

## Managing personal and professional development

### Personal SWOT analysis tips

When completing your Personal SWOT analysis you may find the following tips useful:

Strengths	Weaknesses
What skills or experience do you already possess?	What areas of your development could you improve on?
Give examples of how you have used your skills, maybe through activities you are involved with, or through a part-time job.	Do you lack experience that you may need for your long term career?
What do you do well already?	What do you do badly?
What do other people see as being your strengths?	What should you avoid?
Consider these from your own point of view and from the point of view of the people who know you.	Do your friends or family think you have weaknesses that you do not agree with?
Don't be modest – be realistic.	If so, why do they think that?
Opportunities	Threats
What activities and opportunities are available to you in your learning and development?	What obstacles do you face to getting involved in other activities?
Consider the networking opportunities that will be available to you. How will you make best use of these?	What obstacles do you face to getting involved in networking activities?
A useful approach to looking at opportunities is to look at your strengths and ask yourself whether these open up any opportunities. Additionally, look at your weaknesses and ask whether you could find opportunities to eliminate them.	Are there any financial issues, geographical barriers or time constraints imposed by other commitments?
	Could any of your weaknesses seriously threaten your opportunities?
	Do you have past experience of trying and failing to achieve your goals? How could this affect you?
	What can you learn from this experience?

Complete the following SWOT analysis:

<b>Strengths</b>	<b>Weaknesses</b>
What skills or experience do I already possess?	What areas of my development could I improve on?
Examples of how I have used my skills:	Do I lack experience that I may need for my long term career? If so, what?
What do I do well already?	What do I do badly?
What do other people see as being my strengths?	What should I avoid? Could I find opportunities to eliminate my weaknesses?
<b>Opportunities</b>	<b>Threats</b>
What activities and opportunities are available to me for my learning and development?	What obstacles do I face to getting involved in other activities?
Consider the networking opportunities that are available to you. How will I make best use of these?	What obstacles do I face to getting involved in other activities?
Do any of my strengths open up any opportunities?	Are there any financial issues, geographical barriers or time constraints imposed by other commitments?