

# Leadership and Management

## Identifying strengths and weaknesses (SWOT)



Strengths are where we naturally excel and our weaknesses are the things we have to work on in order to be good at. It is essential for leaders to know the strengths and weaknesses for themselves and each member of staff in their team. Regular observations and discussions during supervisions and appraisals will support you with this understanding. By taking the time to understand your staff's strengths and weaknesses as well as your own, you can create a more effective and cohesive team. This knowledge can help you assign tasks more effectively, provide targeted training and development opportunities, and improve communication and collaboration.

SWOT analysis is a simple self-assessment planning tool that can help you understand what the Strengths, Weaknesses, Opportunities and Threats are for your business and team. It's a fantastic tool that can enable you to kickstart discussions and planning that will let different eventualities be realised and accounted for. Below is what is meant by each part of the acronym:

- **Strengths:** a resource or capability that will help to achieve desired goals
- **Weaknesses:** a barrier that will hinder the chance of achieving desired goals
- **Opportunities:** Something, usually external, that could provide you with a competitive advantage.
- **Threats:** potential obstacles that your project/idea/business could be affected by.

## TASK 1

Conduct a SWOT analysis of your own performance as a leader. Follow the sequence of actions below to guide you through the process:

**Choose a specific goal or area of focus:** Before you start your SWOT analysis, you need to have a clear and realistic goal or area of focus that you want to assess. This could be related to your overall career development, a specific project or task, or a skill or competency that you want to enhance. Having a specific goal or focus will help you narrow down your SWOT factors and make them more relevant and actionable.

**List your strengths and weaknesses:** Next, you need to list your strengths and weaknesses in relation to your goal or focus. Be honest and objective when doing this and use examples of evidence to support them.

**List your opportunity and threats:** After listing your strengths and weaknesses, you need to list your opportunities and threats in relation to your goal or focus. Opportunities result from your existing strengths and weaknesses, along with any external initiatives that will put you in a stronger position. These could be anything from your weaknesses that you'd like to improve or areas that you have not already identified in the first part of your analysis. Threats are the external factors, situations, or trends that can hinder you from achieving your goal or performing well. Be realistic and proactive when listing your opportunities and threats, and consider how they might affect you in the short and long term.

**Analyse and prioritise your SWOT factors:** Once you have listed your SWOT factors, you need to analyse and prioritize them. Analysing your SWOT factors means looking for patterns, connections, or gaps between them, and identifying how they can affect your goal or performance. Prioritizing your SWOT factors means ranking them in accordance with their importance, urgency, or feasibility, and deciding which ones you need to focus on or address first.

**Create an action plan based on your SWOT analysis:** The final step of your SWOT analysis is to create an action plan based on your findings. An action plan is a set of specific, measurable, achievable, relevant, and time bound (SMART) actions that can take to leverage your strengths, improve your weaknesses, seize your opportunities, and mitigate your threats. (See SMART targets Q card for more information) Your action plan should also include indicators or criteria to measure your progress and success, and a timeline or schedule to follow.

A SWOT analysis can be conducted in a variety of ways. Some teams like to meet and throw ideas on a whiteboard while others prefer the structure of a SWOT matrix. Using a SWOT analysis as a team building exercise will ultimately feed into the sense of ownership and the team working together. However you choose to make your SWOT analysis, getting creative with your planning process allows new ideas to flow and results in more unique solutions.

## TASK 2

Consider how you could use the SWOT analysis as a team building exercise in evaluating strengths, weaknesses, opportunities, and threats in relation to a specific goal during your next team meeting.

Finally, consider using the SWOT analysis tool as part of the preparation process for individual's appraisals – this will allow your team to reflect on their own practice building on strengths, tackling weaknesses, strategising against threats, and exploiting opportunities available.

Useful links

[SWOT Analysis: What Is it, How To Use it \(with Examples\) \[2023\] • Asana](#)

[EARLY CHILDHOOD EDUCATION, A SWOT ANALYSIS - Issuu](#)