
Individual Development Plan

(WI.CHR.03 F.NO. 1)

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|------------------|--|----------------|-----------|
| Employee Name | | Manager's name | |
| Employee Code | | Year | 2016-2017 |

Please discuss your strengths and work related weaknesses with your manager and identify your training needs. Your development will happen through the following ways:

Part A: Development through Instructor led training in Classroom

| No | Name of program | Faculty | Days | Please explain why the training is needed |
|----|--|------------------|------|---|
| 1 | Interpersonal skills | Amit Sanas | 2 | |
| 2 | Advanced Communication skills(only AGM & above) | Charles Carvalho | 2 | |
| 3 | Effective time management and execution | Amit Sanas | 2 | |
| 4 | Inspirational Leadership (only AGM & above) | Charles Carvalho | 2 | |
| 5 | Advanced Excel (only AGM & above) | | 2 | |
| 6 | Environment Health and Safety * | EHS Team | 1 | |
| 7 | Training on ISO 14001, OHSAS 18001 ** | EHS Team | 0.5 | |
| 8 | Training on ISO 9001 & 22000 | ASHOKRAO PATIL | 0.5 | |
| 9 | Good Manufacturing Practices (GMP +) and cGMP ** | ASHOKRAO PATIL | 0.5 | |
| 10 | Influencing skills | Internal TBD | 2 | |
| 11 | Strengths based team building | Charles Carvalho | 1 | |

*Mandatory for all employees to attend this program

**Mandatory for employees working at locations covered by the certifications

If you need a program that is not mentioned above, please use the space below. Please note this program may be offered if at least 20 people request for it.

| No | Topics required | No. of Days | Internal faculty name |
|----|-----------------|-------------|-----------------------|
| 1 | | | |
| 1 | | | |

Note: Part B and Part C are to be filled by only AGM and above employees.

Part B: Development through developmental relationships

| No | Relationship | Name of leader | Number of Meetings planned | Target date |
|----|---|----------------|----------------------------|-------------|
| 1 | Coaching through leader in own function for functional inputs | | | |
| 2 | Coaching through leader in own function for functional inputs | | | |

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|--|--|--|--|--|
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Part C: Development through action learning projects

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|---|--|
| Project Title | |
| Review date | |
| Target end date | |
| Project scope | |
| Project exclusions | |
| Project deliverables (Target at rating 3: good solid performance) | |
| What is the employee expected to learn from this project | |
| Reviewer(s) name | |