

Employee Name : Pankaj Patodia
Manager's Name : Pragnesh Buch
Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 20

KRA Description : Study of EWAX market & Product Applications

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Study of EWAX market in India - 10%	Text			05/17	04/17	03/17	02/17	01/17
2.Acquire knowledge of final applications(Including Ethoxylates) (10%)	Text			05/17	04/17	03/17	02/17	01/17

KRA Category : Customer

KRA Weightage : 20

KRA Description : Collection & New Customer Acquisition

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Collection goals - 5%	Text			NA	NA	No overdues beyond agreed terms	NA	NA
2. Extension of customer base of 1618 alcohol - 5%	Text			NA	NA	NA	NA	NA
3. Addition of new customers - 5%	Text			NA	NA	5	NA	NA
4. Regain accounts - 5%	Text			NA	NA	3	NA	NA

KRA Category : Business

KRA Weightage : 20

KRA Description : To achieve business objectives for Russia, Middle East, Africa and Eastern Europe (from Sep'16 to Mar'17)

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
Sales Value (INR in Cr.) - 5%	Text			71.31	73.41	104.87	111.16	136.33
Sales Volume (MT) - 5%	Text			7,883.24	8,115.10	11,593.00	12,288.58	15,070.90
Gross Contribution (INR in Cr.) - 5%	Text			8.01	8.25	11.78	12.49	15.32
Net Realisation Value (INR in Cr.) - 5%	Text			14.80	15.23	21.76	23.06	28.29

KRA Category : Customer

KRA Weightage : 20

KRA Description : Develop strong customer network and relationship

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Meeting / Conference call with 'A and B' class customers once in a year to enhance sales - 10%	Text			NA	NA	Once	NA	NA
2. Attending global conferences and meeting customers - 5%	Text			NA	NA	Once	NA	NA
3. Share MoM and feedback on quality, customer, service and communication - 5%	Text			NA	NA	Ongoing	NA	NA

KRA Category : Process

KRA Weightage : 20

KRA Description : Setting up a CRM project - customer database development & design

Key Performance Indicator (KPI) description	Unit	KPI Weightage	Value	(1) Unsatisfactory Performance	(2) Needs Improvement	(3) Good Solid Performance	(4) Superior Performance	(5) Outstanding Performance
1. Achieve the desired database with information which will add value to business & help in customer mapping & engagements - 10%	Text			05/17	04/17	03/17	02/17	01/17
2. Rolling forecast for top 5 customers - 5%	Text			Once in 3 months	Once in 2 months	Once a month	Twice in a month	Thrice in a month
3. Tracking customer-wise sales -5%	Text			Once in 3 months	Once in 2 months	Once a month	Twice in a month	Thrice in a month

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

Employee Name	Manager's name	Employee ID	Year
Pankaj Patodia	Pragnesh Buch	10003837	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	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	Would like to attend this as it will help me in my interaction and negotiation with customers
3	Environment Health and Safety *	EHS Team	1	
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	NA
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	NA
8	Advanced Excel (only AGM & above)		2	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	NA
10	Influencing skills	Internal TBD	2	Will help me in dealing with customers
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	Anant Pednekar	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			
2			

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	Program Completed	Reviews
1	Coaching through leader in own function for functional inputs	Pragnesh Buch	Weekly	28/02/2017	Yes	Ongoing
2	Coaching through leader in own function for functional inputs	NA	NA	NA	No	NA NA NA NA

Part C: Development through action learning projects

Project Title	Developing Customer data base to add value to business
Review date	Fortnightly meeting till customer model is developed and deployed for use.
Target end date	31st March 2017
Project scope	Capturing market size, market share on volume basis for major products., Detailed understanding of top customer businesses in domestic and export markets on volume basis. ,Identify our products final application in customer businesses & seek upselling opportunities
Project exclusions	NA
Project deliverables (Target at rating 3: good solid performance)	Build a customer centric database to facilitate sales growth and increased market visibility. Develop a customer intelligence model for top customers , region-wise. Build strong business relations through improved services and enhanced business offerings.
What is the employee expected to learn from this project	1. To utilise the information in the database for customer focussed analysis and make region based strategy 2. To identify the end customers of our products and have a better

	understanding of the industry
Reviewer(s) name	Pragnesh Buch
Project Status	Not Completed
Project Status Comments	Building customer data base is ongoing. After regular meetings and interactions with service provider, the team identified the software suitable for the project and submitted the proposal to the higher management for approval.