**WORK CARD 5**

SWOT analysis (PERSONAL SWOT)

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| 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

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| 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?
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| 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?
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| MY STRENGTHS | MY WEAKNESSES  |
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| MY CHANCES  | MY THREATS |
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