

Presentation

- **Name: Ahmed Khaled Shaban Abdelgawwad Atalla**
- **Student Number: 2022999**
- **Lecturer: Charles Nwaogwugwu**
- **Module: Developing Relationships And Workplace Achievement**
- **Course: (BA) Leadership and Management**

APPLE

- Apple was created in 1976 by Steve Jobs, Steve Wozniak and Ronald Wayne
- Is an American tech company
- Apple's headquarter is based in Cupertino, California, USA.
- Apple have more than 400 stores in the world.



Knowledge and Behaviour

- Training
- Motivation
- English Language



Knowledge and Behaviour

- Collaborative
- Critical Thinking
- Problem Solver
- Technology



Skills

- Active listening
- Recruiting
- Conflict Resolution
- Communication



SWOT

Strengths



Polyglot
Team Working

Weaknesses



Communication
Shy

SWOT



Experience
Career

HR Software

Benefits of Training and Development

Training: short-term goal

Development: long-term goal

- Achieve Career Goal
- Increase in Knowledge and Skills
- Build Confidence



Benefits of Training and Development

- Improved Employee Performance
- Increased Company Productivity
- Increased Employee Retention



Conclusion



Reference List

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Appendix 1

Strengths

What do you do well?

What unique resources can you draw on?

What do others see as your strengths?

Polyglot, Teamworking, Curious, Time Management, Organisation, Planning

Weaknesses

What could you improve?

Where do you have fewer resources than others?

What are others likely to see as weaknesses?

Communication, Anxiety, HR Software, Procrastinator, Shy, Multitasking

Opportunities

What opportunities are open to you?

What trends could you take advantage of?

How can you turn your strengths into opportunities?

Experience, Career, Improved language skills, Improved Communication Skills,

Threats

What threats could harm you?

What is your competition doing?

What threats do your weaknesses expose to you?

HR Software, Communication

Appendix 2

Name: Ahmed Khaled Shaban Abdelgawwad Atalla

Job Role: Human Resource Officer

	Very Good	Good	Adequate	Little/No experience
Communication Skills				
Interviewing				X
Resolving Complaints		X		
Drafting Contracts of Employment				X
Bilingual	X			
Write Reports			X	
	Very Good	Good	Adequate	Little/No experience
Information Technology				
Use Microsoft Office Word		X		
Use Excel Spreadsheet				X
Use specialist HR Software				X
Use Internet	X			
Use E-mail	X			
Use PowerPoint		X		

	Very Good	Good	Adequate	Little/No experience
Problem-Solving Skills				
Make good use of verbal reasoning skills, able to handle complex data and make selective use of information			X	
Explore more than one solution to solve a problem		X		
Consider the idea of letting others help you solve problems	X			

Supervisory Management			
How much experience have you had in your role?	<1 month X	1-3 months	>3 months
How many people have you managed at any one time?	None	1-5 people X	Above 5