**WORK CARD 5**

SWOT analysis (PERSONAL SWOT)

|  |
| --- |
| Notes for the trainer:  The activity is for individual use after the workshops. |

1 / give each participant 2 sheets for swot personal analysis, according to the formulas given below.

2 / send the participants a message to complete the sheet before the next workshop.

3 / during the next workshop have 3-5 minutes for the presentation of the sheet by each participant who will want to present their swot analysis or selected elements of it.

4 / take 5-8 minutes to sum up.

Additional tips:

* check the time
* ask participants for their conclusions
* thank the speakers

|  |  |
| --- | --- |
| MY STRENGTHS | MY WEAKNESSES |
| * What are my personal competences? * What can I do well? * What are the advantages of others in me? * What professional qualifications do I have? * What distinguishes me from others? * What other people ask me when they need help? | * What are my weak points? * What is difficult for me? * Do any of my features interfere with my work? * What can I improve? * What's the worst thing I deal with? * What tasks do I mostly avoid? |
| MY CHANCES | MY THREATS |
| * What trends do I observe in the area of my work, which give me the chance to notice me, thanks to my competences? * How can I improve my strengths? * Can I train in any direction? * How can my personality affect my work, lifestyle or interpersonal relations? * Do I have any professional opportunities that are now in front of me? | * What situations can be a threat to me? * How can technology affect my work? * How are the requirements for employees in my company changing? * Who or what can be a barrier for me, a difficulty? * What features can be problems in communication during work? |

SWOT analysis (PERSONAL SWOT)

|  |  |
| --- | --- |
| MY STRENGTHS | MY WEAKNESSES |
|  |  |
| MY CHANCES | MY THREATS |
|  |  |