

Welcome to our virtual waiting room!

While you wait for the session to start, please take time to:

1. Mute yourself – audio and video
 - 1 in the picture
2. Visit the chat window
 - 2 in the picture
3. Check your name- update if incorrect
 - 3 in the picture
 - We are using these names to track attendance

BlueJeans Participant Screen

1. Camera mute, Audio Mute, Share your screen and Leave meeting
2. People roster, Chat, Apps and Settings
3. People roster detail

The screenshot shows the BlueJeans interface with several callouts:

- 1**: A box highlights the camera, audio, and screen share icons. A label "Who's talking" points to a blue microphone icon in the top left of the video feed.
- 2**: A box highlights the PEOPLE, CHAT, APPS, and SETTINGS icons in the top right.
- 3**: A box highlights the name "Anne" in the PEOPLE roster, with a pencil icon next to it.
- Who's talking**: A label pointing to the blue microphone icon in the top left of the video feed.
- Hide menu**: A label pointing to the 'X' icon in the top right of the video feed.
- View People**: A label pointing to the PEOPLE icon in the top right of the video feed.
- Hide Video Thumbnails**: A label pointing to the video thumbnails at the bottom of the screen.
- Switch Video and Content Frames**: A label pointing to the video thumbnails at the bottom of the screen.
- Your self view, with quality bar and mic status**: A label pointing to the self-view thumbnail at the bottom of the screen.
- Send Meeting link to others**: A label pointing to the meeting link at the bottom of the screen.

Annotations on the right side of the screen:

- Click to see only who's talking (also shown by blue mic highlight)
- Click pencil to change your name. Mute/unmute your camera or microphone.
Note: only moderators (marked by a star next to the name) can also mute & unmute other participants
- Click name to see call details and connection stats. Moderator has ability to drop them from meeting
- Moderators only can Mute & Unmute All participants at once
- Copy meeting link, & share with others

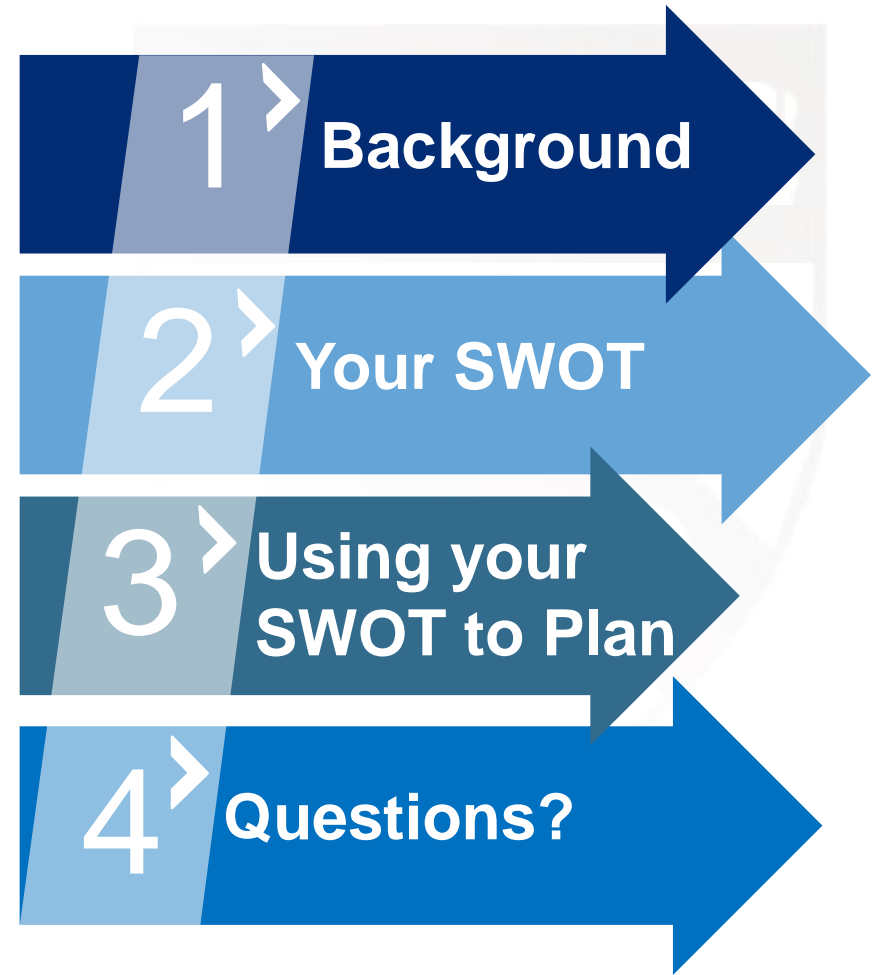


Penn Medicine



coach ***Leading Yourself:***

Learn how to create a personal SWOT (Strength / Weakness / Opportunity / Threat) analysis to form an actionable growth plan.



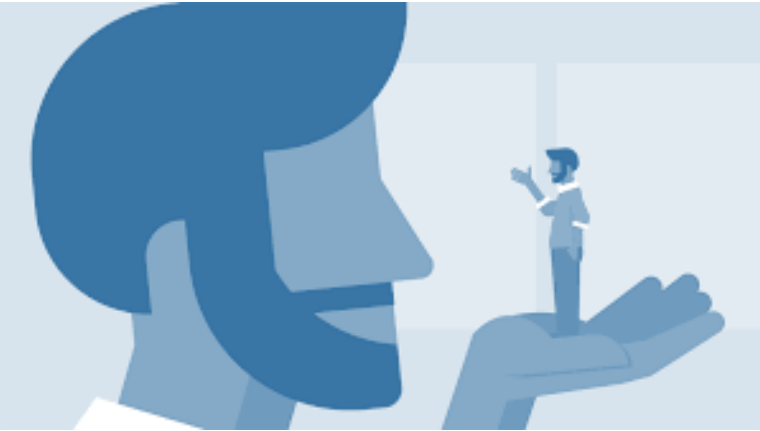
A link to the slides will be emailed at the end of the week

What is a SWOT analysis?



- ▶ Strategic planning method
- ▶ Examines a business, person or situation through many lenses:
 - Internal vs. External
 - Helpful vs. Challenging

Why Should You Create a Personal SWOT Analysis?

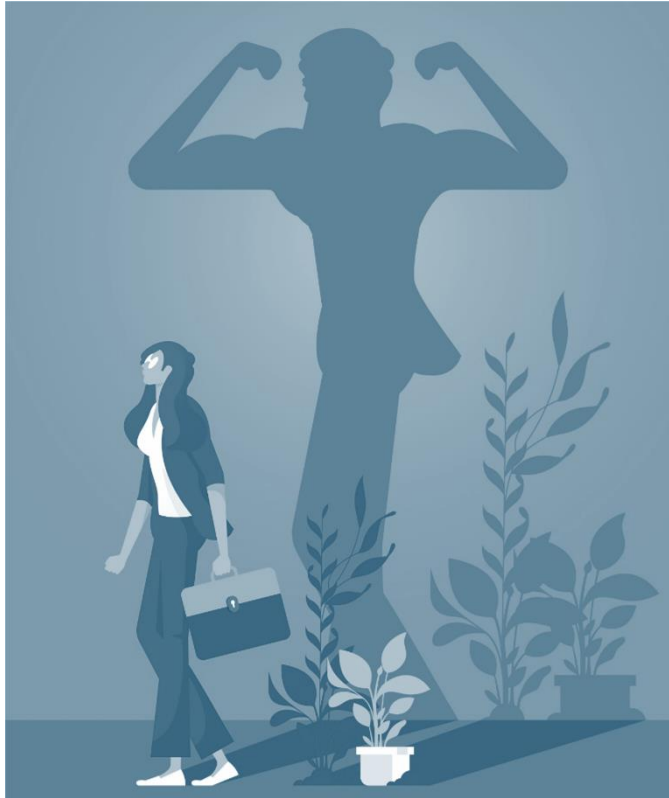


Self-Awareness

Self-Awareness leads to:

- Better decision making
- Increased job effectiveness
- Better communication in the workplace
- Enhanced self-confidence and job-related wellbeing

Why Should You Create a Personal SWOT Analysis?



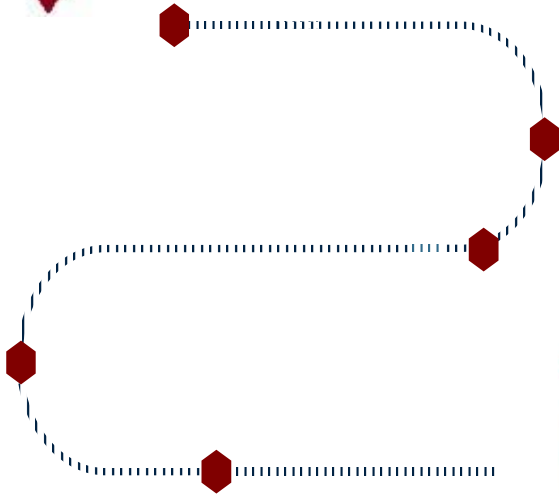
Self-Awareness

Focus

People who can focus on their strengths are:

- **6x** as likely to be **engaged** in their jobs
- **3x** as likely to report having an excellent **quality of life** in general.

Why Should You Create a Personal SWOT Analysis?



Self-Awareness

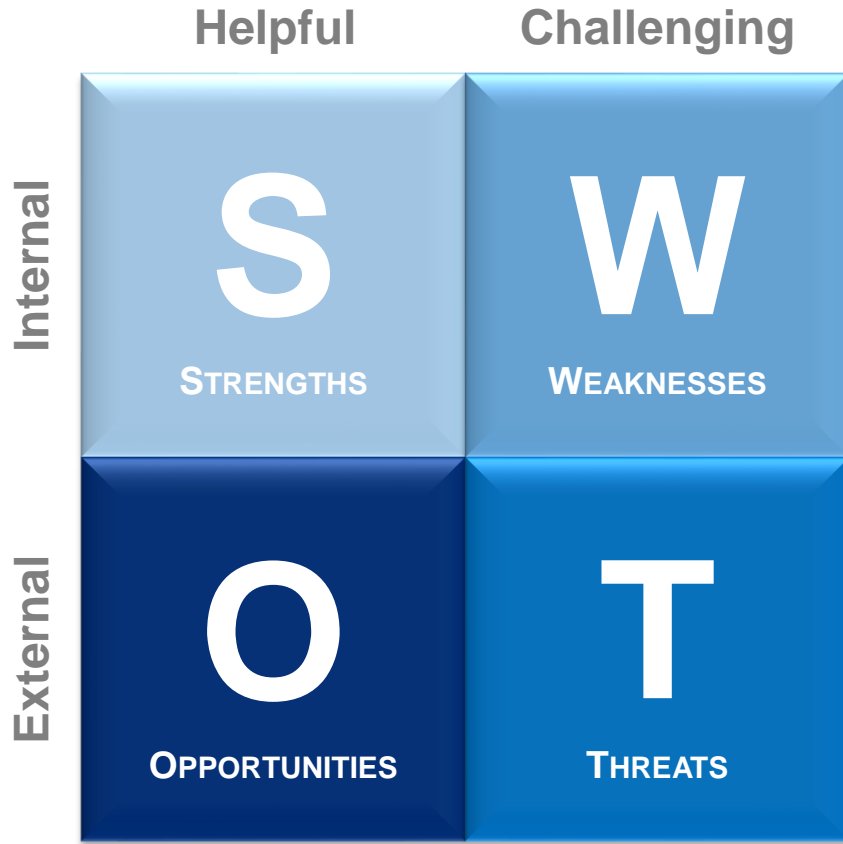
Focus

Guidance

A holistic view of capabilities and environment enables:

- Objectivity on job fit
- Gap analysis between current job and future goals

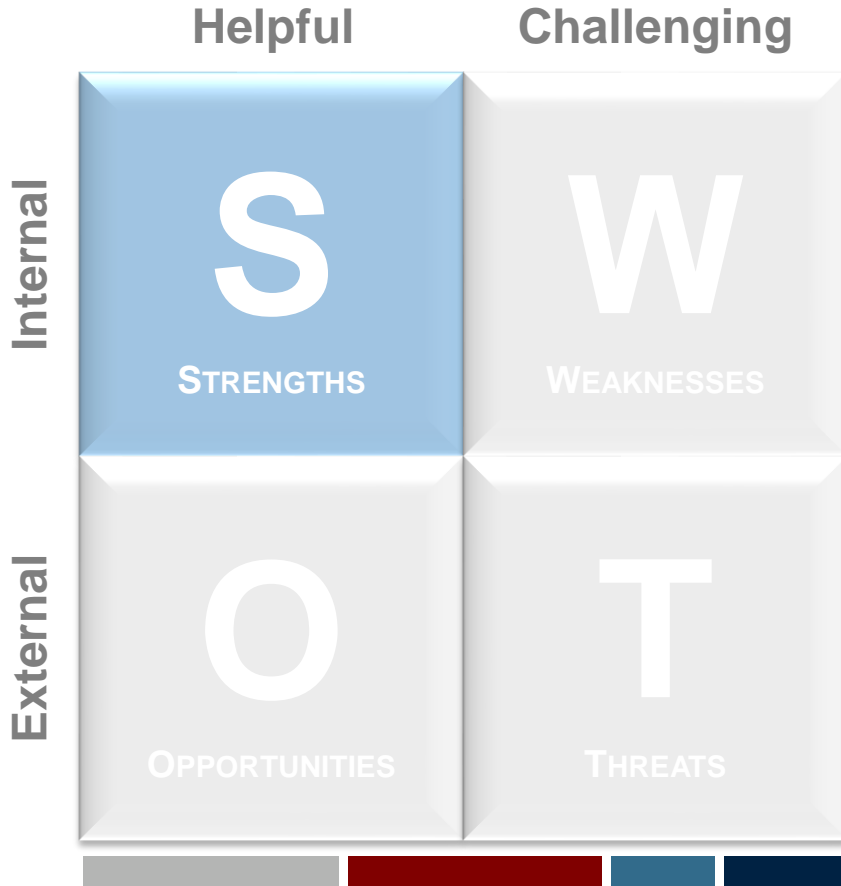
Components of a Personal SWOT



Best Practices

- ✓ Be honest with yourself
- ✓ Take your time
- ✓ Ask for help
- ✓ Look for patterns

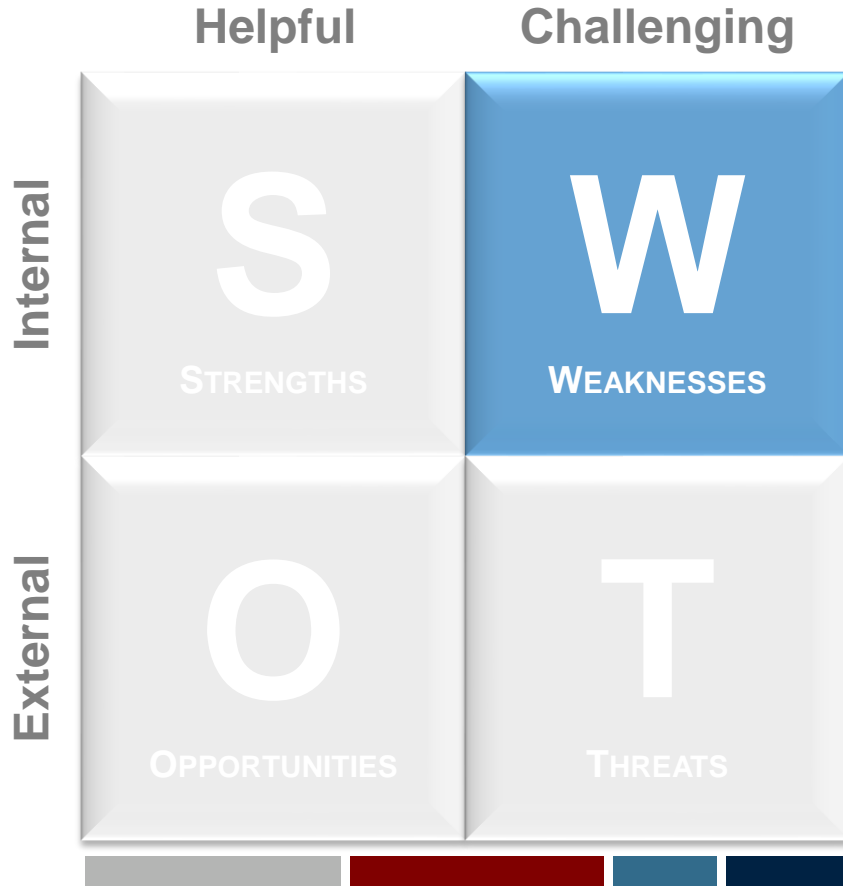
Strengths



Strengths:

- What do you do exceptionally well?
- What sets you apart from others in your role?

Weaknesses (Challenges / Opportunities for Improvement)



Strengths:

- What do you do exceptionally well?
- What sets you apart from others in your role?

Weaknesses:

- What tasks do you typically avoid? Why?
- What behaviors are holding you back?

Opportunities



Strengths:

- What do you do exceptionally well?
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Weaknesses:

- What tasks do you typically avoid? Why?
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Opportunities:

- Are there processes for improvement in your department?
- Is there an unmet need you could fill?

Threats



Strengths:

- What do you do exceptionally well?
- What sets you apart from others in your role?

Opportunities:

- Are there processes for improvement in your department?
- Is there an unmet need you could fill?

Weaknesses:

- What tasks do you typically avoid? Why?
- What behaviors are holding you back?

Threats:

- What obstacles are preventing you from doing your best work?
- Are there limited resources?

Personal SWOT Process



Personal SWOT Process



Personal SWOT Process



Personal SWOT Process



Personal SWOT Process

03

Analyze the Results



What patterns do you see between your SWOT and your colleagues, friends, etc?

Were there any surprises?

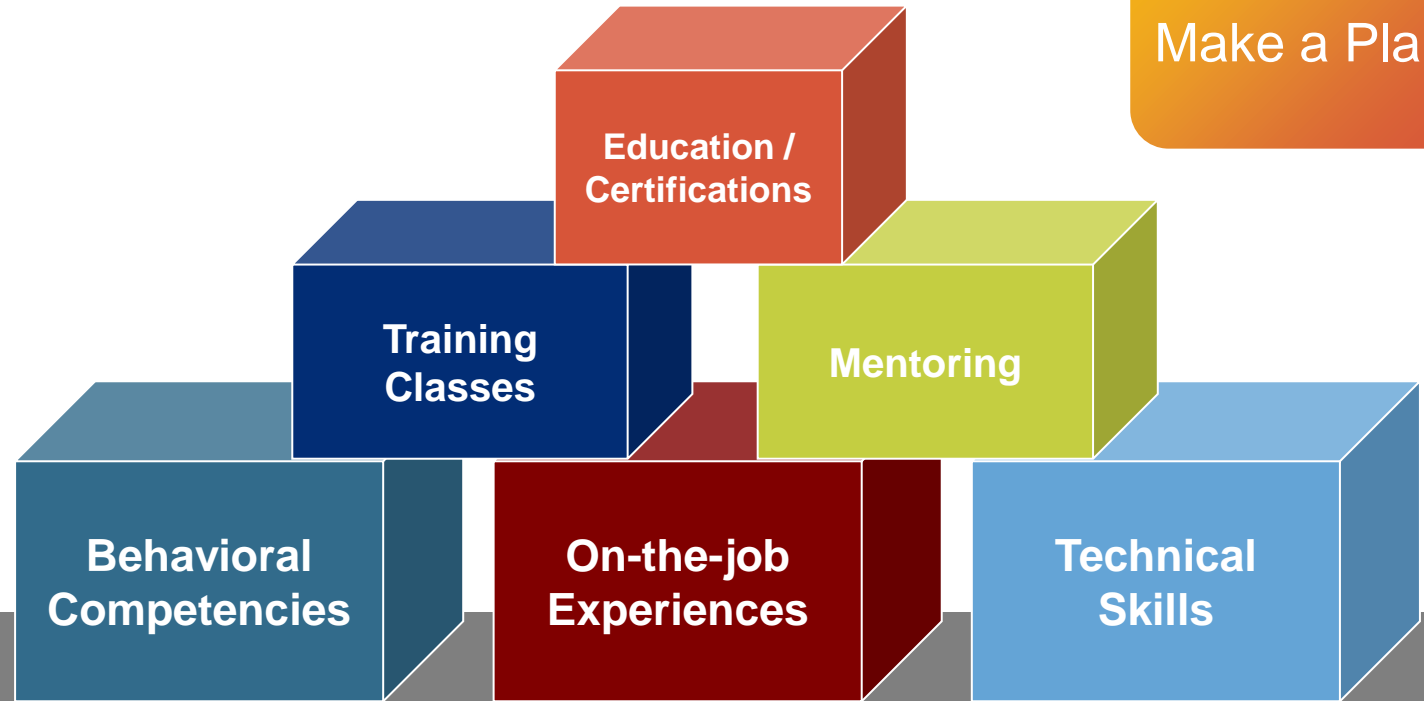
What are your top:



How do I Leverage my SWOT to Plan for Growth?

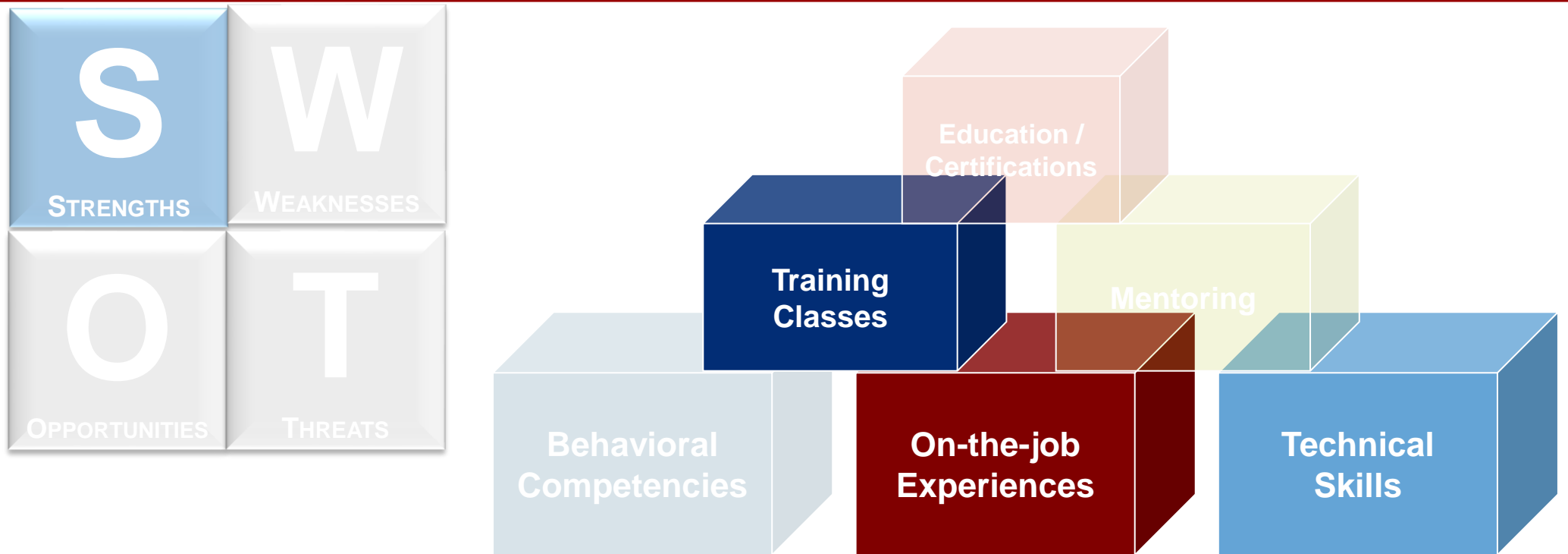
04

Make a Plan



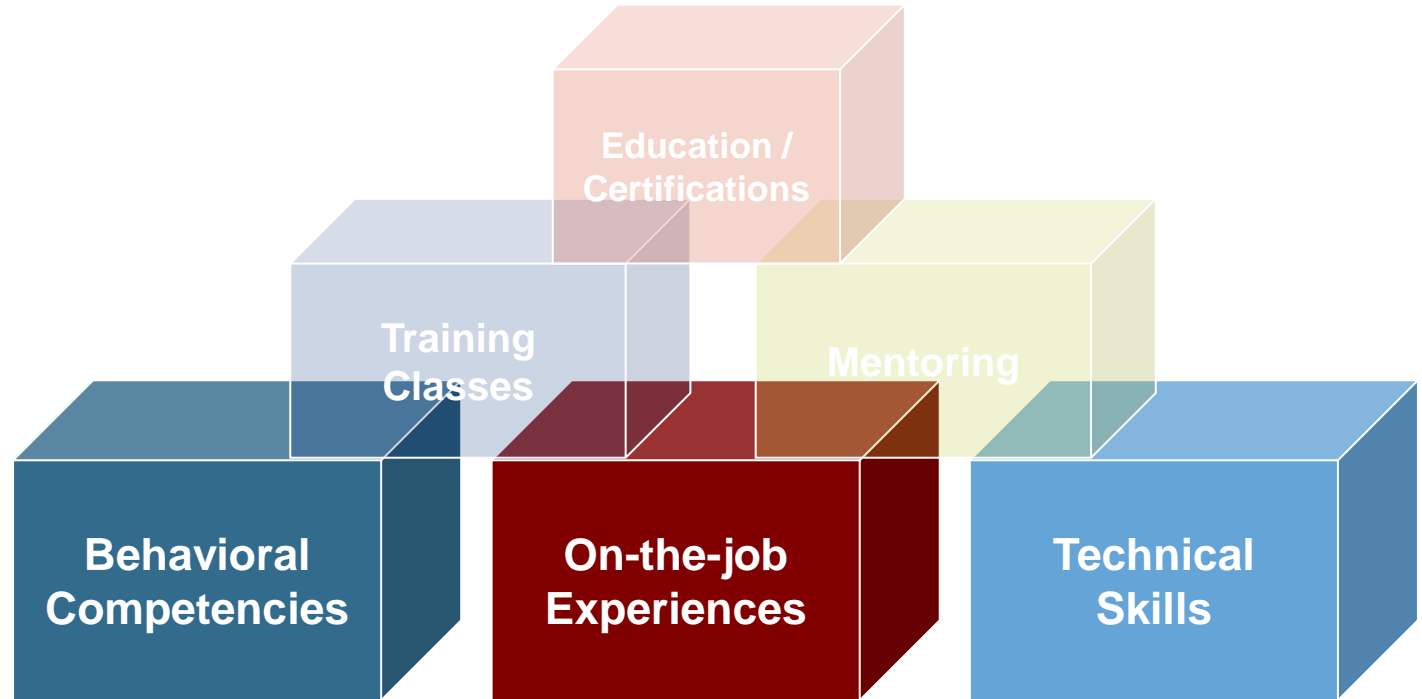
Career and Performance Goals

How do I Leverage my SWOT to Plan for Growth?



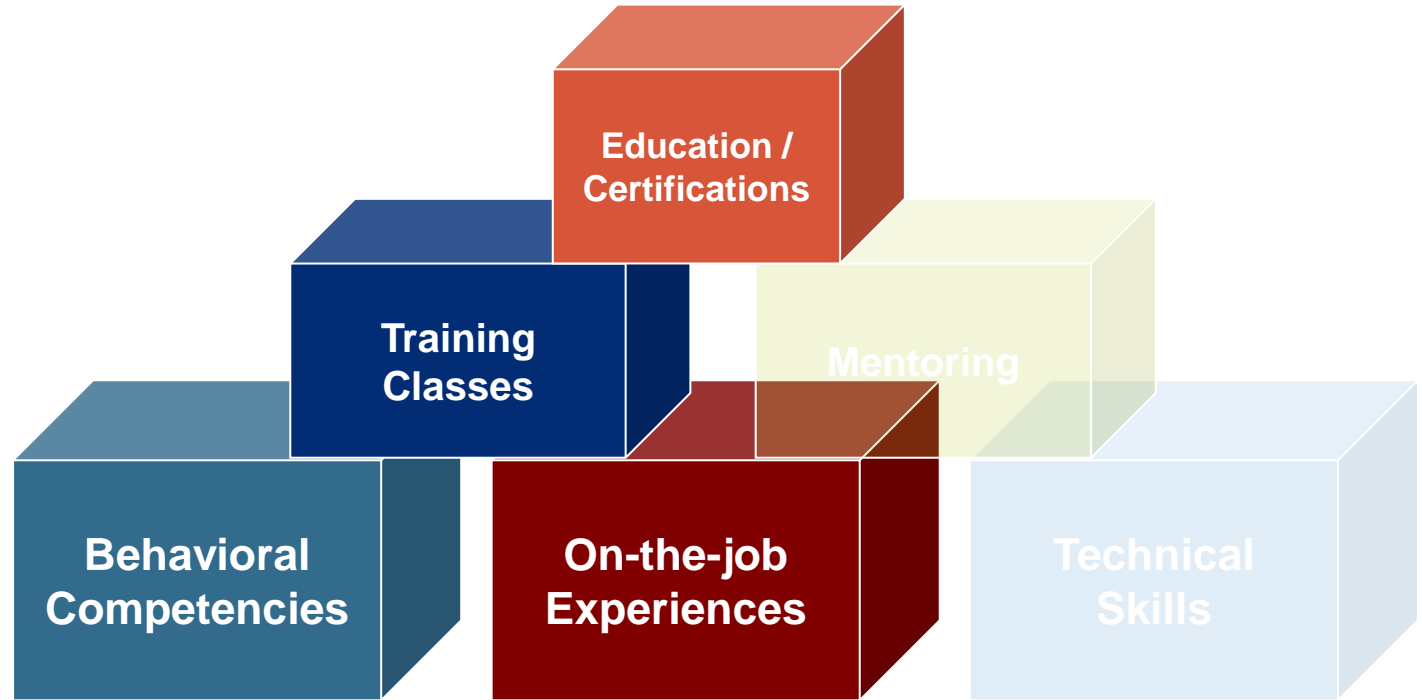
Turn Strengths into Opportunities

How do I Leverage my SWOT to Plan for Growth?



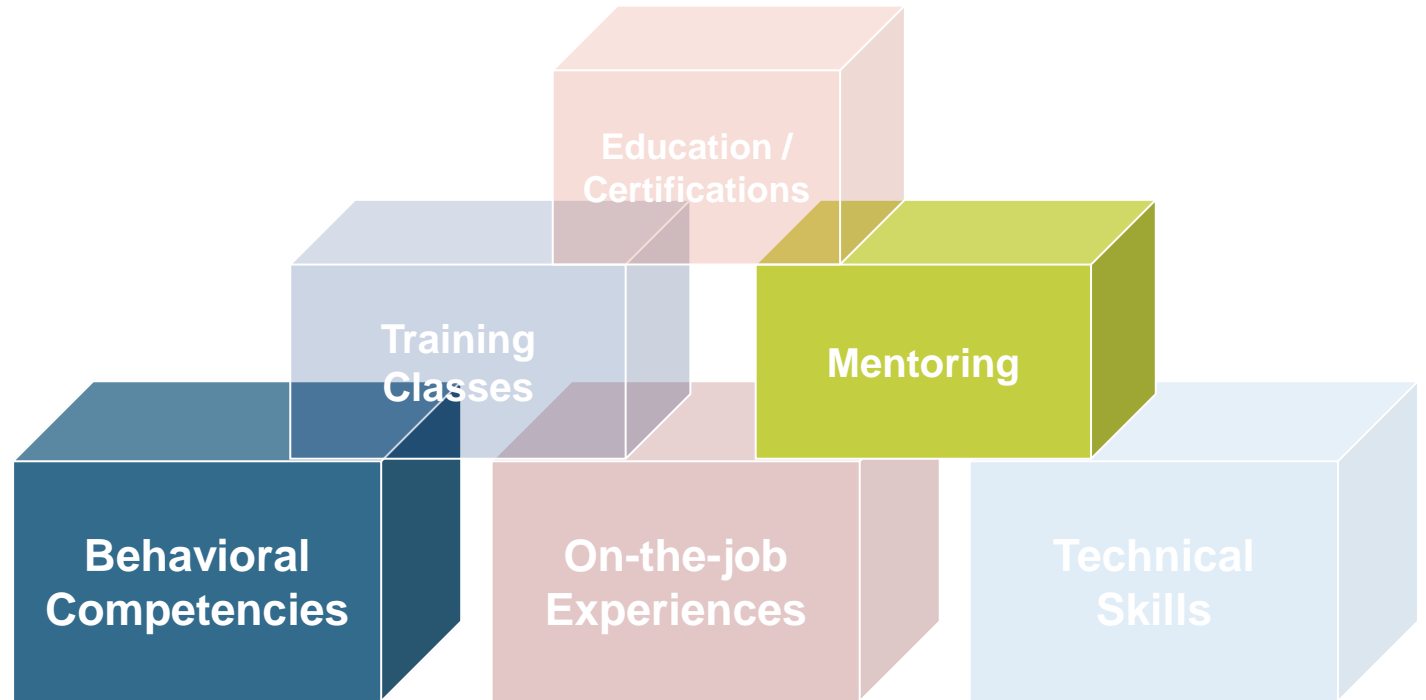
Address Challenges

How do I Leverage my SWOT to Plan for Growth?



Realize your Opportunities

How do I Leverage my SWOT to Plan for Growth?



Identify Solutions



What if...

- ▶ I'm happy in my role and don't want to move up?
- ▶ I don't like the stretch assignment that my manager offers?
- ▶ I can't identify a mentor?
- ▶ I want to get a degree to gain advancement in my field?

Questions? Comments?

Penn Medicine Resources

- ▶ [PennCOBALT](#) a tool for the Penn Community that uses targeted assessments to direct you to the right level of coping support.
- ▶ [Lead Strong](#) Live discussions and curated resources for Penn Medicine employees around leading yourself and your team during adversity.
- ▶ [WELLfocused](#) a program dedicated to making living a healthy lifestyle easier, by providing tools, resources, educational campaigns and health-related challenges to help improve overall well-being
- ▶ [Penn Medicine Academy:](#)
 - Microlearnings:
 - [Creating a Feedback Rich Environment](#)
 - [Building a Development Plan](#)
 - Job Aids:
 - [Developing yourself manager huddle sheet](#)
 - [Developing competencies](#)
 - Pathways:
 - ["I want to find my dream career"](#)

Articles

- ▶ [A comprehensive guide to creating your personal SWOT Analysis | Cacao](#)
- ▶ [Self-Awareness, Identity, and Leader Development | Taylor & Francis Group \(taylorfrancis.com\)](#)
- ▶ [Self-Awareness - Career Development – IResearchNet](#)
- ▶ [What Self-Awareness Really Is \(and How to Cultivate It\) \(hbr.org\)](#)
- ▶ [Turn Your Strengths Into Superpowers In Four Steps \(forbes.com\)](#)

LinkedIn Learning

- ▶ [How to Network When You Don't Like Networking](#)
- ▶ [Leading and Managing the Whole Self](#)
- ▶ [Turning Weaknesses Into Strengths](#)
- ▶ [Managing Self-Doubt to Tackle Bigger Challenges](#)

S

- What are you good at naturally?
- What skills have you worked to develop?
- Which of your achievements are you most proud of?
- What values do you believe in that make you unique?
- What behavioral competencies are you talented in?
- Do you have a degree or certification that makes you uniquely qualified or better able to do the job?
- Do your previous experiences give you a different perspective from your colleagues?

O

- Are there processes for improvement in your department?
- Is there an unmet need you could fill?
- What trends exist elsewhere in Penn Medicine that can you leverage?
- How can you tap into your network within Penn Medicine and outside?

W

- What tasks do you avoid because you don't feel confident doing them?
- Do you need development in one or more behavioral competencies?
- Is one of your technical skills not on par with your colleagues?
- Do you lack critical education or certifications?
- Do you have work habits that could be improved upon?

T

- Is your job, department, environment changing?
- Are you lacking resources?
- Does your team have norms that are not as effective as they could be?
- Do you have the support you need to do your best work?