

Employee Name : Manjeet Maan
 Manager's Name : Manpreet Singh
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 20
KRA Description : Responsive and Engaged Organisation

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
COORDINATION WITH ACCOUNT DEPARTMENT FOR TIMELY FREIGHT PAYMENT	Percentage			96	97	98	99	100
FINALIZED FREIGHT LIST FROM UNION AS PER CHANGES IN FUEL PRICES	Percentage			96	97	98	99	100
IMPROVEMENT IN EHS SERVICES OVER LAST YEAR	Text			NA	NA	GREEN	NA	NA
MULTI SKILLING AND ADDITIONAL RESPONSIBILITY	Text			NA	NA	GREEN	NA	NA
QUALITY LEVEL	Percentage			4	4.1	4.2	4.3	4.4

KRA Category : Process
KRA Weightage : 20
KRA Description : Flowless Execution

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
SBO	Text			1	2	3	4	5
HI	Text			1	2	3	4	5
DEVLOPMENT OF SECOND LINE	Text			BELOW 1	BELOW 1	1	2	3
REDUTION IN FAC OVER LAST YEAR	Text			30	40	50	60	70

KRA Category : Customer
KRA Weightage : 20
KRA Description : Quality

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
AUDIT BY CLIENT	Text			NA	NA	GREEN	NA	NA
CUSTOMER FEEDBACK	Text			RATIO 2.5 OUT OF 5	RATIO 3 OUT OF 5	RATIO 3.5 OUT OF 5	RATIO 4 OUT OF 5	RATIO 4.5 OUT OF 5

KRA Category : Business
KRA Weightage : 40
KRA Description : Competetive Cost

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
Dispatch OTIF	Percentage			80	90	95	97	100
Reduction SMOG	Percentage			15	20	25	30	35

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

Employee Name	Manager's name	Employee ID	Year
Manjeet Maan	Manpreet Singh	10002644	2017-2018

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 9001 & 15000 **	ASHOKRAO PATIL	1	This is mandatory
2	Environment Health and Safety *	Sunil Katekari	1	This is mandatory
3	Prevention of Sexual Harassment *		1	This is mandatory
4	Effective Communication Skills	Charles Carvalho	2	

5	The Super Manager	Amit Sanas	2	
6	Six Thinking Hats		1	
7	Art of Charm	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	THE ART OF SCIENCE OF COACHING	2	
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					
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	
Project Status	
Project Status Comments	