

How to Complete my SWOT Analysis

What to include

<p>STRENGTHS</p> <ul style="list-style-type: none"> • Your abilities and talents • Specialist knowledge • Support networks • Existing success 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> • Your limitations • What skills you need to acquire? • Any resources you need that you do not have • Any personal traits that may be a problem
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> • What are your dreams and goals which will have the most impact on your life? • How can you take advantage of your strengths to achieve your goals? • What changes do you need to make? • What special tools can you use? 	<p>THREATS</p> <ul style="list-style-type: none"> • What are the external threats (income, events) and how could they affect you? • What risks are there in doing nothing? • Identify obstacles and how you could work around them

Example

<p>STRENGTHS</p> <ul style="list-style-type: none"> • Communication and rapport building skills • Supervised a team of 12 people on a project • Flexible and adaptable to changing situations • Organised and excellent at planning 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> • Not good at motivating self when working on my own • Lack of management experience • IT skills only basic • Have never done presentation or training of others
<p>OPPORTUNITIES</p> <ul style="list-style-type: none"> • Time management course – in house • Job shadowing more senior managers • Institute of Leadership and Management course • Presentation skills course • Local college offers good IT courses 	<p>THREATS</p> <ul style="list-style-type: none"> • Potential changes to NHS • Extra workloads • New systems to learn • Cuts in Government funding

Related documents

[My SWOT Analysis](#)