

Part IV: Exhibits

Exhibit 7.4-1 Self-improvement plans and needs

Goal for Knowledge, Skill, and Ability Development of Support Staff 2019

Goal for Knowledge, Skill, and Ability Development	Methods	Outcome, Result, or Measurement of work standard
University's System/Rule and Regulation		
Study rules and regulation in parcel post work in accordance with upcoming Autonomy University	<ul style="list-style-type: none"> - Training - Self Assignment - On the job training - Mentoring 	<ul style="list-style-type: none"> - Develop a knowledge of working detail, Improving stadard of working with high accuracy - Capable of working in every aspects of parcel post with high accuracy - Gain knowledge and understanding/ Able to do courses assessment - Fully understand SAP system and proceeding in accordance of University's rule and regulation
Study University's ERP system		
Develop knowledge in assessment of AUN-QA standard		
Study SAP system (account work) in accordnace of University's rule and regulation		
Study SAP system in accordnace of University's rule and regulation		
Student related work		
Improving student services	<ul style="list-style-type: none"> - Self Assignment - Jop Swap - Training 	<ul style="list-style-type: none"> - Able to give fast and accurate services - Add student records of Applied Psychology students, Able to build effective, accurate, and up-to-date student
Improving student records system, keep it up-to-date		
Working skills		
Develop knowledge of rule and regulation of courses in institute	<ul style="list-style-type: none"> - Self Assignment - Jop Swap - Training - Action Learning 	<ul style="list-style-type: none"> - Able to provide answer about rule and regulation of institute courses - Working on time with high accuracy supported with quality assurance work - Capeble of analyzing work result in organization - Develop work expertise - Set timeline for working operation plan and
Develop knowledge in assigned academic work such as research work and quality assurance work (AUN-QA, EdPEx)		
Gain knowledge and expertise in related work field, able to incorporate		

Goal for Knowledge, Skill, and Ability Development	Methods	Outcome, Result, or Measurement of work standard
knowledge into overall image of institute		improvement plan. Both plans consisted of problem solving, development, improvement, and adjustment - Effectively use work related computer program
Improving human resource skill, Critical Thinking and working skill		
Create a working operation plan		
Develop an improvement plan for working assignment		
Computer skills such as Google Form		
English Skill		
Improving English skill	- Self Assignment - Training	- Able to communicaten in English - Able to do report in English and in Thai - Continue developing English skill
Develop English skill		
English language in workplace		
Improving English skill, for workplace and general communication		
Other Individual Skills		
Develop research skill	- Action Learning - Self Assignment	- Capable of doing a research - More efftive poster, reader can clearly understand what are information on the poster