
Individual Development Plan

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

Employee Name	Pramath Sanghavi	Manager's name	Pratyaya Chakrabarti
Employee Code	10002269	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	Inspire the team to diversify for different type of work where work is there
5	Advanced Excel (only AGM & above)		2	
6	Environment Health and Safety *	EHS Team	1	Ok
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	To understand for implementing similar kind of project
10	Influencing skills	Internal TBD	2	Improve on this skill for better team work
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	Pratyaya Chakrabarti	1 per month	07/Mar/2017
2	Coaching through leader in own function for functional inputs	Vilas Kakade	1 per Month	07/Mar/2017

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Part C: Development through action learning projects

Project Title	Plant reliability at Taloja. Mentor : Self
Review date	End November'16 and end February'17
Target end date	31/Mar/2017
Project scope	To study the current status of maintenance and pain areas
Project exclusions	Downtime not effecting production
Project deliverables (Target at rating 3: good solid performance)	1.Identify ideas for improving reliability 2.Implementation few of the ideas generated in SI no 1
What is the employee expected to learn from this project	1.Equipment availability improvement and downtime reduction. 2.Failure analysis 3.Corrective and preventive action to address the failure including SOP
Reviewer(s) name	Mr. Vilas Kakade and Pratyaya Chakrabarti