

Step 1 – Prepare Personnel SWOT – Sample Given

Strengths

What are the positive aspects of myself and my present position?

What qualifications have I got?
 What kind of work have I done, and for how long?
 What specialist knowledge have I got?
 What skills do I possess?
 What resources do I have?
 What are the strong points of my character and personality?
 Who are my influential contacts?
 Have I any strong, specific interests or beliefs, at work or outside?
 Do I possess patents, copyrights or other intellectual property?
 What are the sources of my motivation and drive?
 Under what circumstances have I felt happiest and most fulfilled?
 Under what circumstances have I made the most valuable contribution?
 Have I any other strengths that I have not listed?

Weaknesses

What are the negative aspects of myself and my present position?

What limits me?
 Are there important gaps in my qualification, experience or knowledge?
 Have I financial difficulties or pressures?
 What are the weak points of my character and personality?
 In so far as I have done less well than I would have liked, what has held me back?
 Under what circumstances have I felt most frustrated and unhappy?
 Am I vulnerable in any way; financially, legally, physically etc?
 Have I any other limitations that I have not listed?

Opportunities

What aspects of the present or foreseeable future situation could I use to my advantage?

Are there any suitable job vacancies available or coming up?
 Are reorganisations being planned that might offer openings?
 What are the strengths and weaknesses of my rivals?
 Are there any gaps or niches in the marketplace I could exploit?
 Are there any opportunities for consultancy?
 What writing, speaking or media opportunities are open?
 Are any prizes, scholarships or bursaries available?
 Are there sponsorship opportunities?
 Do changes in local conditions or gaps in service exist?
 Are there inventions or ideas or new ways of working I could put to use?

Threats

What aspects of the present or foreseeable future may operate to my disadvantage?

Potential financial problems.
 Rivalry or opposition from others.
 Changes in the marketplace for what I or my organisation offer.
 Legal proceedings.
 Physical deterioration of property or assets.
 Taxation or benefit changes.
 Forthcoming legislation or regulations.
 Unfavourable changes in national or local economic conditions.
 Inflation.
 Loss of image or reputation.
 Obsolescence of my skills, knowledge or products.

Step 2- Identify the weakness and treat them with proper carrier development plan

Step 3 – Innovate as a person

One should never settle with the knowledge it should be a continuous learning process

A Person can innovate on four dimensions

- Searching for new opportunity
- Generating new ideas
- Championing
- Application

Please innovate on those four dimensions

Step 4 – Project contribution and career development

Get to know the following terms thoroughly.

Effective

It has six senses.

- producing or capable of producing an intended result or having a striking effect
- able to accomplish a purpose; functioning effectively
- works well as a means or remedy
- exerting force or influence
- existing in fact; not theoretical; real
- ready for service

Efficient

Performing or functioning in the best possible manner with the least waste of time and effort; having and using requisite knowledge, skill, and industry; competent; capable.

Personnel productivity

It's all about completing an action cycle. Knowing what your objectives are and the actions necessary to reach them is the trick to boosting your personal productivity practices. The different phases of this cycle are:

- Setting meaningful and measurable objectives
- Evaluating the objective into actionable items
- Completing the individual actionable items
- Reviewing and acknowledging your progress

In a project environment being productive means effective contribution within a given time frame. Project is time bound not like an operation, so every minute spent will matter. If the resource is not productive that means it is making a loss, better get a break and come back and start contributing again.

When selecting a project please check whether what is requested is matching with the competencies that is available within you. Because SME's equally matters like leads in a project environment. And also discuss the nature of work with project manager and check the capabilities of the available resources.

Emotion Intelligence / Work life balance

As human's happiness factor matters in our working environment, so all ways try to maintain a high happiness index within you. So that it is easy to maintain positive emotions later it will lead to constructive criticism.

Every person must have a work life balance. That an entertainment life, family life, education life, and professional life. These have to go in balance then only resource will be productive in the project and also it will allow the resource to have proper career development.

Build Leadership Qualities

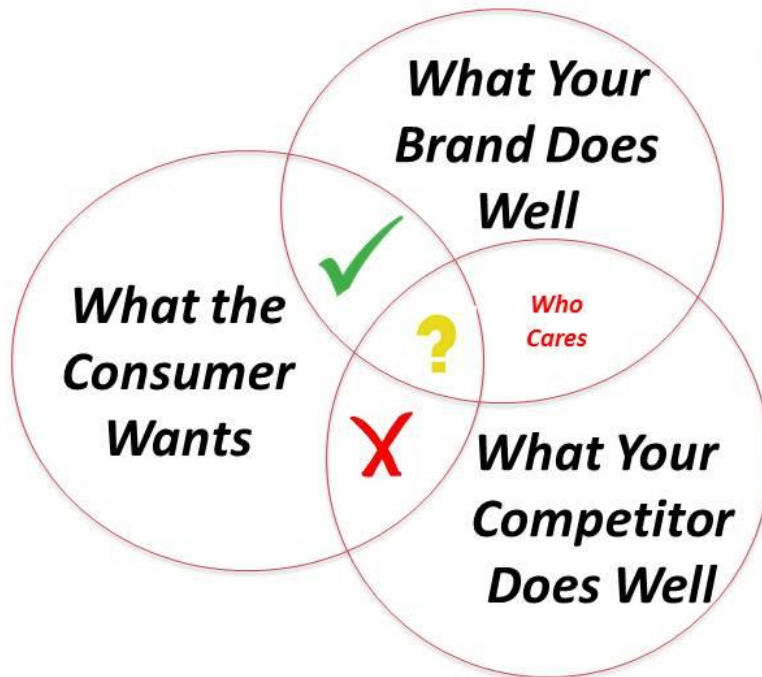
Today the concept of **Team Management** is the best in leadership management matrix, so learn to manage a team.

Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	<i>Quadrant I:</i> Urgent & Important	<i>Quadrant II:</i> Not Urgent & Important
NOT IMPORTANT	<i>Quadrant III:</i> Urgent & Not Important	<i>Quadrant IV:</i> Not Urgent & Not Important

All ways try to operate in Quadrant II

Unique Selling Proposition



✓ **Winning Zone.** Clear point of difference that meets the needs. Make it even bigger.

✗ **Losing Zone.** Your competitor meets the consumer needs better than you do. You'll be crushed.

? **Risky.** Competitive Battle ground. Use emotion, innovative, superior execution.