

Employee Name : Naresh Patil
Manager's Name : Vinoo Dias
Goalsheet Of Year: 2017-2018

KRA Category : Process

KRA Weightage : 15

KRA Description : Improvement

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Follow up of safety practises at work place	Text			NA	Major accident	Minor accident	Zero accident	NA
Maintaining machinery maintenance schedule	Text			NA	Monthly	Fortnightly	Weekly	NA

KRA Category : Business

KRA Weightage : 40

KRA Description : Cost saving

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Reduction in maintenance cost (compared to previous year)	Percentage			40	45	50	55	60
Maintaining essential mechanical spares	Percentage			50	55	60	65	70

KRA Category : People

KRA Weightage : 25

KRA Description : Training and development

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
On job maintenance training to sub-ordinates	Date			01/Dec/2017	15/Nov/2017	01/Nov/2017	15/Oct/2017	01/Oct/2017
Safety training on handling of equipments	Text			Once a month	Once a fortnight	Once a week	2 times a week	3 times a week

KRA Category : Customer
KRA Weightage : 20
KRA Description : Customer satisfaction

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Smooth operations in tank farm	Text			NA	Major complaint	Minor complaint	Zero complaint	NA
Attending mechanical related requests in general	Text			NA	Delayed response	Immediate response and service	Customer appreciation	NA

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Individual Development Plan (WI.CHR.03 F.NO. 1)

Employee Name	Manager's name	Employee ID	Year
Naresh Patil	Vinoo Dias	10000019	2017-2018

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	Training on ISO 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	
5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	Anant Pednekar	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.

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No	Topics required	No. of Days	Internal faculty name
1			
2			

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	Program Completed	Reviews
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	
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	

Project Status	
Project Status Comments	