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

<b>Employee Name</b>		<b>Manager's name</b>	
<b>Employee Code</b>		<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		
5	Advanced Excel (only AGM & above)		2		
6	Environment Health and Safety *	EHS Team	1		
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	Program Completed	Reviews
1					
1					

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

**Part B: Development through developmental relationships**

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No	Relationship	Name of leader	Number of Meetings planned	Target date	Program Status	Review
1	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> 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	
Project Status	
Project Review	