

**Pedagogical Manual :** MFL Department

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| **Section** | **Foundations** |
| **Resource** | F5: What are your strengths, weaknesses, threats and opportunities? Using SWOT analysis of your mission statement. |
| **Objective** | *To complete a SWOT analysis of your newly established MFL department to inform your action planning.* |
| **Outcomes** | * To complete a SWOT analysis * To create a simple action plan that turns weaknesses into strengths, and threats into opportunities |
| **Resources** | SWOT analysis grid  Action plan template. |
| **Time** | 40 minutes |



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| Pre-Planning: SWOT Analysis grid and Action Plan Grid |  | Someone should print a copy of the SWOT analysis grid and the action plan grid that can used during the discussion. |

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| Part 1: *Starter* | 5 mins | As a group choose an animal. Can you reflect on this animal in light of the following questions:   1. *What is this animals main strength? Why is it strength?* 2. *What is this animal’s main weakness? Why is it a weakness?* 3. *What opportunities are open to this animal that are not open to others?* 4. *What threats does this animal have to encounter?* 5. *How does this animal use its strengths to counteract the weaknesses?* 6. *How does this animal use its opportunities to counteract its threats?*   The purpose of this starter is to think about how one central object, person or thing will have different parameters acting upon it.  This is very much like your newly established MFL department. By undertaking SWOT analysis, you can start to foresee how you can use your strengths and opportunities to counteract the weaknesses and threats through action planning. |
| Part 2: SWOT Analysis | 15 minutes | Using the enclosed SWOT analysis grid, try and put 5 items in each section of the grid based on the questions above where you replace ‘animal’ with MFL Dept.  Elect a scribe to put down the department members’ thoughts.    Limit your discussion to **15 minutes** and a maximum of **5 items** in each section. |
| Part 3: Action Plan | 20 mins | An Action plan is useful for envisaging ways in which you will endeavour to convert weaknesses into strengths and how you will turn threats into opportunities. This is not always possible in every case but you can often enact certain approaches or behaviours to make the impact of the weaknesses/threats less great.  In the action plan template, choose 2 threats to deal with and write them into the first column. (see example below)  Create a desired outcome that is achievable within a short timeframe.  Outline the necessary steps to achieve this  Write a date when this is going to be achieved by.  Complete the same process with the weaknesses.  Display this either on your notice board or in your shared drive. When you review these, it is fine if you have not fully achieved the target. In this case, you should complete another rotation with a new analysis of the threat e.g. in the case of the example below, you might decide to use a different digital tool. |

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| **Threats** | **Desired Outcome** | **Necessary Steps** | **Who is responsible?** | **Completion Date** |
| Lack of use of digital technologies | The team is using 1 new digital technology | - Choose the digital tool  - Ensure staff have access  - Teachers A, B, C to meet at breaktime and give training to teachers X, Y, Z.  -Reflection on impact | A, B, C = provide training  X, Y, Z = undertake training | Review in meeting on Sept 30th |

**Foundations: F5 Departmental SWOT Analysis**

**SWOT analysis grid.**

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| **STRENGTHS**   1. We are a team | **WEAKNESSES**   1. We can’t agree a mission statement |
| **OPPORTUNITIES**   1. We have been given a space to create a noticeboard | **THREATS**   1. We do not all use digital technologies |

**Foundations: F5 Departmental SWOT Analysis**

**Action Plan**

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| **Threats** | **Desired Outcome** | **Necessary Steps** | **Who is responsible?** | **Completion Date** |
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| **Weaknesses** | **Desired Outcome** | **Necessary Steps** | **Who is responsible?** | **Completion Date** |
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