

# **Unconscious Bias Personal Action Plan**

**Name:**

**Date of course completion:**

Thank you for completing the unconscious Bias E-Learning course. The unconscious Bias online course has explored:

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| What is Bias | The power of prejudices |
| Diversity in the HE sectors | Student admissions and Unconscious Bias |
| Unconscious bias in assessments | Organisational implications |
| Recognising different types of unconscious bias | Recruitment & Selection |
| Policy and practice | Reducing interview bias |

Based on what you have learnt please note what practical steps or actions you can take in your role to help mitigate any potential biases. This is personal to you and you will not be required to share it with your line manager however you may feel some of the steps/actions can help inform your PRDP. When completing try and follow the SMART framework ensuring each action is Specific, Measurable, Achievable, Realistic and Timebound. An example of how to fill out the table has been provided in the first box.

We recommend the use of the [Equality website](https://www.imperial.ac.uk/equality/) and resources to help support your action plan.

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| **Steps/Action planned** | **Date due** | **Date completed** | **Reflections** |
| Example: Take the implicitly bias test to start understanding where my biases may be. | 22/10/2020 | 24/11/2020 | It took me longer to do the test due to workloads but upon taking the test I realized that I have a strong bias towards people who were glasses steps to mitigate this has been noted below. |
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please note in the box below how you will hold yourself accountable for the commitments made in the above plan.