**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? |  |
| **Weaknesses** | |
| * What do I do less well? * What could I improve? * What are others likely to see as my weaknesses? |  |
| **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? |  |
| **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? |  |