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

Employee Name	Prabhakar Kunder	Manager's name	S. Sriram
Employee Code	10002014	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	For improvising on people skills
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
3	Effective time management and execution	Amit Sanas	2	To maintain timelines for deliverables i. Independent of oth inputs/reports ii. Dependent on others inputs/reports
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
5	Advanced Excel (only AGM & above)		2	i.Review existing MS Excel skillsets & upgrade. ii. To shar with co-worker during exigencies.
6	Environment Health and Safety *	EHS Team	1	Increase self-awareness w.r.t. EHS
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	i.To develop understanding of recommended ISO process and adopt processes relating to our work profile/deliverable
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	ok
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	i. To become aware of one's existing skillsets ii. To identify your strengths

*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	Material valuation at various stages in SAP like RM-WIP-COGS-COS [Vs. Market Price]	2	mahesh.kasbekar@vvfltd.com? Mahesh Kasbekar
1			

<u>*Note: Part B and Part C are to be filled by only AGM and above employees.*</u>

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	Working Capital Optimization
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	S. Sriram & Mahesh Kasbekar