The KEY+ Challenge Workbook

A guide to completing Stage One

Name: _____

Group: _____

KEY+

Stage One:
Kickstart Skills

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

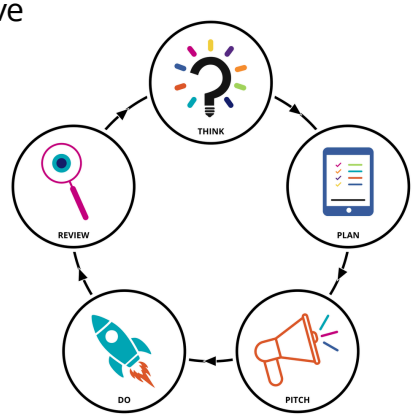
ABOUT THE KEY+ CHALLENGE

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.



KICKSTART SKILLS GRID

As you take part in the KEY+ Challenge, use the Skills Grid to track how you're developing the 8 Essential Skills. When you've completed the grid, take some time to reflect on your strengths and think about which skills you'd like to build even further during your project.

Skill	Skill Step	Almost Never	Rarely	Sometimes	Often	Almost Always
LISTENING	**Retelling** I pass on information accurately	○	○	○	○	○
SPEAKING	**Meeting others** I communicate with new people when I need to	○	○	○	○	○
PROBLEM SOLVING	**Finding information** I find information to complete a task	○	○	○	○	○
CREATIVITY	**Sharing imagination** I share what I imagine with someone	○	○	○	○	○
ADAPTING	**Reflective learning** I reflect and learn from challenges	○	○	○	○	○
PLANNING	**Thinking ahead** I think about routes to achieve a goal	○	○	○	○	○
LEADERSHIP	**Sharing reactions** I explain how an idea makes me feel when appropriate	○	○	○	○	○
TEAMWORK	**Taking responsibility** I take responsibility for completing tasks	○	○	○	○	○

THINK

Did you know?
Building these skills can help you feel more confident, boost your wellbeing and enjoy life 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 do 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

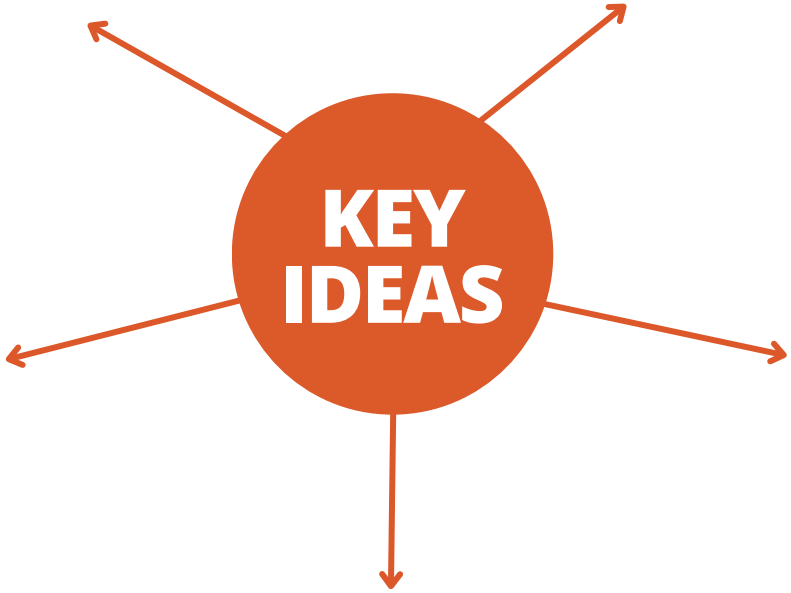
SKILL FOCUS
Sharing reactions: I explain how an idea makes me feel when appropriate

If you really like, or don't like, an idea, then make sure you share your reaction. Explain why in a calm and respectful way, don't just shout out, pull a face or storm off

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
Sharing reactions:
I explain how an idea makes me feel when appropriate

SKILLS SPOTLIGHT - SHARING REACTIONS

During your group brainstorm, you'll have had the opportunity to practice the skill step **Sharing Reactions.**
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 use your Sharing Reactions skill during your group brainstorm?

Struggling with what to share? Think about:
- Sharing your ideas
- Listening to others
- Responding to different ideas
- Making decisions together

CHALLENGE ZONE

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

- ◯ Sharing my ideas with others
- ◯ Listening to different opinions
- ◯ Waiting for my turn to speak
- ◯ Explaining my thoughts clearly
- ◯ Respectfully disagreeing with others
- ◯ Building on somebody else's idea
- ◯ Encouraging others to share their ideas
- ◯ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Making decisions with others
- Working in a team
- School, college or work

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

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Creating options | Generating ideas | Discussing together

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
Finding information: I find information to complete a task

Good information helps you make better decisions and use your budget wisely. Use reliable sources, such as trusted people or websites.

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
Finding information: I find information to complete a task

To get a Yes at Pitch, you need a clear budget. Research prices to get the best deal, and check reviews to make sure cheaper options are still good quality.

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
Finding information:
I find information to complete a task

SKILLS SPOTLIGHT - FINDING INFORMATION

While completing your research and budget, you'll have had the opportunity to practice the skill step **Finding Information**.
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 Finding Information skills during your project planning?

Struggling with what to share? Think about:
- Asking questions
- Comparing different options
- Finding information you needed

CHALLENGE ZONE

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

- ○ Knowing what information I needed
- ○ Knowing where to look
- ○ Finding reliable information
- ○ Understanding the information I found
- ○ Comparing different information
- ○ Using information to make decisions
- ○ Asking for help
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Researching something to buy
- Working in a team
- Making important decisions
- Planning events

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

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

- Note-taking
- Suggesting improvements
- Using facts

SKILL FOCUS
Thinking ahead: I think about routes to achieve a goal

Think about the different ways you could complete your project. Break them into tasks and decide as a group what needs to be done and when.

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)

PLANNING

SKILL FOCUS
Thinking ahead:
I think about routes to achieve a goal

SKILLS SPOTLIGHT - THINKING AHEAD

While planning your project, you'll have had the opportunity to practise the skill step **Thinking Ahead**.
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 Thinking Ahead skill during your project planning?

Struggling with what to share? Think about:
- Making a plan
- Organising tasks
- Thinking about what could go wrong

CHALLENGE ZONE

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

- ○ Breaking tasks into steps
- ○ Managing my time
- ○ Setting realistic goals
- ○ Thinking about risks
- ○ Sticking to the plan
- ○ Changing plans when needed
- ○ Prioritising tasks
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- School and learning
- Future jobs and careers
- Managing your time
- Planning events

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

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

LEADERSHIP Organising tasks | TEAMWORK Taking responsbility | PROBLEM SOLVING Analysing options

SKILL FOCUS
Sharing imagination: I share what I imagine with someone

Your Pitch is a chance to share your project. Think about what the panel needs to know and how you can show them what you want to do and how you'll make it happen.

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
Sharing imagination: I share what I imagine with someone

SKILLS SPOTLIGHT - SHARING IMAGINATION

While creating your PITCH, you'll have had the opportunity to practice the skill step **Sharing Imagination**
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 Sharing Imagination skill during your pitch preparations?

Struggling with what to share? Think about:
- Coming up with ideas
- Improving ideas
- Thinking creatively
- Sharing ideas with others

CHALLENGE ZONE

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

- ◯ Coming up with ideas
- ◯ Thinking of something original
- ◯ Building on other people's ideas
- ◯ Explaining my ideas
- ◯ Being creative
- ◯ Choosing between ideas
- ◯ Trying a different approach
- ◯ 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 work and careers
- 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:

Retelling | Finding Information | Using facts

SKILL FOCUS
Meeting others: I can communicate with others when I need to

Your Pitch is a chance to share your project. Presenting to new people can feel nerve-wracking, but it's a valuable skill. Step outside your comfort zone, give it a go and don't worry, our panel members are lovely!

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
Meeting others:
I communicate with new people when I need to

SKILLS SPOTLIGHT - MEETING OTHERS

While pitching to panel, you'll have had the opportunity to practice the skill step **Meeting 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 Meeting Others skill during your pitch to panel?

Struggling with what to share? Think about:
- Sharing information
- Asking questions
- Pitching your project
- Speaking to new people

CHALLENGE ZONE

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

- ○ Speaking confidently
- ○ Starting conversations
- ○ Responding to questions
- ○ Asking questions
- ○ Explaining my ideas clearly
- ○ Speaking in front of others
- ○ Listening carefully
- ○ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Meeting new people
- 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:

Active listening | Adjusting behaviour | Managing wellbeing

SKILL FOCUS
Taking responsibility: I take responsibility for completing tasks

The fun bit! But not just that, it's also a great chance to develop your Teamwork. Make sure you are completing your assigned tasks but remember that doesn't mean you can't ask for help or help someone else!

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
Taking responsibility:
I take responsibility for completing tasks

SKILLS SPOTLIGHT - TAKING RESPONSIBILITY

During your project, you'll have had the opportunity to practice the skill step **Taking Responsibility**
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 Taking Responsibility during your group brainstorm?

Struggling with what to share? Think about:
- Completing tasks
- Taking ownership
- Helping your team
- Supporting others

CHALLENGE ZONE

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

- ◯ Staying organised
- ◯ Completing tasks on time
- ◯ Taking ownership of my role
- ◯ Helping others
- ◯ Staying motivated
- ◯ Solving problems
- ◯ Taking initiative
- ◯ Other

How did you deal with the challenges?

LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Clubs and activities
- School and learning
- Part-time jobs
- Future careers

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

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Facing challenges | Sharing problems | Managing wellbeing

SKILL FOCUS
Retelling: I pass on information accurately

When Reviewing your project, make sure you listen carefully to each other and help capture the relevant information. The best Group Reviews pass on how you felt, what you achieved and what you learnt

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
Retelling: I pass on information accurately

SKILLS SPOTLIGHT - RETELLING

While reviewing your project as a group, you'll have had the opportunity to practice the skill step **Retelling**
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 Retelling skills during your group review?

Struggling with what to share? Think about:
- Listening to others
- Remembering information
- Sharing key points
- Summarising ideas

CHALLENGE ZONE

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

- ○ Listening carefully
- ○ Remembering information
- ○ Summarising ideas
- ○ Explaining information to others
- ○ Picking out important points
- ○ Following discussions
- ○ Sharing information clearly
- ○ 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
- Learning new information
- Group work
- School, college or work

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

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Expressing imagination | Reflective learning | Discussing together

SKILL FOCUS
Reflective learning: I reflect and learn from challenges

You've reflected as a team, now it's time to reflect personally. Think about what you did, what you learnt and how you can use these experiences and skills in the future.

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
Reflective learning:
I reflect and learn from challenges

SKILLS SPOTLIGHT - REFLECTIVE LEARNING

During your own review of your KEY+ Journey, you'll have had the opportunity to practice the skill step **Reflective Learning.**
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 Reflective Learning skills during your self review?

Struggling with what to share? Think about:
- Celebrating success
- Learning from challenges
- Thinking about what you would do differently

CHALLENGE ZONE

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

- ○ Thinking about what went well
- ○ Identifying areas to improve
- ○ Being honest about challenges
- ○ Learning from mistakes
- ○ Accepting feedback
- ○ Setting future goals
- ○ Recognising my achievements
- ○ Other

.....

How did you deal with the challenges?

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LOOKING AHEAD

Where could you use this skill again?

Struggling with what to share? Think about:
- Future projects
- Learning new skills
- Setting goals
- School, college or work

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

.....

.....

.....

OTHER SKILLS YOU MIGHT HAVE DEVELOPED DURING THIS ACTIVITY:

Identifying successes | Self-awareness | Expressing self

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

REVIEW

KICKSTART SKILLS GRID

Now that you've completed your project, fill in the Skills Grid again and compare it with the one you completed at the Think stage. Reflect on how your skills have developed, celebrate your progress and think about which skill you've strengthened the most.

Skill	Skill Step	Almost Never	Rarely	Sometimes	Often	Almost Always	Change since Think Do you use this skill...
LISTENING	**Retelling** I pass on information accurately	◯	◯	◯	◯	◯	Less Same More
SPEAKING	**Meeting others** I communicate with new people when I need to	◯	◯	◯	◯	◯	Less Same More
PROBLEM SOLVING	**Finding information** I find information to complete a task	◯	◯	◯	◯	◯	Less Same More
CREATIVITY	**Sharing imagination** I share what I imagine with someone	◯	◯	◯	◯	◯	Less Same More
ADAPTING	**Reflective learning** I reflect and learn from challenges	◯	◯	◯	◯	◯	Less Same More
PLANNING	**Thinking ahead** I think about routes to achieve a goal	◯	◯	◯	◯	◯	Less Same More
LEADERSHIP	**Sharing reactions** I explain how an idea makes me feel when appropriate	◯	◯	◯	◯	◯	Less Same More
TEAMWORK	**Taking responsibility** I take responsibility for completing tasks	◯	◯	◯	◯	◯	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 do 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?

EXCEED EXPECTATIONS

Challenges you further with a bigger project.

STAGE 2

Now you have completed **Kickstart Skills,** you can move on to bigger and better projects and activities at **Stage 2: Exceed Expectations!**

Your budget doubles so you'll have £500 to plan a second project as a team.
It could build on what you did at stage one or it could be something completely different.

Here are some examples to give you some inspiration:



NO-ONE KNOWS

A group of young people who were struggling to re-engage following the pandemic went camping in Kielder and took part in water-sports and walking activities.



5 GUYS AND A FRY

A group of young women organised a careers event for young people, inviting a wide range of professionals to talk about their roles. They then went for burgers to celebrate their achievements.



THE LIONESSES

A group of young people who have an eye for business developed their idea of making candles and wax melts to sell. They used recycled containers and environmentally friendly ingredients to make their products.

What will you and your group do with £500?



the key

Skills Builder
UNIVERSAL
FRAMEWORK 2.0

thekeyuk.org

Registered charity in England and Wales No. 1093569
and a company limited by guarantee No. 03339120

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.

	 **Sharing reactions** I explain how an idea makes me feel when appropriate	 **Finding information** I find information to complete a task	 **Thinking ahead** I think about routes to achieve a goal	 **Sharing imagination** I share what I imagine with someone
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?				

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.

	 **Meeting others** I communicate with new people when I need to	 **Taking responsibility** I take responsibility for completing tasks	 **Retelling** I pass on information accurately	 **Reflective learning** I reflect and learn from challenges
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?				

KICKSTART SKILLS GRID

Skill	Skill Step	Almost Never	Rarely	Sometimes	Often	Almost Always
	**Retelling** I pass on information accurately	○	○	○	○	○
	**Meeting others** I communicate with new people when I need to	○	○	○	○	○
	**Finding information** I find information to complete a task	○	○	○	○	○
	**Sharing imagination** I share what I imagine with someone	○	○	○	○	○
	**Reflective learning** I reflect and learn from challenges	○	○	○	○	○
	**Thinking ahead** I think about routes to achieve a goal	○	○	○	○	○
	**Sharing reactions** I explain how an idea makes me feel when appropriate	○	○	○	○	○
	**Taking responsibility** I take responsibility for completing tasks	○	○	○	○	○