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

<b>Employee Name</b>	Vijay Dhiman	<b>Manager's name</b>	Ramadhi Sen
<b>Employee Code</b>	10000938	<b>Year</b>	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	For Improving Leadership Skills
5	Advanced Excel (only AGM & above)		2	
6	Environment Health and Safety *	EHS Team	1	For implementing & practising In Tiljala and Baddi
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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Sunil Singh	5	31/Jan/2017
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs	Pratyaya	5	31/Jan/2017

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**Part C: Development through action learning projects**

<b>Project Title</b>	1) Manufacturing Excellence Docket 2) Improvement Of OEE in Poland
<b>Review date</b>	Oct 2016
<b>Target end date</b>	01/Jan/2017
<b>Project scope</b>	1. Manufacturing Excellence :The intent of this document is to provide general overall guidance in the area of minimum design and construction criteria for Production Facilities, Manufacturing Facilities, and Cleanrooms within VVF(INDIA) Limited 2. Improvement Of OEE :To improve Manufacturing OEE of Poland operations by 10 %
<b>Project exclusions</b>	If not deputed to Poland
<b>Project deliverables</b> (Target at rating 3: good solid performance)	1)Manufacturing Docket: Implementable docket approved for usage for VVF 2)Improved OEE
<b>What is the employee expected to learn from this project</b>	Documentations and its implementations Leadership Skills of implementing OEE improvement programme and its implementation
<b>Reviewer(s) name</b>	Sunil Singh