



DEVELOPING SKILLS FOR EMPLOYMENT

SWOT analysis

Essential Skills for Employment

Part of the course: Skills, review of current skills, personal goals, personal statement, curriculum vitae (cv) preparation and variation specific to vacancies, job search, preparation for interview and improving skills for employment

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Task - SWOT analysis

Own personal - Strengths, Weaknesses, Opportunities, Threats

Initial thoughts – Where are you in life?

What do you think your current strengths, weaknesses, opportunities and threats are?

<u>Strengths</u> What do you consider as being your strengths? List as many skills and attributes you can think of that describe the best in yourself.	<u>Weaknesses</u> What do you consider as being weak areas requiring development? List as many skills and attributes that you can think need development within yourself.
<u>Opportunities</u> What opportunities do you think might be available for you to develop more of a strength for the weaknesses listed above as well as opportunities to hold onto the strengths listed above?	<u>Threats</u> What threats are a possibility within your life to the opportunities?

The 40 skills tasks can assist identification of keywords related to skills.