Employability Level 2 – Personal Strengths and Weaknesses

1 of 16 – Welcome

Welcome to this session on personal strengths and weaknesses.

In this session we will be covering:

* What your strengths are
* How your strengths can help you
* What your weaknesses are
* How you can use your weaknesses positively

2 of 16 – Introduction

Identifying your strengths and weaknesses in terms of your employability will help you to be successful with your future career.

When you identify them, it may seem a little difficult, but once you get started it will become easier.

Listen to what others think too – they often see things that you don’t.

Have you ever thought about what your strengths and weaknesses are?

3 of 16 – Getting started

**Strengths**

Sometimes it’s easy to focus on your weaknesses, but if you know what your strengths are it’s a good way of knowing what you can do well.

**Experiences**

With both your strengths and weaknesses it is important that you always evolve – be open to new experiences and things that might change you – as you grow in your career you will change.

4 of 16 – Assessing your personal strengths and weaknesses

By identifying your strengths and weaknesses and pinpointing areas where you need assistance, you can continue to develop and improve your skills in your personal life and in your professional career.

Download the **Personal Strengths and Weaknesses Activity PDF** and make notes on your strengths and weaknesses as you work your way through this session, so that by the end you will have identified some of your strengths and weaknesses.

5 of 16 – Example strengths

Here are some examples to help you get started with thinking about your strengths:

* Communication skills – these can be written, listening and spoken
* Having a positive attitude
* Having the ability to prioritise
* Having planning skills
* Being able to learn from your mistakes
* Being well organised

Start making notes on what you do well; think about things that you enjoy or activities you do regularly.

6 of 16 – Visit website

Visit the following website for more examples of strengths. Make notes on any examples you see which match what you think are your personal strengths.

[Examples of Strengths](https://examples.yourdictionary.com/examples-of-strengths.html)

7 of 16 – Questions to ask yourself

Consider each of the following question in turn and don’t forget to make notes as you consider each one:

* What achievements are you most proud of?
* Are you part of a network or group?
* What do other people see as your strengths?
* What values do you have that maybe others don’t?

8 of 16 – How will your strengths help you?

Once you have identified your strengths there are many benefits. Here are a few to demonstrate:

**Time**

When you know what you are good at it will allow you to save time, having an idea of what talents or skills you have will help you to narrow down your career choices.

**Confidence**

No matter what your strengths are, finding them out will boost your confidence and when you feel confident you will achieve much more.

**Aim high**

Can you build on any of your strengths? By aiming higher or branching out you will be able to achieve much more than you probably thought you could.

9 of 16 – Weaknesses

**Remember**

By looking at areas of weaknesses and planning on how you can improve them, you will be developing not just your career but also your life as a whole.

**Deal with**

If you worry about your weaknesses and hide them, you will never learn how to deal with them or understand how you can improve these areas.

**Opportunities**

Most weaknesses are an opportunity to improve – it may be that training or assistance will help you to overcome them.

**Identify**

It can be difficult to identify your own weaknesses, but we all have them.

10 of 16 – Examples of weaknesses

Here are some examples of weaknesses, and how you could consider addressing them:

* **Impatience** – it’s great you want to get the work done, but rushing through could lead to mistakes, try to overcome this by always checking your work
* **Overly talkative** – try not to distract others, discretion is the key to success
* **Public speaking** – this is something many of us fear, but with practice it does get easier
* **Chaotic** – could you organise yourself more effectively by using lists to help you become more organised?

11 of 16 – Visit website

During job interviews, you may be asked about your weaknesses as a way to determine whether you are qualified for the job.

You can state or ‘confess’ your weaknesses as this demonstrates self-awareness but then add how you handle this weakness giving the ’confession’ a positive outcome.

Visit the following website for more examples of weaknesses and how to handle discussing them at an interview:

[List of Weaknesses with Examples](https://www.thebalancecareers.com/list-of-weaknesses-2063805)

Remember to update your PDF worksheet if you recognise any that apply to you.

12 of 16 – Questions to ask yourself

Consider each of the following questions in turn and remember to make notes as you consider each one:

* What tasks do you avoid because you don’t feel confident?
* What do others see as your weakness?
* Are you confident with your education and training skills you have gained so far?
* What are your negative habits?
* Do you have any personality traits, which might hold you back?

13 of 16 – Finally

**Career planning**

You have now identified a variety of strengths and weaknesses which you will be able to use to help you with your career planning and development.

**Self-improvement**

It is important to improve your knowledge and skills to help better yourself; with improvement it will help you succeed in life.

14 of 16 – Question 1

Using the following choice of words: **strengths**, **holiday**, **personality**, **employer** or **colleagues**, fill in the blanks for the paragraph below. You do not need to use all of the words.

In most interviews, the topic of **blank** and weaknesses will be discussed. This is because your prospective **blank** wants to know your work style, how you interact with and relate to others and most importantly your **blank**.

The correct paragraph should read:

In most interviews, the topic of **strengths** and weaknesses will be discussed. This is because your prospective **employer** wants to know your work style, how you interact with and relate to others and most importantly your **personality**.

15 of 16 – End

Well done. You have completed this session on personal strengths and weaknesses.

In this session we have covered:

* What your strengths are
* How your strengths can help you
* What your weaknesses are
* How you can use your weaknesses positively

If you are unsure or have any questions about any of these topics, make a note and speak to your tutor for more help.