



**Go where
learning
gets REAL.**



pdp

**Professional
Development
Program**

PDP is a flexible program to help students acquire the skills, attitudes and values needed in the workplace—and in life!

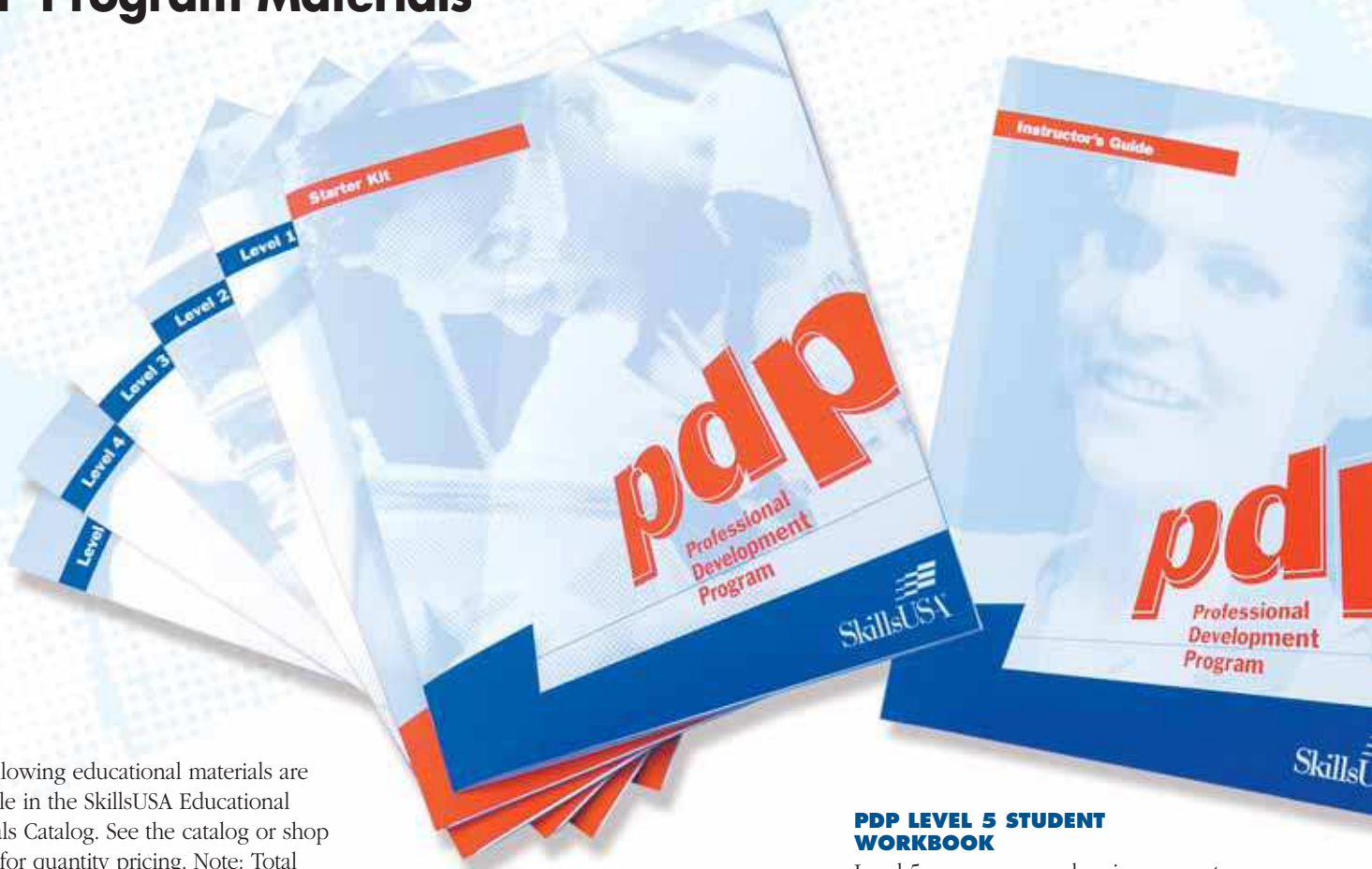


**Available in two
learning formats:
workbooks or online**



SkillsUSA[®]

PDP Program Materials



The following educational materials are available in the SkillsUSA Educational Materials Catalog. See the catalog or shop online for quantity pricing. Note: Total Participation Plan schools should refer to their contract for PDP material prices.

PDP INSTRUCTOR'S GUIDE

This CD edition features Instructor's Guide companion materials for the Starter Kit, Level 1, Level 2, Level 3, Level 4, Level 5. Also featured are Special Needs Adaptations.
PDP10 — Price: \$25.95

PDP STARTER KIT

Before your students begin PDP Level 1, they can discover personal goals and talents with this exploratory Starter Kit. Completers earn the SkillsUSA Discovery Degree (certificate available). *PDP00 — Price: \$5.45*

PDP LEVEL 1 STUDENT WORKBOOK

Self-motivation, cultural diversity and time management are just some of the 12 employability skills your students will learn in Level 1. Completers earn the Trainee Degree (certificate and pin available).
PDP01 — Price: \$5.45

PDP LEVEL 2 STUDENT WORKBOOK

Take the next step! Build on Level 1 with 19 competencies including customer service skills, team skills and completing a job application. Completers earn the Leader Degree (certificate and pin available).
PDP02 — Price: \$5.45

PDP LEVEL 3 STUDENT WORKBOOK

Build on Level 2 with 15 new lessons including developing personal financial skills, résumé writing, and interviewing. Completers earn the Professional Degree (certificate and pin available). *PDP03 — Price: \$5.45*

PDP LEVEL 4 STUDENT WORKBOOK

In 13 competencies, Level 4 includes lessons on forecasting employment trends, workplace ethics and conducting a job search. Completers earn the Champion Degree (certificate and pin available).
PDP04 — Price: \$5.45

PDP LEVEL 5 STUDENT WORKBOOK

Level 5 covers career-planning competencies, writing a professional paper and refining the job portfolio. Note: Those wishing to earn the American Degree must also complete the SkillsUSA Student Manual. (American Degree certificate and pin are awarded by the state association).
PDP05 — Price: \$5.45

SKILLSUSA INSTRUCTOR'S MANUAL FOR PDP

The SkillsUSA Instructor's Manual features the SkillsUSA-related knowledge and competencies, plus the guidelines for the American Degree. SkillsUSA students must complete the SkillsUSA Student Workbook plus PDP Levels 1-5 to earn their American Degree. *PDP26 — Price: \$5.95*

SKILLSUSA STUDENT WORKBOOK FOR PDP

The SkillsUSA Student Workbook features 20 SkillsUSA-related competencies, plus the guidelines for completing the American Degree. Students must complete these competencies and the five levels of the Professional Development Program to earn the American Degree. *PDP27 — Price: \$5.45*

PDP Student Recognition

Recognizing Students Pays Off!
Research shows that formal recognition programs can create a culture of recognition that enhances student engagement, performance and retention.

Individual student recognition can greatly enhance what your students will gain from your training program and from the PDP. You can recognize achievement with the optional progress chart, certificates and pins. These items can help students to get excited about their own development. The pins and certificates can enhance any job portfolio.

PDP CLASS PROGRESS CHART

Record progress with this classroom progress chart. It lists all competencies for PDP Levels 1-4. *PDP28 — Price: \$3.95*

STARTER KIT CERTIFICATE

Set of 25 certificates that list the Starter Kit competencies on the back. Ideal for portfolio. *PDP21 — Price: \$7.95 per set*

LEVEL 1 CERTIFICATE

Set of 25 certificates that list the Level 1 competencies on the back. Ideal for portfolio. *PDP11 — Price: \$7.95 per set*

LEVEL 2 CERTIFICATE

Set of 25 certificates that list the Level 2 competencies on the back. Ideal for portfolio. *PDP12 — Price: \$7.95 per set*

LEVEL 3 CERTIFICATE

Set of 25 certificates that list the Level 3 competencies on the back. Ideal for portfolio. *PDP13 — Price: \$7.95 per set*

LEVEL 4 CERTIFICATE

Set of 25 certificates that list the Level 4 competencies on the back. Ideal for portfolio. *PDP14 — Price: \$7.95 per set*

PDP LAPEL PINS

Hold a recognition ceremony for PDP completers to award these enamel lapel pins for the corresponding level. This will encourage students to proceed with the program and give them portfolio credentials.



PDP Discovery (Starter Kit)

Award the PDP Discovery pin to students who complete PDP Starter Kit. 1-inch pin. *PDP40 — Price: \$2.60*

PDP Trainee (Level 1) Award the PDP Trainee pin to students who complete PDP Level 1.

1-inch pin. *PDP41 — Price: \$2.60*



PDP Leader (Level 2) Award the PDP Leader pin to students who complete Level 2. 1-inch pin. *PDP42 — Price: \$2.60*

PDP Professional (Level 3) Award the PDP Professional pin to students who complete Level 3. 1-inch pin. *PDP43 — Price: \$2.60*



PDP Champion (Level 4) Award the PDP Champion pin to students who complete Level 4. 1-inch pin. *PDP44 — Price: \$2.60*

PDP TRAINING FOR INSTRUCTORS

Instructor training on the Professional Development Program is held throughout the year at locations nationwide, including at many scheduled state or national conferences. SkillsUSA can also bring PDP training directly to your school or district at an affordable price. For scheduled training dates plus locations and costs, go to:
www.skillsusa.org/training.html.

The SkillsUSA Professional Development Program

The SkillsUSA Professional Development Program (PDP) helps students develop the skills they need to make a smooth transition to the work force or higher education. The program — available in printed workbooks or online — guides students through 76 employability skills activities that are covered in seven levels of the program. Activities help meet state standards and the competencies outlined by the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS).

The PDP provides the tools to strengthen school-based learning. Skills include self-assessments, communications skills, ethics, conflict resolution, government awareness, time management skills, career research and more.

The curriculum can be used as a self-development course or for group instruction. It can be integrated into the existing curriculum or used as a separate course of study. Students can be recognized for achievement as they develop their professional and occupational skills.

The program enables instructors to become managers of the learning process while encouraging students to become responsible for their own development. PDP links academic and occupational programs in a cooperative partnership for student growth. PDP also encourages direct business and industry involvement in the training and development of tomorrow's entry-level workers.



PDP features:

- Multiple instructional strategies
- Individual or team projects and activities
- Student-driven lesson plans
- Practical, teacher friendly materials
- Recognition opportunities for students
- Affordable training for instructors (if desired)

PDP benefits:

- Delivers skills employers want
- Builds a job portfolio
- Teaches workplace values and employability skills
- Meets SCANS and state standards requirements
- Involves industry in the classroom
- Facilitates teamwork between academic and CTE
- Easy to implement or modify to meet your needs



The Professional Development Program

Available in two great learning systems — workbooks or online. PDP is a flexible employability skills curriculum to help students acquire the skills, attitudes and values needed in the workplace — and in life!

Sample Activities

- Team negotiation
- Identify effective communication
- Recognize stress factors
- Set short-term goals
- Discover self-motivation techniques
- Define future occupations
- Develop personal financial skills
- Develop a résumé
- Identify and apply conflict resolution skills
- Demonstrate interviewing skills
- Establish your career goals
- Forecast employment trends
- Develop a relationship with a mentor
- Manage a project and evaluate others
- Organize your employment portfolio
- Observe and critique a meeting
- Demonstrate business meeting skills
- Demonstrate social etiquette
- Recognize safety issues
- Demonstrate evaluation skills
- Perform a skill demonstration

PDP Online

PDP Online is an Internet-based course that uses the latest Web technology to teach employability skills. Students can use PDP Online wherever they have Internet access. Teachers can customize any level, omit activities, add classroom work, evaluate progress or provide feedback with the same convenience. This powerful, customizable online resource integrates with your own curriculum and goals. Skills are introduced, developed and reinforced over seven levels. Enrollment and class set up are easy. Most important, PDP Online is a real-world program that gives students the skills and attitudes they need to succeed at school or work.

Note: Total Participation Plan schools should refer to their contract for PDP material prices.



PDP Online is an exciting way for your students to connect to their careers, their community and their future. It's a flexible way for students to build the career-enhancement skills they'll need to succeed.

PDP Online is a complete curriculum that covers topics such as:

- Personal awareness • Goal setting • Community service
- Customer service • Job interviewing • Career knowledge
- Communication skills • Teamwork • Government awareness
- Ethics • Conflict resolution • Portfolio development
- Mentoring • Networking and more!



14001 SkillsUSA Way
Leesburg, VA 20176

PDP Online Features

- Students can enroll, complete and submit work and activities, and receive feedback — all online!
- Teachers can review, record and respond to student work — all online!
- Navigate via drop down menus or Level Map
- Follow the course sequentially or in a new order
- Return to completed sections for review
- Save completed training results to the database
- Resume where you left off, if disconnected
- Easy to enroll students, track and grade work

PDP Online Benefits

- Students learn new skills, awareness and attitudes
- Students earn credentials to their job portfolios
- Teachers have a way to teach employability skills
- Teachers have data to demonstrate program value
- Ensures smoother transitions into the work force
- Business and industry gain better employees
- Community gains motivated, involved citizens

PDP ONLINE—STARTER KIT

Price: \$5 per license

PDP ONLINE—LEVEL 1

Price: \$5 per license

PDP ONLINE—LEVEL 2

Price: \$5 per license

PDP ONLINE—LEVEL 3

Price: \$5 per license

PDP ONLINE—LEVEL 4

Price: \$5 per license

PDP ONLINE—LEVEL 5

Price: \$5 per license

Order Form



SkillsUSA

Mail your order to:
14001 SkillsUSA Way
Leesburg, VA 20176

Order by phone:
800-321-8422

Fax your order:
703-777-8999

Order online:
www.skillsusa.org/store/

IF YOU HAVE PLACED AN ORDER BY PHONE, FAX OR WEB, PLEASE DO NOT MAIL IN THE SAME ORDER.

STOCK NO.	QTY.	DESCRIPTION	PRICE	TOTAL

Minimum shipping and handling is \$6.95. Note: Shipping and handling charges apply to all orders. For orders up to \$500, add 10%. For orders over \$500, add 8%. Alaska, Hawaii, Puerto Rico and Virgin Islands, add 20%. Satisfaction guaranteed or receive a full refund for returned merchandise! (Excluding postage and files downloaded from www.skillsusa.org and products obtained from external vendors. See <i>Satisfaction Guaranteed</i> below.)	Subtotal
	Shipping and Handling
	GRAND TOTAL

Charge my credit card: VISA MasterCard

Card No. _____ Expiration Date _____ Signature _____

Bill my school. Check or money order enclosed. (Payable to SkillsUSA) Purchase Order No. _____

SHIPPING ADDRESS:

Name _____ Title _____

School _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ E-mail _____

SkillsUSA Educational Materials Catalog Policies

Shipping: All orders received by SkillsUSA will be processed and shipped within two business days of the receipt of the order (with exceptions for out of stock items, holidays, inclement weather). Shipping and handling charges do not apply to downloads or seminar registrations.

Refunds: Request for refunds must be made in writing and product(s) must be returned undamaged/resalable to Skill-USA within 60 days of purchase. (Refunds will not be provided for files downloaded from www.skillsusa.org and products obtained from external vendors. See *Satisfaction Guaranteed* below.)

Rush Charges: Rush shipment is available at the request of the customer. The customer is responsible for all rush charges. SkillsUSA will assist in finding the best prices available for the customer.

Damaged Goods: Any product received by a customer that is damaged from shipping will be replaced at no additional charge, or the customer will receive a full refund upon return of the product.

Satisfaction Guaranteed: If customers are not completely satisfied with any product sold by SkillsUSA (excluding files downloaded from www.skillsusa.org and products obtained from external vendors), they may choose to: have the product replaced; substitute the product with another item of equal value; or have the price refunded.

ORDER ONLINE
Try our new secure server!
www.skillsusa.org/store/