**Strengths and weaknesses**

If you are thinking about making changes at work – such as moving to a new role, or asking for changes to your current job – you may find it helpful to think about your strengths and weaknesses, any opportunities you have, and any threats you face. This is known as a SWOT analysis.

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| **Strengths** |
| * What do I do well?
* What are my personal strengths?
* What do others see as my strengths?
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| **Weaknesses** |
| * What do I do less well?
* What could I improve?
* What are others likely to see as my weaknesses?
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| **Opportunities** |
| * What opportunities are open to me?
* Can I turn my strengths into opportunities?
* What financial/ governmental/ legislative changes can benefit me in the future?
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| **Threats** |
| * What are the barriers to my development?
* What sort of external obstacles do I face?
* What threats do my weaknesses expose me to?
* What change is coming?
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