

ACTIVITY SHEET 4

SWOT ANALYSIS

PURPOSE

This activity sheet is designed for you to lead a discussion with your team that gets them to identify the key strengths and opportunities, as well as the weaknesses and threats raised by the *Fire Note*.

OUTCOME

Leading this discussion will enable consideration and agreement on:

- 'What' i.e. the key issues raised by the *Fire Note*.
- 'So what' i.e. the strengths and weaknesses that that the team may have now?
- 'Now what' i.e. the opportunities and threats raised and the key things that the team can do to address these in the future.

SUITABILITY OF ACTIVITY

This is a longer activity and will require 45-60 minutes to complete.

It can be conducted in an informal atmosphere, such as around the lunchroom table or sitting around the station. Templates are provided to help team members write down their ideas in a logical order.

The value of the activity is in bringing together views of all members of your team. It overcomes the loudest, most experienced or dominant person trying to hold the floor.

INSTRUCTIONS

1. Split the team into two groups.
2. Get each member of the team to read the *Fire Note* that you've selected. Give them 5-10 minutes of quiet time to do this.
3. Get Group A to identify the strengths of your team, based on what issues were raised by the *Fire Note* (e.g. experienced, good communication, wide range of skills) and write down the five most important ones using the template provided.
4. Get Group B to identify the weaknesses of your team, based on what issues were raised by the *Fire Note* (e.g. all the same age, no new people, low numbers) and write down the five most important ones using the template provided.
5. Get Group A, follow by then Group B, to read their Top 5 out. Check if there are any other major ones to add.
6. Now get Group A to identify the opportunities for this team, based on the issues raised by the *Fire Note* (e.g. set up buddy system, meet with other brigades to swap ideas.) Get them to list their top three.
7. At the same time have Group B to identify the threats that may face this team in the future, based on the issues raised in the *Fire Note*. Get them to list their top three.
8. Then get Group A to review their top three opportunities and identify three ways (strategies) to take advantage of each opportunity.
9. At the same time, have Group B review their top three threats and identify three ways (strategies) to address each of the threats identified.
10. Once they are finished, get members from each of the groups to report back on the strategies they've identified.
11. Finish up by summarising the issues raised and the ideas for the future. Get these written up and have a copy for each member of the team, along with a copy for the notice board. These should be discussed either at your next brigade meeting or within the next two weeks and an implementation plan to make it happen developed.

GROUP A - STRENGTHS AND OPPORTUNITIES

Having read this *Fire Note*, these are the top five strengths of the team (based on the issues raised by the *Fire Note*).

Strength 1

Strength 2

Strength 3

Strength 4

Strength 5

Based on the issues raised by the *Fire Note*, these are the top three opportunities that we could take advantage of in the future.

Opportunity 1

Opportunity 2

Opportunity 3

GROUP A - STEPS TO TAKE ADVANTAGE OF THE OPPORTUNITIES

Opportunity	Steps to take advantage of the opportunity
1	a
	b
	c
2	a
	b
	c
3	a
	b
	c

GROUP B - WEAKNESSES AND THREATS

Having read this *Fire Note*, these are the top five weaknesses of the team (based on the issues raised by the *Fire Note*).

Weakness 1

Weakness 2

Weakness 3

Weakness 4

Weakness 5

Based on the issues raised by the *Fire Note*, these are the top three threats that we need to address in the future.

Threat 1

Threat 2

Threat 3

GROUP B - STEPS TO ADDRESS THE THREATS

Threat	Steps to address the threat
1	a
	b
	c
2	a
	b
	c
3	a
	b
	c