



Seizing Your Professional Development Your Career SWOT

Step 1: Know Yourself

Understand Your Strengths & Weaknesses

Step 2: Know Your Environment

Where are the opportunities in your field and what are could stop you from achieving your goals?

Strengths What are your strengths?	Weaknesses What are your weaknesses?
Opportunities What opportunities exist in your career field?	Threats What threats exist in your career field?

Strengths

Weaknesses

Opportunities

Threats



Step 3: Now you know yourself and your environment. What are your career goals? What is your 5 year career plan?

Step 4: Now that you have an end goal, how do you plan to get there? Do you need additional training? Do you need a mentor in that area? Define what will help you with your career objectives

Step 5: Now is the critical part. An action plan must define each tasks schedule and who will do it – and then commit to it. Congratulations! You've just completed your career SWOT!

Defining Your Career Objectives

Create A Game Plan

(Define **what** you need to do)

Develop an Action Plan

(For each *What*, Define **When** and **Who**)



List of Professional Development Resources

1. MIT Open CourseWare Website
<http://ocw.mit.edu/OcwWeb/index.htm>
2. The Career Journal – The Wallstreet Executive Career Site
<http://www.careerjournal.com/>
3. Suite 101 - Free Professional Development
http://trainingpd.suite101.com/article.cfm/free_professional_development
4. Harvard Business Review
<http://HarvardBusinessOnline.org>
5. Quintessential Careers
<http://www.quintcareers.com/>
6. NEI'S Nuclear Careers
<http://nuclearcareers.org/>
7. NA-YGN Career Resource Center
<http://www.na-ygn.org/careercenter/>