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| tata cONSULTANCY SERVICES |
| INDIVIDUAL DEVELOPEMT PLAN |
| Team Leader: <Name> |
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| **Anagha Bhatkhande** |
| **5/18/2017** |

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| Individual Development Plan (IDP) is document that will have documented discussion with the supervisor periodic basis for skill person has developed and demonstrated in project and area for improvements. The continuous rigor will help to develop the competency. |

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| **Associate’s Name:** |  | **Date:** |  |
| **Supervisor’s Name:** |  | **Study Name:** |  |

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| **What are my professional growth and career aspirations?** |
| *<Discuss and pen down the professional growth and career aspiration of the associate>* |

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| **Work History** |
| *<Brief down few line since when is the person working in your project, task handled (Datasets, ADS, TLF. SDTM) etc* |

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| **What are my talents and strengths?** |
| *< Brief down good part of the associate’s skill that you think is valuable for your project and for Organization >* |

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| **DEVELOPMENT OPPORTUNITIES- What knowledge or skills do I need to enhance?** |
| *< List down specific area that you think associates need improvements from technical, process , communication, behavioral, remember the goals we have along with attributes) may be plan based on the project that will help the team to reach out to next level. eg. Your project will have many outputs programming in next couple of months and you know some of the people are weak in output programming, so you need to trained them, and assign a task with expectation setting so you can monitor and validate the performance. >* |

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| **What competency has associate has developed in last 1-2 month?** |
| *< This will be link with above, you make clear competency list with definitions with status met/ not met, if it is not up to the mark, ask the associates what help s/he required to gain that>* |

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| **Associate’s Delivery and Learning Metrics** | | | | | |
| *Metrics* | *Aug* | *Sep* | *Oct* | *Nov* | *Dec* |
| *To be defined in agreement with the TL/Designee* |  |  |  |  |  |
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*< Please put the error score for the month- quality (you should get this from the quality defect tracker) <Has associates met all the task TAT (remember you have task tracker for summary) >< Put the time spent by the associates for different training that helps to understand time spent for self-development >*

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| *Next review meeting date* |  |