

National Officer Program Details

National officers will have experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. The national officer program focuses primarily on five key essential elements: Responsibility, Communication, Teamwork, Leadership and Professional Development.

OVERALL PROGRAM OUTCOMES

Responsibility

- Accept consequences for actions and choices — both positive and negative — and use what is learned to inform a future situation
- Follow through on commitments at a high quality with minimal supervision
- Proactively seek feedback on tasks and assignments and confidently seek help to complete a difficult task or a task about which they have a question

Communication

- Use the POWERR formula to develop a variety of communication outputs
- Use the POWERR tool to effectively deliver a variety of communication outputs
- Craft and share messages formally and informally about career and technical education (CTE) and SkillsUSA with any stakeholder in a knowledgeable way

Teamwork

- Define and fill officer's individual role within the team
- Understand, encourage and enable the fulfillment of others' roles within the team
- Contribute collaboratively to the achievement of the SkillsUSA vision and mission through a well-defined action plan

Leadership

- Demonstrate attributes that cause followers to trust
- Model compassion
- Exhibit characteristics of stable leadership
- Generate hope in followers

Professional Development

- Actively engage in developing a rich mentor-student relationship
- Evaluate personal limitations and abilities to develop a personal growth plan that achieves short-term and longer-term career and personal goals
- Complete a personal growth plan including self-reflections and feedback from mentor and national officer program leadership



Preparing a National Officer Candidate Calendar

Leadership and Personal Growth RESOURCES

SkillsUSA's *The Four Pillars*

SkillsUSA's *Leveraging Your
Leadership with POWERful
Presentations*

SkillsUSA's *Leveraging Your
Leadership with Parliamentary
Procedure*

SkillsUSA's *Leveraging Your
Leadership with Effective
Chapter Meetings*

SkillsUSA's *Leveraging Your
Leadership with Effective
Communication*

Seven Habits of Highly Effective Teens
by Stephen Covey

*17 Essential Qualities of a Team
Player* by John C. Maxwell

21 Indispensable Qualities of a Leader
by John C. Maxwell

Habitudes by Tim Elmore



JUNE

- Participate in Activate/Leverage
- Lead delegate at the Delegate Sessions at the National Leadership & Skills Conference

JULY

- Participate in state officer training as an officer
- Read the SkillsUSA Leadership Handbook
- Read national officer program guide for candidate preparation and expectation details

AUGUST

- Start Career Essentials: Experiences with local chapter advisors
- Register as a SkillsUSA member at the chapter level

SEPTEMBER

- Attend the Washington Leadership Training Institute (WLTI)
- Complete Statesman award requirements
- Create personal or chapter goals to participate in the Presidential Service Volunteer Service Award (PVSA)

OCTOBER

- Review national officer program guide for candidate preparation and expectation details
- Meet with your local chapter advisor to discuss candidacy
- Gain support from school/college you will attend next year
- Gain support from partners and/or guardians
- Lead, participate and facilitate workshops during state Fall Leadership Conferences

NOVEMBER

- Gain support from SkillsUSA state director

DECEMBER

- Gain support from state regional leader
- Review the SkillsUSA Leadership Handbook
- Review SkillsUSA Website www.skillsusa.org: mission, vision, values, national officer selection process/application details

JANUARY

- Gain support from local school administrators
- Scenario role play to practice for interviews

FEBRUARY

- Participate in CTE month activities
- Participate in state legislative day
- Lead chapter programs for SkillsUSA Week
- Form a national officer campaign committee
- Brainstorm ideas for national officer campaign design
- Read national officer program guide for candidate campaign rules and regulations
- Gain support from state regional delegates

MARCH

- Lead chapter participation in the Chapter Excellence Program (CEP)
- Seek approval from state delegates during State Leadership & Skills Conferences
- Scenario role play to practice for interviews

APRIL

- Deliver speeches during State Leadership & Skills Conferences
- Gain approval from state delegates during State Leadership & Skills Conferences
- Complete Career Essentials: Experiences with local chapter advisors
- Gain approval from state board of directors
- Submit Presidential Service Volunteer Service Award (PVSA)
- Review national officer candidate application information and requirements; start gathering materials needed
- Present ideas for promotional brand for national officer campaign to state directors
- Present ideas for campaign funding

MAY

- Complete all required national officer candidate application items, including State SkillsUSA Director endorsement letter, school verification letter, school administrator support letter and chapter advisor support letter
- Prepare responses to all short answer questions in application
- Study the SkillsUSA Leadership Handbook
- Order national campaign materials
- Read national officer program guide for candidate schedule onsite and after NLSC
- Book travel arrangements for NLSC (note if national officer candidate is elected they will begin National Officer Post-Election Training the day after the Award Ceremony)
- Review Voting Delegate Guide

JUNE

- Submit all required national officer candidate application information by June 1
- Scenario role play to practice for interviews
- Participate in Activate/Leverage