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

Employee Name	Prafull Gore	Manager's name	Subhash Govardhane
Employee Code	10003927	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	Requires to develop the relation
2	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
3	Effective time management and execution	Amit Sanas	2	To complete given job effectively within short time period.
4	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	
5	Advanced Excel (only AGM & above)		2	
6	Environment Health and Safety *	EHS Team	1	NA
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	NA
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	To improve awareness and preparedness during industria
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	NA
10	Influencing skills	Internal TBD	2	Yes It is required to develop my personality.
11	Strengths based team building	Charles Carvalho	1	Requires to handle the team effectively

*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	
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	