SkillsUSA Program of Work and select appropriate activities to align with it.

What is the difference between the Framework Essential Element Assessment & Framework Certification?
The Framework Essential Element Assessment is a self-assessment of an individual’s skills relative to the SkillsUSA Framework, where the Framework Certification helps unpack SkillsUSA through an interactive e-learning module with a learning journal and Framework knowledge assessment.

Who can help my students if they are having trouble logging into SkillsUSA CONNECT and/or Absorb?
SkillsUSA’s Customer Care Team is available to help participants with access to SkillsUSA CONNECT or Absorb during regular business hours. They can be contacted at (844) 875-4557 or customercare@skillsusa.org.

Do my students need to wear SkillsUSA official attire for the conference?
No, official attire is not required for either conference experience. Students are encouraged to wear SkillsUSA logo attire, but that is not a requirement. All clothing should be appropriate for a professional setting (ie. No PJs, tank-tops, etc.).
Virtual Fall Leadership Conference

Conference Outcome Statements
As a result of the Fall Leadership Conference, the SkillsUSA mission is achieved by ensuring that chapter members are able to:

- Identify specific Essential Elements in which they may grow as a result of completing an Essential Element self-evaluation.
- Participate in two FLC sessions focused on different Essential Elements to demonstrate growth in the respective skills.
- Learn and apply skills and knowledge about each Essential Element found in the SkillsUSA Framework.

Participant Pre-Work

Step One (By Registration Deadline)
Build Profile in SkillsUSA CONNECT
Participants will need to create an account in SkillsUSA CONNECT, as this is where the conference will be hosted.

Step Two (By Registration Deadline)
Complete Essential Element Assessment in SkillsUSA CONNECT

Step Three (One Week Before FLC)
Complete Framework Certification Module in SkillsUSA ABSORB

Step Four (One Week Before FLC)
Complete SkillsUSA Statesman Quiz in SkillsUSA ABSORB

Required Resources

1:1 Computer or Chromebook

Cell Phone

These will be needed even if your chapter is in-person, as participants will attend personalized sessions based on their opportunities for growth relative to the SkillsUSA Framework.

Advisor not required to join
Virtual Fall Leadership Conference Schedule | 9 a.m. Start Time

8:40 a.m. – 9:00 a.m.  Log in to SkillsUSA CONNECT for Pre-Conference Show
Log in to your SkillsUSA CONNECT account at connect.skillsusa.org.

9:00 a.m. – 9:30 a.m.  Opening Session
Join your SkillsUSA facilitators for an exciting and engaging opening session where we’ll unpack the SkillsUSA Framework and prepare for the Fall Leadership Conference experience.

9:30 a.m. – 10:20 a.m.  Essential Element Workshop
Work to refine and build skills in the areas you have the most opportunity for growth. This session will be assigned based on the personalized results of your Essential Element Assessment.

10:20 a.m. – 10:40 a.m.  Group Break
Networking is a valuable opportunity you get from any conference, but this one just got a lot more fun!

10:40 a.m. – 11:30 a.m.  Essential Element Workshop
Work to refine and build skills in the areas you have the most opportunity for growth. This session will be assigned based on the personalized results of your Essential Element Assessment.

11:30 a.m. – 12:00 p.m.  Wrap-Up Session
As we prepare to break for lunch, we’ll recap our experience so far and unpack what the rest of the day has in store.

12:00 p.m. – 12:30 p.m.  Lunch Break
Grab a quick bite to eat, but don’t be late to the team challenge.

12:30 p.m. – 2:00 p.m.  Framework Essential Element Treasure Hunt
Join new SkillsUSA friends in the Framework Essential Element Treasure Hunt! As a team, you will experience each Essential Element as you race against the clock and other teams. Be prepared to work as a team, be creative and celebrate your success.

2:00 p.m. – 2:30 p.m.  Celebration and Recognition Session
You did it! You have developed your Framework skills and, most of all, you’ve built relationships with members across the state. Join your state officer team to celebrate your achievements.
Elevate Chapter Officer Development Conference

Conference Outcome Statements
As a result of the Elevate conference, the SkillsUSA mission is achieved by ensuring that chapter officers are able to:

• Identify the importance of Self-Motivation; Communication; Teamwork; and Planning, Organization and Management in serving their chapter members.

• Describe the intentional development of Framework skills through chapter Program of Work activities.

• Analyze the four-step process of conducting successful chapter activities.

Participant Pre-Work

Step One (BY REGISTRATION DEADLINE)
Create/Join Chapter Group in SkillsUSA CONNECT
Instructions Available at bit.ly/connectchaptergroups

Step Two
Attend Fall Leadership Conference or have Foundational Framework Awareness

Step Three (ONE WEEK BEFORE FLC)
Complete Framework Certification Module in SkillsUSA ABSORB

Required Resources

1:1 Computer or Chromebook

Cell Phone

Unless chapter is physically together (preferred), cell phones are needed, as chapter teams will be working together throughout the conference.

At least one advisor is required to participate with the chapter officers.
## Elevate Conference Schedule | 10 a.m. Start Time

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>9:40 a.m. – 10 a.m.</td>
<td><strong>Log in to SkillsUSA CONNECT for Pre-Conference Show</strong>&lt;br&gt;Log in to your SkillsUSA CONNECT account at connect.skillsusa.org.</td>
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<tr>
<td>10 a.m. – 10:30 a.m.</td>
<td><strong>Opening Session</strong>&lt;br&gt;Join your SkillsUSA facilitators for an exciting and engaging opening session where we’ll unpack what it means to be a SkillsUSA chapter officer and take a look at the day ahead.</td>
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<tr>
<td>10:30 a.m. – 12:30 p.m.</td>
<td><strong>Essential Element Team Challenge</strong>&lt;br&gt;Explore the conference’s four essential elements: Self-Motivation; Communication; Teamwork; and Planning, Organization and Management. For many of you, school will be virtual or hybrid, and we know these four Essential Elements will equip chapter officers to successfully lead their chapter, no matter how they are attending schools.</td>
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<tr>
<td>12:30 p.m. – 1:00 p.m.</td>
<td><strong>Essential Element Connection Session</strong>&lt;br&gt;Together, we’ll unpack how those Essential Elements can lead to a successful program of work for your chapter and how it could set you on a path to success in the Chapter Excellence Program.</td>
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<tr>
<td>1:00 p.m. – 1:30 p.m.</td>
<td><strong>Lunch Break</strong>&lt;br&gt;Grab a quick bite to eat, but don’t be late to the Program of Work Launch Session.</td>
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<tr>
<td>1:30 p.m. – 3:00 p.m.</td>
<td><strong>Program of Work Launch Session</strong>&lt;br&gt;What is SkillsUSA’s Program of Work(Pow)? The PoW defines areas of focus for a well-run chapter in the same way a well-run business may be divided into different divisions. Each division has specific responsibilities, but all contribute to the overall success of the business. Let’s dive into how we can develop and refine your chapter program of work.</td>
</tr>
<tr>
<td>3:00 p.m. – 3:30 p.m.</td>
<td><strong>Celebration and Recognition Session</strong>&lt;br&gt;You did it! You and your SkillsUSA chapter officer team are ready for a successful year of building Framework skills in your members through planning, implementing, evaluating and celebrating an effective SkillsUSA Program of Work. Let’s celebrate together and finalize our plan to elevate our chapters this year.</td>
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