

Employee Name : JAAN MOHD.KHAN
 Manager's Name : Vadiraj Ekkundi
 Goalsheet Of Year: 2017-2018

KRA Category : Customer

KRA Weightage : 20

KRA Description : Quality control-Rejection-Investigation-back ward integration-root cause-Solution.

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.Monitor the quality of raw materials related to olfactory to detect any objectionable odour and suggest ideas to rectify the same.& Provide Feedback to plant.	Text			> 5 days	> 3 days	3 days	2 days	1 day
2.Provide ofactory support to the existing products (Finished Products) manufactured at various locations.& Provide Feedback to plant.	Text			> 2 week	> 1 week	4	5 Days	< 4 days

KRA Category : Process

KRA Weightage : 20

KRA Description : Self -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
Self-development. Get more and more knowledge/Train in olfactory .attain maximum no of perfumery seminar.	Text			0	Atleast 1 workshops.	Atleast 2 workshops.	3 to 4 workshops	> 4
Get educated with different norms in perfumery. attain maximum no of perfumery seminar.	Text			0	Atleast 1 workshops.	Atleast 2 workshops.	3 to 4 workshops	> 4

KRA Category : People

KRA Weightage : 20

KRA Description : Olfactory team development-Monitor- Traning

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
"Certified olfactory team" develop at all location- Talaja- candidate scanning	Text			End of Dec.	End of Sept.	End of July	Mid of July	End of June
Monitor the training, basic olfactory needs, and timely clearance of their olfactory doubt. - Baddi	Text			End of March 18	March 18	Dec 17	Nov 17	Before Nov 17
Monitor the training, basic olfactory needs, and timely clearance of their olfactory doubt. - Damman	Text			End of March 18	March 18	Dec 17	Nov 17	Before Nov 17

KRA Category : Business

KRA Weightage : 40

KRA Description : Perfume development for new products. User trials , Compatibility & Stability studies

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. Development of Perfume with different Perfumery Houses for all the new personal care & home care products. The activities involve, brief preparation & issue, coordination with marketing & perfume house, for perfume development, optimization & selection. Start of stability studies for the selected perfume based product.	Text			> 15 weeks	> 9 Weeks	8	9 Weeks	< 7 Weeks
2. Olfactory evaluation (Dry Sniff, Post use, Bathroom Bloom, Skin retention) of products using approved perfumes, customer samples, complain samples feedback and reports.	Text			> 15 days	> 7 days	7 days	4 days	< 4 days
3. Monitor stability of all the products, their acceptance , data preparation and release of reports.	Text			> 5 days	> 3 days	3 days	2 days	1 day
4. For every new liquid product atleast 2 options to be shortlisted and put for stability.	Text			2 options developed and put for stability in > 15 weeks	2 options developed and put for stability in > 9 weeks	2 options developed and put for stability in 8	9 weeks	2 Options developed and put for stability in < 7 weeks.

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

Employee Name	Manager's name	Employee ID	Year
JAAN MOHD.KHAN	Vadiraj Ekkundi	10000416	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

	Name of program	Faculty	Days	Please explain why
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No				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	Require to improve communication
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			
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	Ayurvedic products for personal care application.

Review date	31/Dec/2017
Target end date	16/Mar/2018
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	