

### Toolkit Activity 24: Personal SWOT analysis

Activity title	Personal SWOT analysis
Aim	The aim of this activity is to analyse the mentees' skills and competencies and mark any weak sports they have.
Related to subchapter	5.3: Integrated Guidance After COVID – What Did We Learn? (Establishing trust and expectations)
Group / Individual activity	Individual activity
Duration	45 min
Online / Offline activity	Offline or online activity
Materials needed	SWOT analysis worksheet

#### Step-by-step instructions:

1. The facilitator explains to the participants that they are going to conduct a SWOT analysis for themselves in order to understand better their strengths, skills and weaknesses. Explain to the participants what each section is and ask them to fill in the worksheet for Understanding themselves.
2. Strengths – questions:
  - What are you really good at?
  - What skills do others recognise in you, and what do you get rewarded for?
  - What do you do better than most people you work with?
  - What are you most proud of?
  - What experiences, resources or connections do you have access to that others don't?
3. Weaknesses - questions:
  - What skills do you struggle to master?
  - What do you do only because you have to, in order to satisfy job requirements?
  - Are there one or two aspects of your personality that hold you back?
  - What do other people most often identify as your weakness?
  - Where are you vulnerable?
  - Where do you lack experience, resources, or connections, where others have them?

4. Opportunities – questions:
  - In what ways can you take advantage of your strengths?
  - What opportunities are open to people who do these things well?
  - What would you love to do that you're good at?
  - How can you minimise your weaknesses? If these no longer held you back, what could you do?
  - Where do you see the most potential growth for yourself: within your current company, in a different organisation, in another industry, or in a separate career entirely?
  - What trends are having an impact on your current career, or on the one that you're thinking about pursuing?
5. Challenges – questions:
  - Are there any general threats that you need to think about?
  - If you don't address your weaknesses, what problems could they cause?
  - What setbacks might you face?
  - What obstacles have other people overcome when they're trying to get to where you want to go?
6. Reflection: Do you know have a clearer picture of yourself? How can this help you?

**Take-away message:** This personal skills analysis activity can be done either individually on a personal level (every participant sets their personal goals), or with the help and support of the mentor. In a mentor – mentee relationship it is very important to have the same understanding of the skills and competencies the mentee already has so as to further them as well as understand their weak spots.

## Personal SWOT Analysis

Name: \_\_\_\_\_

<b>Strengths</b>	<b>Weaknesses</b>
<b>Opportunities</b>	<b>Challenges</b>