

# **Washington State Career and Technical Education**

## **Core Leadership Skills**

### **Preamble**

Leadership skill development for all students is a required, integral part of all Career and Technical Education (CTE) instructional programs. Leadership can be defined as the ability to preside, guide, or manage self, others, activities, or events with responsibility for the final outcome. Integrating leadership skill development into CTE instructional programs enables students to fully utilize the subject matter content they receive. Leadership skills empower each student to assume responsible roles in the family, community, business and industry environments.

The purpose of this document is to provide Career and Technical Educators with a resource to assist them in assuring that leadership skill development is an integral part of every CTE program's curriculum. This document will also provide information on the resources available through Career and Technical Student Organizations (CTSOs). In the event that the program does not utilize programs and activities provided by a Washington State recognized CTSO, a local district must provide core leadership skill development at a standard equivalent to the CTSOs. The leadership skills listed in this document should not be viewed as an all-inclusive list, but one that provides a basic core of skills common to all program areas that educators can integrate into

and build upon in the classroom. This core leadership skills document includes three categories of leadership skill development:

- **Leadership: Individual Skills**
- **Leadership: Group Skills**
- **Leadership: Community and Career Skills**

When planning an individual course, districts may choose which of the core leadership skill(s) from each category above will be addressed in that course. Upon completion of a program (sequence of courses), students will be able to demonstrate knowledge and skills in all of the leadership skills.

In Washington State, basic values and character traits as well as employability skills are related to, but differentiated from leadership skills. You may access the employability skills at [www.k12.wa.us/careerteched](http://www.k12.wa.us/careerteched).

### **Career and Technical Student Organization Programs and Activities**

Students in Washington State have the opportunity to practice leadership skills on the highest professional level through the Career and Technical Student Organizations (CTSOs). Washington State recognizes six CTSOs: *DECA: An Association of Marketing Students*; *Future Business Leaders of America (FBLA)*; *Family, Career, and Community Leaders of America (FCCLA)*; *FFA (formerly known as the Future Farmers of America)*; *Skills USA-VICA*; and the *Technology Student Association (TSA)*. Through CTSO organizations, students have leadership skill development opportunities available at the classroom, local, state, national and international levels. Integrating CTSO programs and activities into the curriculum provides students opportunities to participate in out-of-school

activities, as well. These would include various meetings, community service projects, and local, state, regional, national and international activities and conferences. These activities and events are opportunities to interact in a professional environment with a diverse group of peers while learning from professionals in industries related to the curriculum.

CTSO programs and activities integrated into the related CTE curriculum become co-curricular activities that *extend* a student's horizon. CTSO programs and activities give students an important opportunity to experience the application of foundational leadership skills learned in the classroom. CTSO programs and activities provide the opportunity for students to:

- Test their abilities with their peers in a variety of subject areas by completing a myriad of projects and preparations at the highest levels. These activities or competitive events are evaluated against criteria set at industry standards.
- Raise their own standard of achievement to the related industry standard.
- Advance and extend leadership skills beyond the classroom utilizing academic and technical skills in an environment that will assist the student in connecting to their future career and educational goals.

There is a need for leadership skills in all aspects of life and the CTSOs provide excellent models to deliver leadership skill development opportunities for students. A CTSO Resource Table is included in this document to assist CTE educators in identifying resources that can be used in addressing the identified core leadership skills.

**WASHINGTON STATE CAREER AND TECHNICAL EDUCATION  
Core Leadership Skills**

The leadership skills listed in the three categories below are the core leadership skills that students should be able to demonstrate prior to their completion of a Career and Technical Education program. These core leadership skills are common to all of the recognized Washington Career and Technical Student Organizations. When planning an individual course, districts may choose which core leadership skills from each category will be addressed in that course. Upon completion of a program (sequence of courses), students will be able to demonstrate each of the core leadership skills. All students will apply leadership skills in real-world, family, community, and business and industry applications.

<u>Leadership: Individual Skills</u>	<u>Leadership: Group Skills</u>	<u>Leadership: Community and Career Skills</u>
1.1 The student will analyze, refine, and apply decision-making skills through classroom, family, community, and business and industry (work-related) experiences.	2.1 The student will communicate, participate, and advocate effectively in pairs, small groups, teams, and large groups in order to reach common goals.	3.1 The student will analyze the roles and responsibilities of citizenship.
1.2 The student will identify and analyze the characteristics of family, community, business, and industry leaders.	2.2 The student will demonstrate knowledge of conflict resolution and challenge management.	3.2 The student will demonstrate social responsibility in family, community, and business and industry.
1.3 The student will demonstrate oral, interpersonal, written, and electronic communication and presentation skills and understand how to apply those skills.	2.3 The student will analyze the complex responsibilities of the leader and follower and demonstrate the ability to both lead and follow.	3.3 The student will understand their role, participate in and evaluate community service and service learning activities.
1.4 The student will be involved in activities that require applying theory, problem-solving, and using critical and creative thinking skills while understanding outcomes of related decisions.	2.4 The student will demonstrate skills that assist in understanding and accepting responsibility to family, community, and business and industry.	3.4 The student will understand the organizational skills necessary to be a successful leader and citizen and practices those skills in real-life.
1.5 The student will demonstrate self-advocacy skills by achieving planned, individual goals.	2.5 The student will demonstrate a working knowledge of parliamentary procedure.	3.5 The student will understand and utilize organizational systems to advocate for issues at the local, state, national and international level.
1.6 The student will conduct self in a professional manner in practical career applications, organizational forums, and decision-making bodies.	2.6 The student will use knowledge, build interest, guide and influence decisions, organize efforts, and involve members of a group to assure that a pre-planned group activity is completed.	3.6 The student will understand the importance and utilize the components and structure of community-based organizations.
	2.7 The student will demonstrate the ability to train others to understand the established rules and expectations, rationale, and consequences and to follow those rules and expectations.	3.7 The student will participate in the development of a program of work or strategic plan and will work to implement the organization's goals.
	2.8 The student will demonstrate the ability to incorporate and utilize the principles of group dynamics in a variety of settings.	

## Career and Technical Student Organization Resource Table

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<b>Leadership: Group Skills</b>						
2.3 The student will analyze the complex responsibilities of the leader and follower and demonstrate the ability to both lead and follow.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events Area, state, regional and international conferences Leadership Development Academy Student Management Institute Western Region Officer Training Camp/Student Leadership Institute	Chapter Management Handbook Washington State Business Leadership Competitive Event Guidelines, specifically Entrepreneurship, Emerging Business Issues FBLA Program of Work	Learned through the Dynamic Leadership program and practiced in all other group activities.  Chapter Officer State Officer  Youth Leadership Training	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  SkillsUSA Championships Technical Standards  Leadership Handbook  Chapter, Regional, State, & National Meetings & Conferences  Serve as a chapter officer or state officer	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Group Skills</b>						
2.4 The student will demonstrate skills that assist in understanding and accepting responsibility to family, community, and business and industry.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events Area, state, regional and international Conferences	Chapter Management Handbook Washington State Business Leadership Competitive Event Guidelines, specifically Creed, Community Service Project, and American Enterprise	Power of One, Leaders at Work, Families First, Community Service, FCCLA model Student Body, Financial Fitness programs.	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  SkillsUSA Championships Technical Standards  Leadership Handbook  Chapter, Regional, State, & National Meetings & Conferences  Community Service Projects	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Group Skills</b>						
2.5 The student will demonstrate a working knowledge of parliamentary procedure.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. Chapter Activities Program (CAP) Guide for DECA Chapter Officers DECA Quiz bowl DECA's Leadership Education Action Program (LEAP) Officer Leadership Training DECA Guide, current edition	Chapter Management Handbook Washington State Business Leadership Competitive Event Guidelines, specifically Parliamentary Procedure FBLA local, regional, state, national meeting activities	FCCLA organization activities and Parliamentary Procedure STAR Event  Chapter Meetings  Regional, State, and National Leadership Programs  Officer Training	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  SkillsUSA Championships Technical Standards—Chapter Business Procedure Contest  Leadership Handbook  Chapter, Regional, State, & National Meetings & Conferences	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Group Skills</b>						
2.6 The student will use knowledge, build interest, guide and influence decisions, organize efforts, and involve members of a group to assure that a pre-planned group activity is completed.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) DECA Guide, current edition DECA School- Based Enterprise. Chapter Activities Program (CAP) DECA Competitive Events Area, state, regional and international Conferences	Chapter Management Handbook FBLA Program of Work Local, regional, state, and national program activities	Taking the role of leader in all FCCLA national program group activities.  FCCLA Program of Work  Member Quest	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Chapter, Regional, State, & National Meetings & Conferences  Serve as a committee member, chapter officer, or state officer  Community Service Project	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALR's <u>Leadership:</u> TSA Leadership Activity Resume TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Group Skills</b>						
2.7 The student will demonstrate the ability to train others to understand the established rules and expectations, rationale, and consequences and to follow those rules and expectations.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events Area, state, regional and international Conferences	Chapter Management Handbook Institute for Leaders State officer training/Executive Committee Local, regional, state and national program activities	FCCLA organization activities; ie., for meetings, travel, community activities	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Serve as a chapter officer or state officer  Regional, State, & National Meetings & Conferences SkillsUSA Championships Technical Standards	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Group</b>						
2.8 The student demonstrates the ability to incorporate and utilize the principles of group dynamics in a variety of settings.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events Leadership Development Academy Student Management Institute Western Region Officer Training Camp/Student Leadership Institute	Chapter Management Handbook Washington State Business Leadership Competitive Event Guidelines, specifically Community Service Teambuilding Project, Parliamentary Procedure, Gold Seal Award of Merit	Learned through Dynamic Leadership program and applied in all activities.  STAR Events  Group Competitions  Regional, State and National Leadership Programs	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Serve as a chapter officer or state officer  Total Quality Curriculum  Chapter, Regional, State, & National Meetings & Conferences  SkillsUSA Championships Technical Standards	<u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Community and Career Skills</b>						
3.1 The student will analyze the roles and responsibilities of citizenship.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events specifically Civic Consciousness, Public Relations, Creative Marketing	Chapter Management Handbook. Washington State Business Leadership Competitive Event Guidelines, specifically Community Service, Partnership with Business. Caucusing/Campaigning Guidelines. March of Dimes or other service activities. Activity on the local, state and national levels.	Dynamic Leadership  Community Service Project  STOP the Violence Programs  Join Hands Day/Make a Difference Day.  NOYS	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Serve as a chapter officer or state officer  Community Service Projects	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Community and Career Skills</b>						
3.2 The student will demonstrate social responsibility in family, community, and business and industry.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition DECA Competitive Events specifically marketing research events and Creative Marketing	Chapter Management Handbook. Washington State Business Leadership Competitive Event Guidelines, specifically Community Service, Partnership with Business. Caucusing/Campaigning Guidelines. March of Dimes activities. Activity on the local, state and national levels.	Families First, Community Service, Career Connection  Job Interview  Food Preparation & Services  Leaders at Work	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Community Service Projects  Regional, State, & National Meetings & Conferences	<u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Community and Career Skills</b>						
3.3 The student will demonstrate their understanding of their role and participate and evaluate in community service and service learning.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events specifically Civic Consciousness	Chapter Management Handbook. Washington State Business Leadership Competitive Event Guidelines, specifically Community Service, Partnership with Business. Caucusing/Campaigning Guidelines. March of Dimes activities. Activity on the local, state and national levels.	FCCLA Community Service program, Families First, Student Body, Financial Fitness, Focus on Children STAR Event  STOP the Violence  Join Hands Day/Make a Difference Day.  NOYS	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Serve as a chapter officer or state officer  Community Service Projects	<u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Community and Career Skills</b>						
3.4 The student understands the organizational skills necessary to be a successful leader and citizen and practices those skills in real-life situations.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition Area, state, regional and international Conferences Leadership Development Academy Student Management Institute Western Region Officer Training Camp/Student Leadership Institute	Chapter Management Handbook. Washington State Business Leadership Competitive Event Guidelines, specifically Future Business Leader, American Enterprise, Business Plan. Institute for Leaders.	Active membership in the FCCLA organization  Regional, State, and National Conferences	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Serve as a chapter officer or state officer  Chapter, Regional, State, and National Meetings & Conferences  Shadowing & Mentoring  Community Service Projects  SkillsUSA Championships Technical Standards	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Community and Career Skills</b>						
3.5 The student understands and utilizes organizational systems to advocate for issues on the local, state and international level.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition DECA Competitive Events Area, state, regional and international Conferences	Chapter Management Handbook. Institute for Leaders. Local, regional, state, and national advocacy.	Advocating through the FCCLA organization structure from local through national levels.  NOYS  FCCLA Week  STOP the Violence  FACTS	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Total Quality Curriculum  Serve as a chapter officer or state officer  Regional, State, and National Meetings & Conferences	<u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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CORE LEADERSHIP SKILL	DECA <a href="http://www.wadeca.org">www.wadeca.org</a> <a href="http://www.deca.org">www.deca.org</a>	FBLA <a href="http://www.wafbla.org">www.wafbla.org</a> <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>	FCCLA <a href="mailto:fccla@wsu.edu">fccla@wsu.edu</a> <a href="http://www.fcclainc.org">www.fcclainc.org</a>	FFA <a href="http://www.waffa.wsu.edu/">www.waffa.wsu.edu/</a> <a href="http://www.ffa.org">www.ffa.org</a>	Skills USA-VICA <a href="http://www.skillsusa.org">www.skillsusa.org</a> <a href="http://www.waskillsusa.org">www.waskillsusa.org</a>	TSA <a href="http://www.wtsawb.org">www.wtsawb.org</a> <a href="http://www.tsaweb.org">www.tsaweb.org</a>
<b>Leadership: Community and Career Skills</b>						
3.6 The student understands the importance of and utilizes the components and structure of community-based organizations.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition Area, state, regional and international Conferences	Chapter Management Handbook. Washington State Business Leadership Competitive Event Guidelines, specifically Community Service and Community Service Teambuilding Project, Economics.	Recognizing, understanding and participating in FCCLA traditions, organizational systems, and activities.  FCCLA Creed  FCCLA Chapter Handbook  Chapter member activities	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  Serve on a chapter committee, as a chapter officer or state officer  Community Service Projects  Chapter, Regional, State, and National Meetings & Conferences	<u>Leadership:</u> TSA Leadership Activity Résumé  TSA Awards and Recognition Programs  <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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<b>Leadership: Community and Career Skills</b>						
3.7 The student will participate in the development of a program of work or strategic plan and will work to implement the organization's goals.	Marketing Essentials, 3 <sup>rd</sup> Edition references specific DECA Connections. DECA's Leadership Education Action Program (LEAP) Chapter Activities Program (CAP) DECA Guide, current edition DECA School- Based Enterprise. DECA Competitive Events specifically Marketing Research Events Western Region Student Leadership Institute Conferences	Chapter Management Handbook. Washington State Business Leadership Competitive Event Guidelines, specifically Business Plan, Local Chapter Annual Report. Institute for Leaders. FBLA Program of Work. State officer training.	Active participation in the development of the FCCLA program of work and activities to reach the organization's goals.  Step One  Member Quest	Local Program Resource Guide (Current Edition)  Connecting Career Development Event (Local, State, and National Level)  Attendance at leadership specific conferences:  Made for Excellence  Advanced Leadership Development	Professional Development Program (PDP)  Leadership Handbook  As a member of a chapter, chapter officer or state officer plan a program of work  Chapter, Regional, State, and National Meetings & Conferences  SkillsUSA Championships Technical Standards	<u>Classroom:</u> TSA Competitive Events Guide Standards for Technological Literacy Correlation TSA Competitive Events correlation with WA State EALRs <u>Leadership:</u> TSA Leadership Activity Résumé TSA Awards and Recognition Programs <u>Competitions:</u> Local Regional State National <u>Conferences:</u> WTSA State Leadership Conference TSA National Leadership Conference

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