# **SWOT** template



### **INTERNAL FACTORS**

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### **STRENGTHS**

What advantages and value proposition do you have to rival other businesses?

#### People, skills capabilities

- · Staff development, investment in training
- Communication
- · Engagement levels
- HR strategy
- EVP
- Knowledge and expertise
- Benefits
- Succession plans
- · Culture, philosophy and values
- Data

### Resources, assets

- Properties and locations
- Equipment
- Financial reserves
- Technology

## Competitive advantage

- · Intellectual property
- Products and, or services
- Markets and reach
- Innovation
- Unique selling proposition

### Internal processes

- HR and operational
- Cooperation across different departments (finance, marketing, IT, legal/risk, etc)

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## **WEAKNESSES**

Identify vulnerabilities: areas of your business and/or HR function that require change to be more efficient, or stopped?

#### People, skills capabilities

- Staff morale
- Budget constraints
- Skills gaps
- Employee turnover
- Expertise
- Internal disruption
- People analytics/data
- Historical data
- HR recognition, impeding contribution
- People management

### Resources, assets

- · Core activities
- Reliability
- · Cash flow
- Dated technology/equipment

### Competitive advantage

- · Reputation and brand perception
- Quality
- Procurement strength
- Bureaucracy
- Reactive rather than proactive

# Internal processes

· HR and operational

# **EXTERNAL FACTORS**

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### **OPPORTUNITIES**

What opportunities and trends can you capitalise on?

# People, skills capabilities

- Workforce planning
- · Organisational design
- Restructure
- Personal and professional development expectations
- · Transparency of benefits

### Resources, assets

Development of international sustainability reporting standards

#### Competitive advantage

- The gig economy
- Industry trends
- Technology development
- Target markets
- New product developments
- Expansion and growth
- Partnerships
- ESG/increasing Social reporting regulations

# Internal engagement

- Board demands/upskilling expected by regulators
- Support to board committees on people risks and opportunities

# THREATS

What external factors could impede your progress?

# People, skills capabilities

- · Competitors attracting staff away
- Personalisation of benefits

### Resources, assets

- Lack of common international standards
- Competitive advantage
- Changes to demographics
- Increasing regulation
- · Labour market conditions
- New competitors
- · Changes to market demand
- PESTLE factors (see factsheet)
- Innovations in technology
- Cost of investments
- · Loss of market share

### **External Factors/Stakeholders**

- Investor expectations
- NGO expectations
- Regulators expectations
- · Climate change
- Economic environment
- Geopolitics