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

Employee Name	Gopalkrishna Sawant	Manager's name	Sandip Kundu
Employee Code	10003449	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	To Improve interpersonal Skills
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	
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	Better understanding of the factory related ISO norms & p
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Better understanding of the factory related ISO norms & p
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	

*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	Presentation skills	90	anandrao.sangale@vvfltd.com? Anandrao Sangle
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	Sandip Kundu	2 per month	28/Feb/2017
2	**Coaching** through leader in own function	Govind Ghule	1 per quarter	28/Feb/2017

	for **functional** inputs			

Part C: Development through action learning projects

Project Title	Cost estimation software to be prepared Mentor: Sandip Kundu
Review date	31.08.2016, 31.10.2016. 31.10.2016
Target end date	28/Feb/2017
Project scope	Compilation of cost data for creation of software
Project exclusions	
Project deliverables (Target at rating 3: good solid performance)	Cost estimation and Mechanical material, Equipment and Services
What is the employee expected to learn from this project	Learn the excel technique and create thumb rules for cost estimation
Reviewer(s) name	Sandip Kundu & Anand Rao Sangle