

The KEY+ Challenge Workbook

A guide for groups completing KEY+

Group name: _____



The KEY+ Challenge is powered by The Key, a North East charity inspiring young people to believe in themselves.

thekeyuk.org



ABOUT THE KEY+ CHALLENGE

The KEY+ Challenge is a three stage programme that 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.

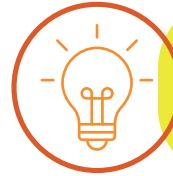
Together, in small groups, you'll be set the challenge to:

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.

You can complete these steps up to three times with friends, each time planning more challenging projects with a bigger budget to spend.

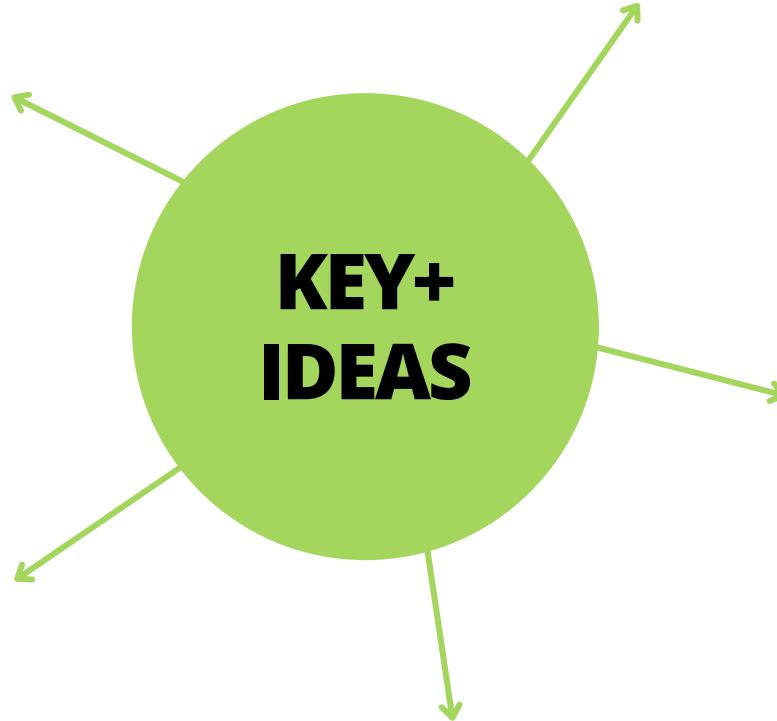
Completing your first KEY+ project is a great achievement, your second stretches you further and at Stage 3, you'll get to explore enterprise or social action with your project, providing a way to take action and contribute to your communities.





TOP TIP: Try and come up with at least five ideas, and then, as a team, decide which idea you're going to do for your project. Remember this is an opportunity to try something new!

Think - What's your project idea?



Our final idea is...



TOP TIP: Make sure you look out for how you're developing The Key Skills as you're planning your project. Panel Members will ask you about them when you pitch your idea!

As you work through the KEY+ Challenge, you'll build some useful skills for your future. We call these your Key Skills, and they fit into three groups: Self skills, Relationship skills, and Task skills. Use the questions below to spot which skills you're using and talk about them with others!

Self skills



Do you...

- know what to do first and what can wait?
- plan what you're going to do and set times or use a diary?
- make sure you don't take on too much and burn all of your energy?



Do you...

- know what your strengths are and what your weaknesses are?
- know what you can improve at?
- understand your own skill levels?

Relationship skills



Do you...

- find you are able to tell other people your ideas?
- listen to other people without interrupting them?
- feel confident using the phone, email, presentations or posters to speak to people?



Do you...

- get the best possible deals and price?
- strike a good bargain?
- make compromises to make deals with others that make everyone happy?

Task skills



Do you...

- find it easy to choose between different options?
- consider the information before deciding how to proceed?
- think about the consequences before making a choice?



Do you...

- know where to look for the answers you need?
- feel confident about researching things to do and prices using the internet, phone or asking others?
- ask for help or guidance from others when you need it?



REMEMBER: Your project is a great chance to use and develop the 12 Key Skills. To help, we've highlighted three skills on each page that you may develop as you focus on each task.

SKILLS YOU MIGHT USE



Our Skills Wheel will help you to keep track of how you are developing your skills so you can look back and see how you are changing as you move through the project.



Do you...

- reflect on what you did well and what could improve?
- learn from mistakes or things not going so well?
- identify how you contributed to the team effort?



Do you...

- use techniques to help cope when you feel anxious?
- stay calm under pressure and keep things in perspective?
- know what helps when you feel worried/stressed?



Do you...

- feel confident when speaking to people who make decisions or are in charge?
- show respect and adapt the way you speak?
- clearly get your point across and ensure you listen to what you say?



Do you...

- try and find the best solution for everyone involved?
- agree compromises without holding grudges?
- make up quickly if you do fall out?



Do you...

- get things or issues sorted?
- work your way around any problems?
- think about new ways to do things?



Do you...

- do your fair share of the work?
- do what you say you're going to do on time?
- make sure that you complete tasks that you're in charge of?



Think - What's your project idea?

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

SKILLS YOU MIGHT USE



What is the overall aim of your project?

Project Description

What new experiences will this provide for the group members?

How will it develop the 12 Key Skills?

Will your project benefit people outside of the group? If yes, how many people will benefit and how?

When will you PITCH your project?

When will you DO your project?



BUDGET - How will you use the money?

When pitching your project you need to show the panel how you plan to spend your money

SKILLS YOU MIGHT USE



| Item | Price per item (£) | Quantity | Total cost (£) |
|------------------------|--------------------|----------|----------------|
| Example: Metro Tickets | 1.80 | 5 | 9.00 |



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

TOTAL



PITCH - How will you pitch?

It's time to PITCH your project idea, plans, and skills development to some friendly panel members. The panel members will decide whether your group has done enough to be given the go ahead (and money) to make your idea happen for real.

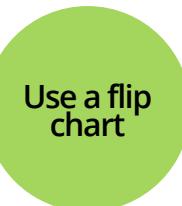
You can pitch your project in whichever way you choose. The Key loves to see you get creative but the most important thing is to be yourself, be prepared, and be confident. You'll be great!

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!

SKILLS YOU MIGHT USE



WAYS TO PITCH



What will the panel be checking?

- Is the project idea the same as the original?
- Did you come up with the idea yourselves?
- Is the project safe, legal and well thought out?
- Is the budget clear, realistic and sufficiently detailed?
- Have all group members identified three key skills they've used?



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!



PITCH - Notes

SKILLS YOU MIGHT USE



Introduce and tell us about yourself

How did your group first form?

Describe your project. Why you want to do it?

Explain your budget

Which of the 12 Key Skills have you used so far? How?

Which of the 12 Key Skills will you use during the project? How?



TOP TIP: You could assign one or two group members to cover each box



TOP TIP: Refer back to your skills wheel when answering these questions about the skills.



Do - Timings

It is now time to plan your day! Whether you're planning a fun day out or you are planning a social action project. Use this page to plan **what** you're doing, **when** you're doing it and **where** you'll be doing it.

SKILLS YOU MIGHT USE



| Activity | Location | Start Time | Finish Time |
|----------|----------|------------|-------------|
| | | | |



TOP TIP: When travelling, give yourself some wiggle room in case your bus is late or the traffic is bad.



Review - How did it go?

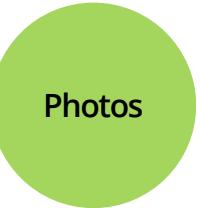
After your activity you need to evaluate your performance and review your project as a group. Think about what went well, what would you do differently next time, and what you might plan next.

SKILLS YOU MIGHT USE



WAYS TO REVIEW

You can evaluate your project in any way that you like. You may just have a group discussion but we love it when groups get creative and showcase your skills.



THINK ABOUT

How have you worked as a team during the KEY+ Challenge?

**What went well during the project?
What didn't go so well?**

What have you learnt and what might you do next? Another Key project?



Inspiring belief in young people

thekeyuk.org

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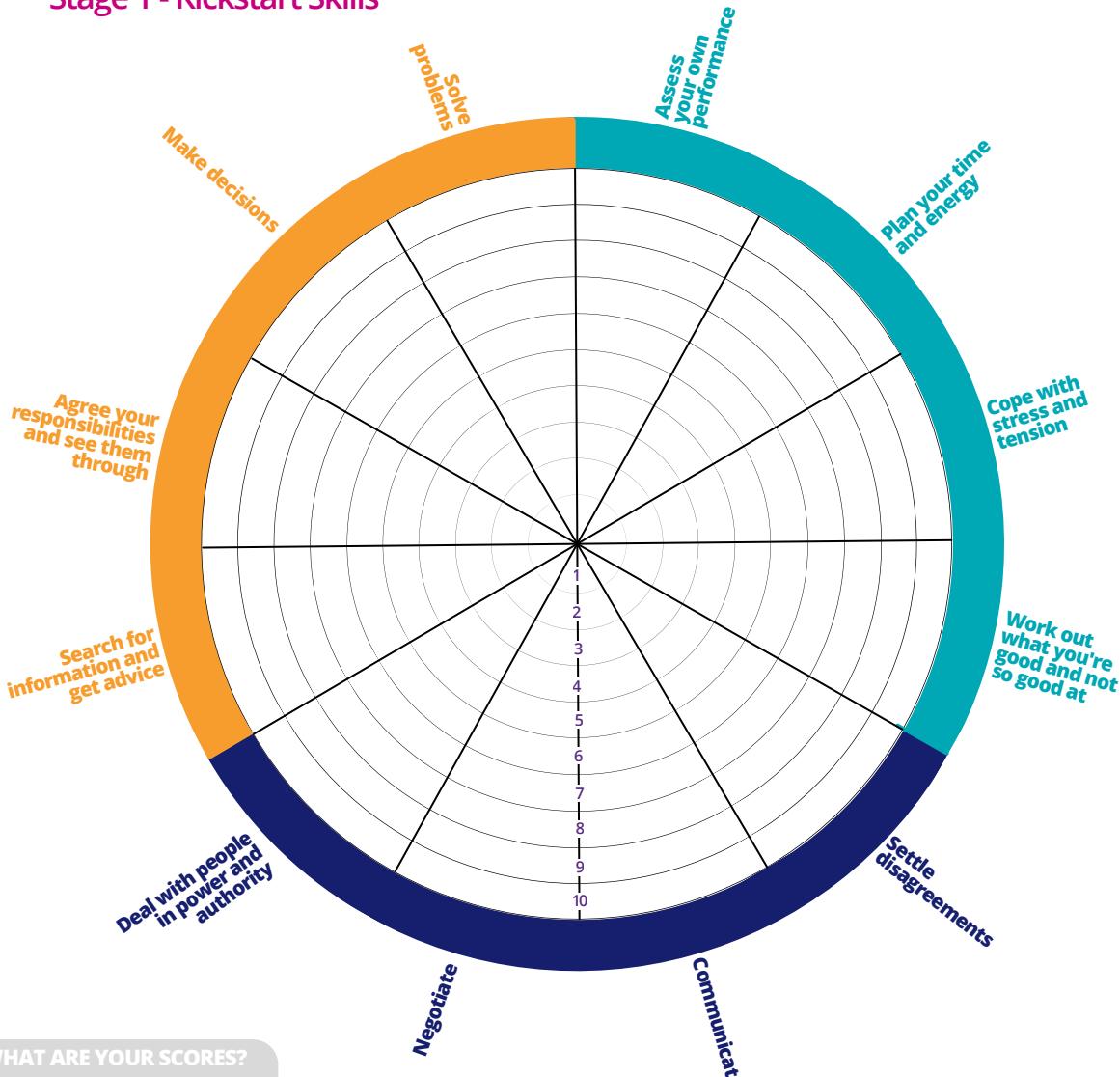
Kickstart Skills Individual Documents

- Think Skills Wheel
- Review Skills Wheel
- Individual Evaluation



Think Skills Wheel

Stage 1 - Kickstart Skills



Which are your strongest skills?

Which skills give you most room for improvement?

Choose at least 3 skills you will use during your project.

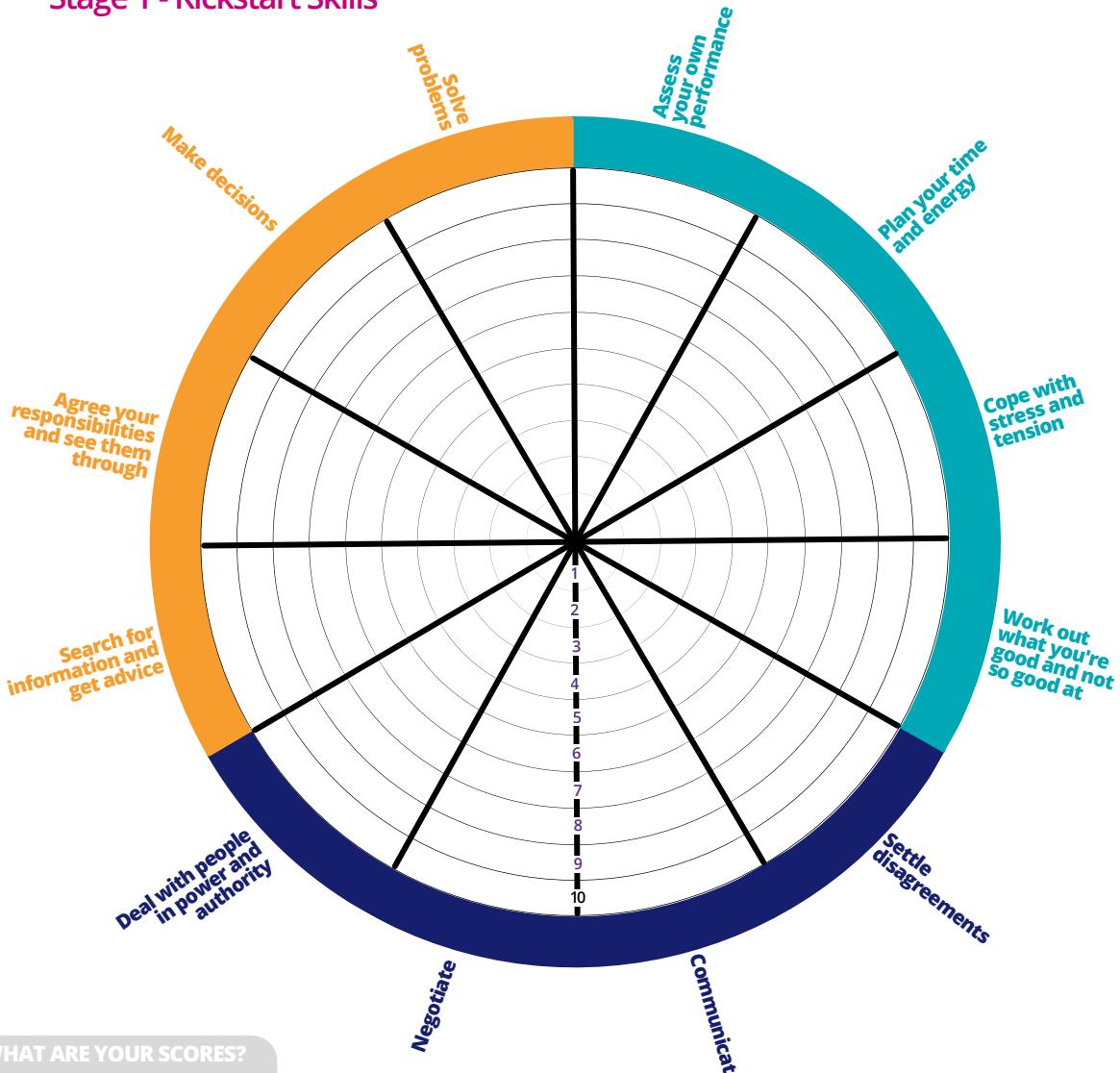
WHAT ARE YOUR SCORES?

SELF _____
RELATIONSHIP _____
TASK _____
TOTAL: _____



Review Skills Wheel

Stage 1 - Kickstart Skills



WHAT ARE YOUR SCORES?

SELF
RELATIONSHIP
TASK
TOTAL: _____

Which 3 skills did you choose to use on your Think skills wheel?

Have you improved any other skills during your project?

Would you change any of your original scores? Why?



Individual Review

Stage 1 - Kickstart Skills

How has taking part in the KEY+ Challenge helped you?

You could talk about what you were hoping to achieve, what you found challenging, and if it has increased your confidence.

What could The Key do to improve?

Has doing KEY+ helped you move into anything new?

Education

Volunteering

Training

Employment

Other

Please tell us your other _____

To what extent do you agree with these statements?

Please circle the answer you agree with

Completing KEY+ will make a positive difference to my future

Strongly agree Agree Disagree Strongly disagree

Completing KEY+ has helped to improve my confidence

Yes No

I would recommend KEY+ to a friend

Yes No

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

KEY+ Community Champions

Best KEY+ Group Name

Extraordinary KEY+ Group

KEY+ Inspirational Award

KEY+ Pitch Innovators

Best Panel Member

Exceptional KEY+ Facilitator

Outstanding Key Partner

Unique KEY+ Project

WHAT NEXT? Please tick the answer you agree with

Your next KEY+ Project

Other

Please tell us your other _____



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