

Career Management SWOT – Task Sheet

This is a quick exercise to help you think about your strengths and weaknesses in relation to your career. At the same time, you can also examine the opportunities open to you and the potential obstacles you may face. Once you are fully aware of all of these influencing factors you will be better equipped to develop your career.

Task

Work through each of the sections in the table overleaf, listing your strengths and weaknesses, and the opportunities and threats that you may face. Questions to consider:

Strengths

- ✓ What have you achieved?
- ✓ What are you good at?
- ✓ What do you enjoy doing?
- ✓ What skills do you use?
- ✓ What are your personal qualities?

Weaknesses

- ✓ What skills would you like to use?
- ✓ What personal qualities would you like to portray?
- ✓ Do you lack any work experience?
- ✓ When do you fail to achieve goals?
- ✓ What do you not enjoy doing?

Opportunities

- ✓ Are there any training opportunities?
- ✓ What national or local trends/changes could provide opportunities?
- ✓ Do you have any unique skills?
- ✓ How do your blend of skills help you?
- ✓ How can you promote yourself?

Threats

- ✓ Are there any national or local trends/changes that could be a threat to you?
- ✓ What are employees looking for that you don't have?
- ✓ Who might you compete with?
- ✓ Do you always present and promote yourself well?
- ✓ Do you use networking skills?

NAME:

CURRENT ROLE:

DATE:

Strengths	Weaknesses
Opportunities	Threats