The KEY+ Challenge Workbook

A guide to completing Stage Three

Name: _____

Group: _____

KEY+

Stage Three:
Youth Impact

the key

The KEY+ Challenge is powered by The Key, a North East charity empowering young people to unlock unlimited futures.

thekeyuk.org

Skills Builder
UNIVERSAL FRAMEWORK

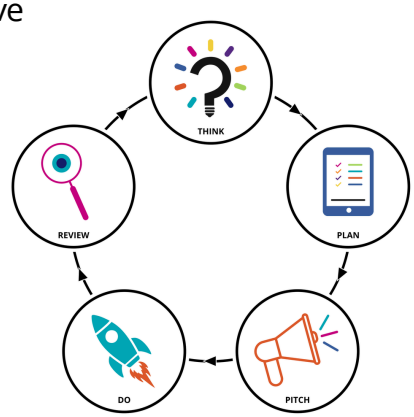
ABOUT THE KEY+ CHALLENGE

KEY+ supports you to gain new experiences, have fun with others and build your skills and confidence. It empowers you to realise that you can achieve anything you put your mind towards.

Together, in small groups, you'll be set the challenge to:

1. **Think** of a project or activity you want to do
2. **Plan** what is needed for your project including a budget
3. **Pitch** your project to a panel of volunteers
4. **Do** your project if given the go ahead by the panel
5. **Review** and reflect on your project, learning, and development

Along the way, you'll have the chance to take action, work with others and make a positive contribution to your community.



BUILD YOUR SKILLS

Your KEY+ project is also an opportunity to develop 8 essential skills that you can use at school, at home, in your community, at work and throughout your life.

You'll practice these skills as you think, plan, pitch, do and review your project.

Skills Builder helps you recognise these skills and understand how you can develop them, step by step.

Throughout your KEY+ journey, you'll be encouraged to notice the skills you are using, think about how you are developing them, and recognise how you can use them in other parts of your life.



SCAN THE CODE FOR IDEA GENERATORS

SOCIAL ACTION OR ENTERPRISE?

You've built your skills. Now it's time to think bigger and make an impact. Will your Stage 3 project focus on Social Action or Enterprise?

SOCIAL ACTION

Want to make a positive impact in your community?

Social Action is about taking action on an issue you care about and creating positive change in your community. You might raise awareness, fundraise, volunteer, or campaign to help improve lives and tackle local issues.

There are lots of ways to get involved. Whatever your interests or strengths, you'll find ideas, tips and guidance to help you make a real difference in your community.

Our guide to social action is here to help you plan and take part in your own social action activities.

ENTERPRISE

Want to turn an idea into reality?

Enterprise is all about turning ideas into action. You could create a product, organise an event, offer a service, or solve a problem while generating income to support your project goals.

There are lots of ways to get involved. Enterprise is about spotting opportunities, working as a team, and bringing ideas to life while developing valuable skills for the future.

WHY CHOOSE A SOCIAL ACTION PROJECT?

- Make a positive difference in your community
- Support a cause or issue you care about
- Help others and create lasting change
- Meet new people and strengthen community connections
- Raise awareness about important issues
- Make your ideas count and inspire others to get involved

WHY CHOOSE AN ENTERPRISE PROJECT?

- Develop business and employability skills
- Turn your ideas into reality
- Learn about planning, budgeting and marketing
- Generate income to support a goal or cause
- Build confidence and experience for the future

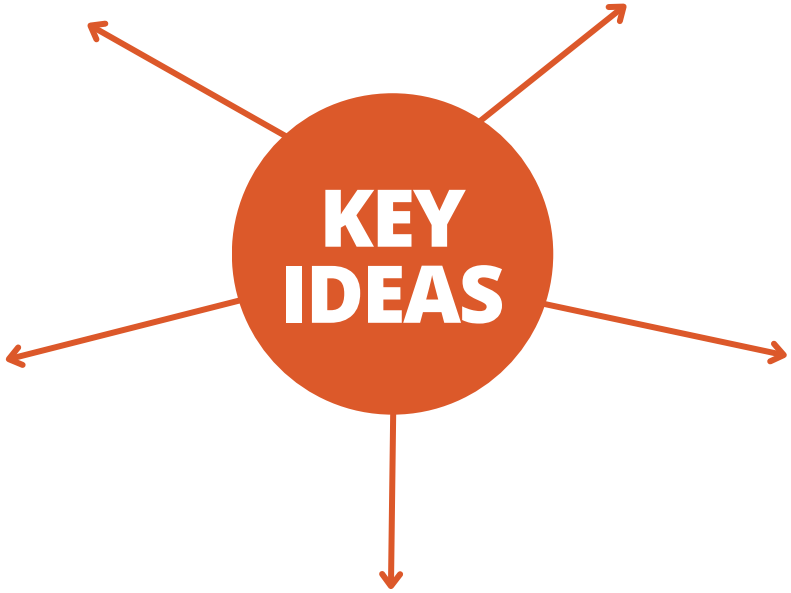
SKILL FOCUS
Managing disagreements:
I support shared decision making

Disagreements can be a good thing! Think about how you can help manage them so different viewpoints can help make better decisions rather than leading to fall outs!

GROUP BRAINSTORM

Now think about what you'd like to do for your project. Come up with some ideas and then, as a group, choose the one you'd like to turn into your project.

Take turns sharing your ideas and listen carefully to each other. Talk about what you like about each idea and explain your reasons if you don't agree.



Our final idea is...

.....

.....

Struggling to agree on an idea?
Try our Idea Generator Tree.

SKILL FOCUS
Managing disagreements:
I support shared decision making

SKILLS SPOTLIGHT - MANAGING DISAGREEMENTS

During your group brainstorm, you'll have had the opportunity to practice the skill step **Managing Disagreements.**
Use the questions below to think about how you've developed this skill. You can write, mind-map or sketch your thoughts.

WHAT I DID

How did you Manage Disagreements during your group brainstorm?

Struggling with what to share? Think about:
- Finding common ground
- Listening to all opinions
- Solving disagreements
- Supporting team decisions

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ○ Staying calm during disagreements
- ○ Listening to different viewpoints
- ○ Helping others reach a decision
- ○ Respectfully sharing my opinion
- ○ Finding a compromise
- ○ Suppoting group decisions
- ○ Encouraging everyone to contribute
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Team activities
- School, college or work
- Leadership roles
- Making group decisions

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Being inclusive | Seeking perspectives | Negotiating

TOP TIP: Your facilitator will use the answers to these questions to register the project with The Key

WHAT'S YOUR PROJECT IDEA?

Now you have decided on your idea, it's time to break it down and explain it in more detail.

What is the overall aim of your project?	What will your project involve? What will you be doing?	What will you need to buy to complete the project?

Will your project benefit people outside of the group? How many people will benefit and how?

.....

When will you PITCH your project?

.....

When will you DO your project?

.....

SKILL FOCUS
Researching: I use research to build my understanding

Research comes in lots of different forms. It could be comparing prices or carrying out a survey. Think about what you need to know to help make your project the best it can be

YOUR RESEARCH

Now you've decided on your project idea, it's time to start planning!
Use this page to research and gather the information you'll need to make your project happen. You'll use this information to create your budget on the next page.

RESEARCH TOOLS
Who could help? Where could you look?

TRANSPORT
Where are you going? How will you get there? How much will it cost?

RISKS
What do you need to plan for? Do you need permission from anyone?

CURVEBALLS
What could stop your plans from working? What's your Plan B?

Anything else? Is there a specific task you have as part of the group that you need to find information to complete?

.....

.....

.....

SKILL FOCUS
Researching: I use research to build my understanding

Using research helps you get the most from your budget. You could compare prices, read reviews or checking where the nearest place to do an activity is to save on petrol costs!

BUDGET

How will you spend your project budget?
Before you pitch, you need to show the panel how the money will be used. You can complete this budget as a team or split the budget between team members and cost different parts of the project.

Item	Price per item (£)	Quantity	Total cost (£)
Example: Bus Tickets	*1.80*	*5*	*9.00*
		TOTAL	

TOP TIP: Research different shops to find the cheapest place for your items to stretch your budget further.

SKILL FOCUS
Researching:
I use research to build my understanding

SKILLS SPOTLIGHT - RESEARCHING

While completing your research and budget, you'll have had the opportunity to practice the skill step **Researching**.
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use your Researching skills during your project planning?

Struggling with what to share? Think about:
- Using facts to make decisions
- Finding information
- Comparing different sources
- Learning something

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ◯ Finding reliable information
- ◯ Knowing where to look
- ◯ Deciding what information was useful
- ◯ Understanding complex information
- ◯ Comparing different sources
- ◯ Using research to support decisions
- ◯ Asking questions
- ◯ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Research projects
- Making decisions
- Learning new skills
- Future careers

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Summarising | Seeking perspectives | Using facts

SKILL FOCUS
Involving others: I engage others to achieve goals

To complete new and challenging tasks, you often need help. It might come from someone in your group, your facilitator or even an expert. If you're not sure how to complete a task, who could you ask?

PLANNING YOUR PROJECT

Think about all the tasks that need completing both before and during the project. Use the space below to keep track of them all and make sure that someone in the group is responsible for each task and when it needs to be completed.

	Task	Who?	When?
BEFORE THE PROJECT			
DURING THE PROJECT			

Look at your research worksheet - is there anything you might only need to do in a certain scenario (i.e. if it rains)

SKILL FOCUS
Involving others:
I engage others to achieve goals

SKILLS SPOTLIGHT - INVOLVING OTHERS

While planning your project, you'll have had the opportunity to practise the skill step **Involving Others**.
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use your Involving Others skill during your project planning?

Struggling with what to share? Think about:
- Sharing responsibilities
- Working to a shared goal
- Supporting teamwork
- Asking others to get involved

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ○ Getting people involved
- ○ Sharing responsibilities
- ○ Listening to everyone's ideas
- ○ Keeping the group focused
- ○ Working towards a shared goal
- ○ Communicating clearly
- ○ Motivating others
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Leading activities
- Future jobs and careers
- Team projects
- Volunteering

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Allocating roles | Being inclusive | Seeking perspectives

SKILL FOCUS
Seeking perspectives: I seek different perspectives to develop my ideas

Different perspectives often lead to better solutions - how can you make sure all your group are involved? Is there anyone outside the group who can bring a different view?

CREATING YOUR PITCH

It's nearly time to PITCH your project idea to some friendly panel members. The panel members will decide whether your group has done enough to be given the go ahead.

You can Pitch however you like - it could be a full presentation or a sit down chat. Visuals aren't necessary but might help you share what's in your head. Use the storyboard to help plan.

WAYS TO PITCH

- Flash Cards
- Powerpoint
- Use a flip chart
- Act it out
- Video
- Perform a poem
- Poster
- Write a song
- Make a game

TOP TIP: KEY+ Groups who pitch in a unique, detailed, and creative can be crowned Pitch Innovators at The Key Awards so get your thinking caps on and be sure to nominate yourself!

SKILL FOCUS
Seeking perspectives: I seek different perspectives to develop my ideas

SKILLS SPOTLIGHT - SEEKING PERSPECTIVES

While creating your PITCH, you'll have had the opportunity to practice the skill step **Seeking Perspectives**
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use your Seeking Perspectives skill during your pitch preparations?

Struggling with what to share? Think about:
- Asking others for ideas
- Listening to different opinions
- Taking on feedback
- Seeing other points of view

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ◯ Being open to different opinions
- ◯ Asking for feedback
- ◯ Changing my original idea
- ◯ Considering different viewpoints
- ◯ Building on other people's ideas
- ◯ Accepting constructive criticism
- ◯ Exploring new ways of thinking
- ◯ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Future opportunities
- Creative projects
- Solving problems
- Team activities

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Summarising | Researching | Involving others

SKILL FOCUS
Presenting: I present to an audience when required

Presenting is about more than just speaking, think about how you can use structure, visual aids and engage the audience. These help make your Pitch memorable and persuasive in order to secure the funds from your panel.

PITCHING TO PANEL

It's time for your PITCH! The key to delivering a successful PITCH is all about making sure you are fully prepared. Make sure you have included everything the panel need to know from the list below and think about how you can bring your vision to life for the panel members.

MAKE SURE YOU HAVE COVERED:

What is your project idea?

How did you come up with the idea?

Is the project safe, legal and thought through?

Is the budget clear, realistic and detailed?

Which of the 8 Essential Skills have you used?



How are you feeling about delivering your Pitch?

.....

.....

TOP TIP: You could do a practice Pitch and rehearse with your KEY+ Facilitator - they sit on panels for other groups so get them to ask you questions like the real thing!

THINGS TO THINK ABOUT...

- Introduce yourselves and break the ice
- Make sure the panel can see and hear everything
- Are panel members comfortable and have what they need?
- Have you checked any tech is working?
- Does everyone know their job and when to speak?
- Think about what questions the panel might ask
- Do you need support with any visuals from your facilitator/someone else?
- Make eye contact with panel members even if you're reading from a script

SKILL FOCUS
Presenting:
I present to an audience when required

SKILLS SPOTLIGHT - PRESENTING

While pitching to panel, you'll have had the opportunity to practice the skill step **Presenting.**
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use your Presenting skill during your pitch to panel?

Struggling with what to share? Think about:
- Sharing ideas with an audience
- Explaining your project
- Answering questions
- Speaking clearly

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ○ Speaking confidently
- ○ Managing nerves
- ○ Answering questions
- ○ Using eye contact and body language
- ○ Explaining my ideas clearly
- ○ Speaking in front of a group
- ○ Keeping people's attention
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Meetings
- School, college or work
- Interviews
- Presentations

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Summarising | Being inclusive | Improving performance

SKILL FOCUS
Being inclusive: I support others to thrive in a group

Being a good teammate isn't just about doing your part, it's about how you can bring the best out of others too. How can you make sure everyone in your group feels involved, heard and set up for success?

DOING YOUR PROJECT

Go back to the Planning your Project page and make a note of all the tasks that you agreed to complete. This page can serve as a checklist, letting you tick things off and recording how it went. Remember to add anything else that you completed on the day, even if it wasn't in the original plan.

Task	When?	How did it go?
☐		
☐		
☐		
☐		
☐		
☐		

What was a success?

.....

.....

What was a challenge?

.....

.....

SKILL FOCUS
Being inclusive:
I support others to thrive in a group

SKILLS SPOTLIGHT - TAKING RESPONSIBILITY

During your project, you'll have had the opportunity to practice the skill step **Being Inclusive.**
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use Being Inclusive during your group brainstorm?

Struggling with what to share? Think about:
- Including others
- Listening to people
- Supporting a teammate
- Working together successfully

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ◯ Making sure everyone was included
- ◯ Listening to different viewpoints
- ◯ Supporting others
- ◯ Encouraging quieter people to contribute
- ◯ Working with different personalities
- ◯ Sharing responsibilities fairly
- ◯ Building positive relationships
- ◯ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Sports or clubs
- Part-time jobs or volunteering
- School and learning
- Future careers

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Involving others | Improving performance | Managing disagreements

SKILL FOCUS
Summarising: I summarise or rephrase what I learnt

Your group review is a chance to share what you've learnt - use summaries to highlight the key points and rephrase things to personalise it and make sure your authentic voices are coming through.

REVIEWING YOUR PROJECT TOGETHER

Once your project is complete, you need to evaluate your performance and review it as a group. Think about what went well, what would you do differently next time, and what you might plan next.

WAYS TO REVIEW

You can evaluate your project in any way that you like. Get creative and use your skills.

VIDEO | SONG | PHOTOS | DIARY | SURVEY | SCRAP BOOK | TIKTOK | GROUP DISCUSSION

POTENTIAL QUESTIONS TO THINK ABOUT

- Did you achieve your project aim?
- What went well?
- What was challenging?
- Would you do anything differently next time?
- What have you learnt?
- Did you work well as a team?
- How did you feel during the project?
- What skills have you developed?
- How did you feel after the project?
- What's next?

SKILL FOCUS
Summarising: I summarise or rephrase what I learnt

SKILLS SPOTLIGHT - SUMMARISING

While reviewing your project as a group, you'll have had the opportunity to practice the skill step **Summarising**
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use your Summarising skills during your group review?

Struggling with what to share? Think about:
- Using your own voice
- Filtering relevant information
- Sharing key points
- Summarising ideas

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ○ Remembering important information
- ○ Picking out the key points
- ○ Explaining information clearly
- ○ Putting things into my own words
- ○ Sharing information accurately
- ○ Making things easier to understand
- ○ Listening carefully before responding
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Meetings and discussions
- Presentations
- Learning new information
- School, college or work

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Learning collectively | Involving others | Sharing visuals

SKILL FOCUS
Improving performance: I seek opportunites to grow my experience and expertise

Your KEY+ Project has been a fantastic opportunity to grow your experience and expertise. What have you improved? Have you discovered something you want to get better at? What is your next opportunity?

REVIEWING YOUR KEY+ JOURNEY

Now it's time to think about your own experience. Consider what you enjoyed, what challenged you and what you're proud of. What did you discover about yourself?

How has taking part in KEY+ helped you?

Think about what you've achieved, the skills you've developed and how your confidence has grown.

What successes have you had?

Think about something new you tried, a skill you developed or something you achieved.

What has challenged you?

Think about what you found difficult, how you handled it and what you learnt from it.

How likely would you be to recommend KEY+ to a friend?

1 (not at all) 2 3 4 5 6 7 8 9 10 (extremely likely)

Has KEY+ inspired you to try something new?

- Education ☐
- Training ☐
- Volunteering ☐
- Employment ☐

Other _____

Would you like to nominate your group or someone else for a Key Award? Please circle which award you're nominating for

- KEY+ Social Action Superstars
- Exceptional KEY+ Facilitator
- KEY+ Pitch Innovators
- The Key Volunteer of the Year
- Best KEY+ Group Name
- Unique KEY+ Project
- Outstanding Key Partner
- Inspirational KEY+ Group
- KEY+ Completers

What could The Key do to make KEY+ better?

TOP TIP: When evaluating, look back through your workbook to answer the questions and think about your journey.

SKILL FOCUS
Improving performance: I seek opportunities to grow my experience and expertise

SKILLS SPOTLIGHT - IMPROVING PERFORMANCE

During your own review of your KEY+ Journey, you'll have had the opportunity to practice the skill step **Improving Performance.**
Use the questions below to think about how you've developed this skill. You can write, draw, mind-map or sketch your thoughts.

WHAT I DID

How did you use your Improving Performance skills during your review?

Struggling with what to share? Think about:
- Improving a skill
- Acting on feedback
- Learning something new
- Challenging yourself

CHALLENGE ZONE

Which of these did you find tricky? Choose the challenges you faced!

- ○ Accepting feedback
- ○ Trying something out my comfort zone
- ○ Improving my skills
- ○ Learning from mistakes
- ○ Staying motivated
- ○ Setting personal goals
- ○ Recognising areas to develop
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Future careers
- Learning new skills
- Personal goals
- Sports or hobbies

One thing I'd like to get better at is:

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Target setting | Reflecting critically | Continual learning

FINAL SKILLS GRID

Did you know?
Essential skills can help you unlock new opportunities. In fact, 92% of people say they're important for career success!

REVIEW

Now that you've completed your project, fill in the Skills Grid again. Go back to your previous Grids to help you reflect on how your skills have developed, celebrate your progress and think about which skill you've strengthened the most.

Skill	Skill Steps	Almost Never	Rarely	Sometimes	Often	Almost Always	Change since you started KEY+ Do you use this skill...
LISTENING	**Retelling** I pass on information accurately	○	○	○	○	○	Less Same More
	Summarising I summarise or rephrase what I learnt	○	○	○	○	○	Less Same More
SPEAKING	**Meeting others** I communicate with new people when I need to	○	○	○	○	○	Less Same More
	Presenting I present to an audience when required	○	○	○	○	○	Less Same More
PROBLEM SOLVING	**Finding information** I find information to complete a task	○	○	○	○	○	Less Same More
	Researching I use research to build my understanding	○	○	○	○	○	Less Same More
CREATIVITY	**Sharing imagination** I share what I imagine with someone	○	○	○	○	○	Less Same More
	Seeking perspectives I seek different perspectives to develop my ideas	○	○	○	○	○	Less Same More
ADAPTING	**Reflective learning** I reflect and learn from challenges	○	○	○	○	○	Less Same More
	Improving performance I seek opportunities to grow my experience and expertise	○	○	○	○	○	Less Same More
PLANNING	**Thinking ahead** I think about routes to achieve a goal	○	○	○	○	○	Less Same More
	Involving others I engage others to achieve a goal	○	○	○	○	○	Less Same More
LEADERSHIP	**Sharing reactions** I explain how an idea makes me feel when appropriate	○	○	○	○	○	Less Same More
	Managing disagreements I support shared decision making	○	○	○	○	○	Less Same More
TEAMWORK	**Taking responsibility** I take responsibility for completing tasks	○	○	○	○	○	Less Same More
	Being inclusive I support others to thrive in a group	○	○	○	○	○	Less Same More

Now, read the statements below and circle how you feel about each of them:

I feel supported by my friends
A lot | Quite a bit | Somewhat | A little | Not at all | Prefer not to say

Stronger relationships: Build connections and feel supported by others

If I find something difficult, I keep trying until I can do it
Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | Prefer not to say

Believing in yourself: Believe you can achieve even if it feels hard

I get nervous and lose confidence in new situations
Certainly True | Somewhat True | Not True | Prefer not to say

More confidence: Feel more confident to try new things

I make active choices about what to daily
1 (Never) | 2 | 3 | 4 | 5 | 6 (Always) | Prefer not to say

More control: Feel able to shape your world

I've got a lot to be proud of
Strongly agree | Agree | Disagree | Strongly disagree | Prefer not to say

Feeling proud: Recognise what you can achieve and feel proud of yourself

I feel I can make a difference to the world around me
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Prefer not to say

More control: Feel able to shape your world

KEY+

What's next?



Now you have completed **Youth Impact,** you have officially finished the KEY+ Challenge!

You've turned your ideas into real projects, building confidence, leadership and essential skills along the way.

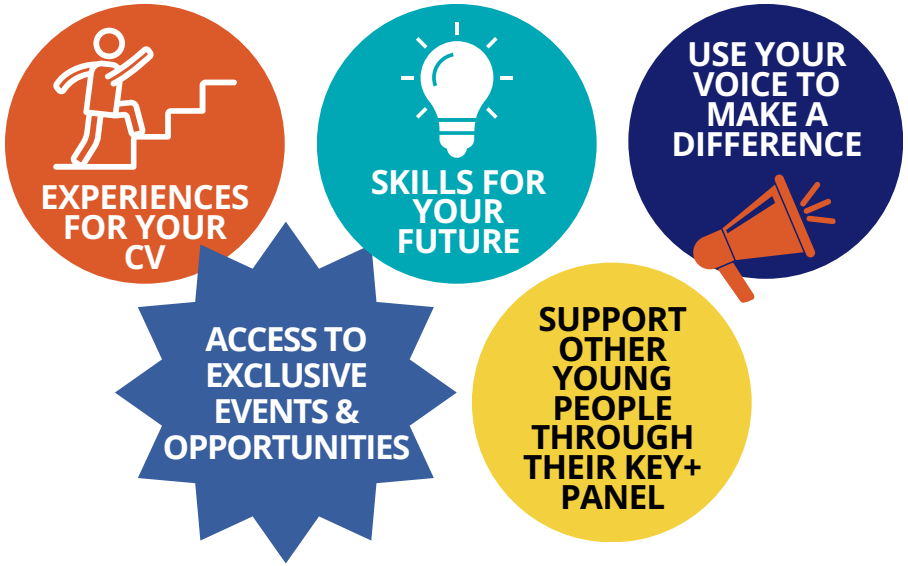
But this doesn't have to be the end of your journey

- Explore the full Skills Builder Framework to discover more steps to develop: skillsbuilder.org
- Think about any other opportunities you could take part in to develop your skills, you could volunteer, apply for a job, start some training or try a new hobby or sport.

Next up: Join The Key Collective

The Key Collective is our alumni community for young people who have completed KEY+. It's your chance to stay connected, access exciting, new opportunities, take part in activities, and continue developing your skills through volunteering, training and work experience.







Skills Builder
UNIVERSAL
FRAMEWORK 2.0

thekeyuk.org

Registered charity in England and Wales No. 1093569
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IMPACT SKILLS TRACKER

As you progress through your project, use this tracker (which continues onto the next page) to record when you use your essential skills and how they're developing. Skills can grow in small steps, so this is a space to notice your progress. Write notes, draw pictures, use stickers or anything else that works for you!

Did you know?
Skills Builder can help you earn more. Strong essential skills are linked to up to 12% higher earnings.

	 **Managing disagreements** I support shared decision making	 **Researching** I use research to build my understanding	 **Involving others** I engage others to achieve goals	 **Seeking perspectives** I seek different perspectives to develop my ideas
When and how have you used this skill?				
What do you find challenging about this skill?				
Have you improved this skill? How?				
When might you use this skill in the future?				

IMPACT SKILLS TRACKER

As you progress through your project, use this tracker (including the previous page) to record when you use your essential skills and how they're developing. Skills can grow in small steps, so this is a space to notice your progress. Write notes, draw pictures, use stickers or anything else that works for you!

Did you know?
Skills Builder can help you find a job. Improving essential skill scores is associated with a 25-50% reduction in the odds of being unemployed.

	 **Presenting** I present to an audience when required	 **Being inclusive** I support others to thrive in a group	 **Summarising** I summarise or rephrase what I learnt	 **Improving performance** I seek opportunities to grow my experience and expertise
When and how have you used this skill?				
What do you find challenging about this skill?				
Have you improved this skill? How?				
When might you use this skill in the future?				

FINAL SKILLS GRID

Skill	Skill Steps	Almost Never	Rarely	Sometimes	Often	Almost Always
	**Retelling** I pass on information accurately	◯	◯	◯	◯	◯
	Summarising I summarise or rephrase what I learnt	◯	◯	◯	◯	◯
	**Meeting others** I communicate with new people when I need to	◯	◯	◯	◯	◯
	Presenting I present to an audience when required	◯	◯	◯	◯	◯
	**Finding information** I find information to complete a task	◯	◯	◯	◯	◯
	Researching I use research to build my understanding	◯	◯	◯	◯	◯
	**Sharing imagination** I share what I imagine with someone	◯	◯	◯	◯	◯
	Seeking perspectives I seek different perspectives to develop my ideas	◯	◯	◯	◯	◯
	**Reflective learning** I reflect and learn from challenges	◯	◯	◯	◯	◯
	Improving performance I seek opportunities to grow my experience and expertise	◯	◯	◯	◯	◯
	**Thinking ahead** I think about routes to achieve a goal	◯	◯	◯	◯	◯
	Involving others I engage others to achieve a goal	◯	◯	◯	◯	◯
	**Sharing reactions** I explain how an idea makes me feel when appropriate	◯	◯	◯	◯	◯
	Managing disagreements I support shared decision making	◯	◯	◯	◯	◯
	**Taking responsibility** I take responsibility for completing tasks	◯	◯	◯	◯	◯
	Being inclusive I support others to thrive in a group	◯	◯	◯	◯	◯