

# Statesman Award Study Guide 2024 (revised 10/08/24)

**1. State the SkillsUSA motto and explain its meaning.**

Preparing for Leadership in the World of Work.

**2. Know and state the SkillsUSA Pledge.**

Upon my honor, I pledge: To prepare myself by diligent study and ardent practice to become a worker whose service 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.

**3. Know and recite the SkillsUSA's mission.**

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members.

**4. Give the current SkillsUSA theme and explain what it means to you.**

"Ignite Your Potential"

**5. Name the components of the National SkillsUSA Program of Work.**

Advocacy, Community Engagement, Financial Management, Leadership Development, Partner and Alumni Engagement, Workplace Experiences

**6. State purpose of Chapter Excellence Program.**

To honor chapter achievement relative to the SkillsUSA Framework for developing personal, workplace and technical skills.

**7. Explain the purpose of the SkillsUSA Framework.**

It supports a balanced program and chapter and illustrates how students fulfill the mission of the organization.

**8. Name the 3 components of the SkillsUSA Framework.**

Personal Skills, Workplace Skills, Technical Skills grounded in Academics.

**9. Name three of the five Framework Essential Elements for Technical Skills.**

- a. Personal development
- b. Service Orientation
- c. Safety and Health
- d. Job-Specific Skills
- e. Computer and Technology Literacy

**10. Name three of the six Framework Essential Elements for Workplace Skills.**

- f. Communication
- g. Decision-Making
- h. Teamwork
- i. Multicultural Sensitivity
- j. Leadership
- k. Planning, Organizing, and Management

**11. Name three of the six Framework Essential Elements for Personal Skills.**

- l. Integrity
- m. Work ethic
- n. Professionalism
- o. Responsibility
- p. Adaptability/ Flexibility
- q. Self-motivation

**12.State two ways to demonstrate responsibility:**

- a. Honoring your commitments.
- b. Completing your work and assignments on time.
- c. Work efficiently and effectively without supervision.
- d. Persevering to accomplish your work.

**13. State two ways to demonstrate job-specific skills:**

- a. Knowing your job roles and responsibilities.
- b. Performing your job confidently.
- c. Seeking ways to improve your job performance.
- d. Following personal manual policies.
- e. Performing responsibilities without direct supervision.
- f. Teaching others job specific tasks.
- g. Being open to coaching and feedback.

**14. State two ways to demonstrate teamwork:**

- a. Working collaboratively with peers, classmates, and co-workers.
- b. Honoring the contributions of others.
- c. Being flexible and open.
- d. Honoring your commitments and responsibilities to the team.
- e. Respecting and supporting your team members.

**15. State two ways to demonstrate work ethic:**

- f. Engaging in meaningful work to make a contribution.
- g. Being productive at all times of the day.
- h. Reflecting and evaluating your productivity.
- i. Doing what it takes to get the job done.

**16. State two ways to demonstrate multicultural sensitivity:**

- j. Learning about other cultures.
- k. Valuing diversity.
- l. Demonstrating tact in words and actions.
- m. Treating everyone with respect.
- n. Empowering everyone equally.

**17. State two ways to demonstrate integrity:**

- o. Being honest.
- p. Doing what you say you will do.
- q. Holding yourself and others accountable.
- r. Making choices consistent with your values.

**Session Reflections: Familiarize yourself with topics below and you will learn more about each topic at FLC aligned sessions.**

**18. Communication:** What is an example of professional body language? What are the components of active listening? What is the definition of the components of communication (Verbal, Paraverbal, or Nonverbal)?

**19. Chapter Excellence:** What is the Chapter Excellence program, and how can it be an effective tool for a strong chapter?

**20. SMART Goals:** How can you build your own SMART goal(s)? What does SMART stand for? What role do SMART goals play in achieving Chapter Excellence?

**21. Time Management:** How do you manage your 24 hours each day? How can poor time management from one individual affect an entire workplace? How do you allocate time towards your priorities throughout your day?

**22. Program of Work:** What is the Program of Work, and how can you effectively create one for your chapter?

**23. Teamwork:** What behaviors can you demonstrate as a responsible team member? What characteristics do you think you need to have to be an effective team? How could someone's background affect their role on a team?

**24. Work Ethic & Responsibility:** What behaviors show responsibility and a strong work ethic?