**Action Plan**

**Where do I want to be by the end of this period/year?**

**What do I want to be doing? (Include as many learning needs as required to achieve agreed objectives)**

**See next page >>**

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| What do I want/need to learn?Provide a specific description of the desired changes (e.g. skills to gain, knowledge to acquire, topics/themes/content to cover) | What do I have to do to achieve this?Some examples, a new/ongoing course, conference, self-development (like wider research or reading), coaching/mentoring, job shadowing | What resources or support will I need?Some examples, teaching staff support, library support, student advisor support, line manager, etc. | How will I measure success?Some examples, appraisals, course assessments, team feedback, tutor feedback | Target dates for review and completionNote that these need to be realistic/achievable |
| I want to learn the following technical skills for the “Expert” level:   Excel: COUNT(),AVERAGE()  Excel: STDEV(), MEDIAN()  Excel: QUARTILE()  Excel: SUM  Excel: Percentage  Excel: Hypothesis Testing  Excel: Bar Charts  Other statistics related topics. | I will self-learn and network with the group members to expand my knowledge. | I will effectively use the e-library. | I will do a self-assessment and obtain feedback from the group members. | December 31, 2022. |