
Individual Development Plan

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

Employee Name	DINESH MISTRY	Manager's name	Abhay Bhudolia
Employee Code	10002158	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	Need this training for proper communications with internal customers.
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	Need this training for better execution and reporting of MIS
6	Environment Health and Safety *	EHS Team	1	Mandatory Training. As we are in Factory we need this training to safeguard ourselves and as well as Factory.
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

Part C: Development through action learning projects

Project Title	Slow moving /Non moving inventory reduction
Review date	30/09/2016
Target end date	31/Mar/2017
Project scope	Inventory of Daman Plant
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Reduction of Slow/non Moving Stock at Daman Rs 0.25Crs within 31.03.2017
What is the employee expected to learn from this project	Working capital Optimisation
Reviewer(s) name	Madhulika Pathak