

TOOL BOX

SWOT TRANSITION WORKSHEET

A Worksheet to Share Information with Incoming Leadership

Directions: Please complete the following chart, noting the top internal strengths and weaknesses of this institution, the most critical external opportunities and threats, and any potential 'landmines' you think the incoming head should be made aware of when navigating the first year.

Name: _____ Position: _____

1 Strengths (internal strengths)	2 Weaknesses (internal weaknesses)
3 Opportunities (opportunities that exist outside the school's control)	4 Threats (threats to that exist in the external environment)

Landmines (critical issue areas that may or may not be readily visible):