



# PANEL NOTES

Group Name: \_\_\_\_\_

Group Members: \_\_\_\_\_



## Pitch Process

### 1. HELLO'S & INTRODUCTION'S

Young people and panel members meet either in person or online. Everyone introduces themselves and make the young people feel comfortable. Facilitator leaves the room (unless previously agreed) for the young people to present their pitch

### 2. PITCH

Young people present their pitch as creatively as they choose!

### 3. PANEL QUESTIONS

At pitch, it's important you check your understanding and ask questions. Make sure all group members contribute and ask question such as:

- How has this project challenged you?
- Which 3 Key Skills did you choose to develop?
- How have you developed your chosen skills?
- Other than the 12 Key Skills what have you learnt?
- Was the work shared equally by the group?
- How did have responsibilities? And have you seen them through?
- How will you evaluate your teamwork?
- How did you solve any problems?
- Have you raised any money from anywhere else?
- What records have you been keeping?
- Did you have fun planning your Key project?



**TOP TIP:** Follow the steps on this form to ensure that you and the young people pitching have had the best possible panel experience. It will also make it easier to complete the decision tree on KIT.

## 12 Key Skills

During an Exceed Expectations project, group members should select **at least 3** of the 12 Key Skills to develop throughout the process. The group should identify and discuss this development as they pitch but if not please ask further questions to find out.

12 KEY SKILLS Self - Relationship - Task	Have the young people developed the skills? ✓							Have they explained how they already have or how they plan to develop their chosen skills?
	Group Member 1	Group Member 2	Group Member 3	Group Member 4	Group Member 5	Group Member 6	Group Member 7	
Assess your own performance								
Cope with stress and tension								
Plan your time and energy								
Work out what you're good and not so good at								
Communicate								
Negotiate								
Settle disagreements								
Deal with people in power and authority								
Solve Problems								
Agree your responsibilities and see them through								
Make Decisions								
Search for information and get advice								



## 4. PANEL DISCUSSION

Without the young people present, discuss with the other panel members to check you all agree that they've done enough to be awarded the funds; use the decision tree to guide you...



## 5. GROUP FEEDBACK

Now that the group are back in the room, share your decision! Always be encouraging even if the answer is 'Not Yet'.

If it's a 'Yes' congratulate the group on their achievement and feel free to share any advice that will help them do or evaluate their project.

If the answer is 'Not Yet', the panel need to set conditions to get them on track and request the group reports back once this has been done.

### HAVE YOU SET ANY CONDITIONS?

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## 6. FEEDBACK TO THE KEY VIA KIT

Nominate a panel member to update the KIT with your decision and submit this outcome to The Key - this should only take 5 minutes.

**THANKS FOR BEING A PANEL MEMBER TODAY, YOU'LL HEAR ABOUT HOW THE GROUP GET ON ONCE THE PROJECT IS COMPLETE**

Remember The Key team are on hand to help so don't hesitate to get in touch!

