

Employee Name : Mugutrao Tanpure
 Manager's Name : Vinoo Dias
 Goalsheet Of Year: 2017-2018

KRA Category : People
KRA Weightage : 25
KRA Description : Training and development

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
On job training on the operations	Date			31/Dec/2017	15/Dec/2017	01/Dec/2017	15/Nov/2017	01/Nov/2017
Effective time management and safety measures training	Text			NA	15th Dec 2017	30th Nov 2017	15th Nov 2017	NA

KRA Category : Process
KRA Weightage : 15
KRA Description : Process improvement

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
Safety at work place	Text			NA	One accident in 3 months	One accident in 6 months	Zero accident	NA
Maintain clean environment in the field	Text			NA	Complaint attended within one week	Any complaint to be attended within 2 days	No complaint during environment visit	NA

KRA Category : Customer
KRA Weightage : 20
KRA Description : Customer satisfaction

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
Ensuring tanks and transferring lines cleaned	Text			NA	Slight comp	No complain	Customer appreciation	NA
Follow up with maintenance team for pending works	Text			NA	Fortnight	Once a week	Twice a week	Daily

KRA Category : Business
KRA Weightage : 40
KRA Description : Timely service

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
Delivery as per customer requirement	Text			NA	Delay (more than a day)	Slight delay (not more than a day)	On time	NA
Receiving party material	Text			NA	Complaint from customer	Zero complaint	NA	NA

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

Employee Name	Manager's name	Employee ID	Year
Mugutrao Tanpure	Vinoo Dias	10000556	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.

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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					
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	