

SkillsUSA Knowledge Test Study Guide

Theme

SkillsUSA: Champions at Work

Educated and Skilled to Lead America

The topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board contests is how our slogan, SkillsUSA: Champions at Work, relates to our national program of work in the area of Professional Development.

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)

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 Organizational Structure

Sections (classes) → Chapters (schools) → State associations → Regions → National SkillsUSA

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 and Chaplain – Also Officer seats. Historian takes pictures and keeps records of the years 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.