

Personal SWOT Analysis | Worksheet

After you have completed the Ten Essential Nonprofit Leadership Skills and Experiences Assessment worksheet, the next step to defining your plan is to filter the skills and experiences through this Personal SCOT analysis worksheet.

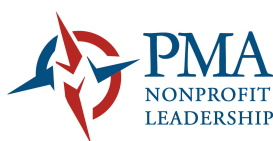
As you consider all ten skills and experiences, which two would you consider your strongest (**strengths**)? Which two would you consider your weakest (**weaknesses**)? Place these four items in their respective boxes on the personal SCOT worksheet. While all ten elements remain important for your overall leadership profile—and will be reviewed on a regular basis—it is unrealistic to address all ten at once. The personal SCOT analysis will help you to determine what “muscles” you most need to exercise.

The SCOT exercise also provides two other strategic lenses through which to look at your career plan and assessment, and they are the **opportunities** and **threats** quadrants. While the first two quadrants focused on skills and experiences you can address yourself, the next two areas cannot be managed directly but still have significant impact on your career journey.

The opportunities quadrant requires you to carefully consider what options might emerge for you professionally on multiple levels:

- 1) Within your organization, do you anticipate changes vertically (your boss) or horizontally (other departments) that might offer opportunities?
- 2) Within your sector, what peer organizations might offer opportunities based on changes in leadership or structural changes, such as a merger?
- 3) Depending on your Vision Framework’s geography parameters, what peer organizations across the state, region, or country might be worthy of your consideration if the right opportunity emerges?

While less pleasant to consider, the SWOT also allows you to contemplate “threat” scenarios beyond your control. What would you do if you had to face a new boss or board chair who was not viable for you? What if you were the casualty of an organizational downsizing, budget cut, or simply let go? Ideally, a job change will come as a result of an attractive opportunity, but it is prudent to at least consider difficult scenarios so you are not completely blindsided.



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Internal

External

STRENGTHS: *Skills and Experiences You Possess*

OPPORTUNITIES: *In Your Organization, Sector, or Beyond*

WEAKNESSES: *Skills and Experiences You Need*

THREATS: *In Your Organization, Sector, or Beyond*

Your Path to Nonprofit Leadership

Seven Keys to Advancing Your Career in the Philanthropic Sector

