**SWOT**

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| Strengths – things to consider | Weaknesses – things to consider |
| Capabilities  Unique selling points  Experience, knowledge, skills, qualifications  Things you enjoy  Things you are good at  Positive feedback you’ve received  Personality traits | Gaps in our experience, knowledge, skills and qualifications  Things you least enjoy  Constructive feedback you have received  Things you want to develop to be effective in your role/career |

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| Opportunities – things to consider | Weaknesses – things to consider |
| What will help you develop further?  What support is available? Training, coaching or mentoring opportunities. Secondments and shadowing opportunities?  What network events and conferences could you attend?  What other skill development options are available?  How can you leverage your strengths? | What will get in the way of your development?  What are the barriers to you moving forward?  Reflect on your own preferences and areas. How might these undermine your development? What qualities do you have that, if you take them to extreme end, will be unhelpful to your development (e.g. perfectionism)? |