

10002644 Manjeet Maan

Employee Name : Manjeet MaanManager's Name : Manpreet Singh

Goalsheet Approval Date : 07-Apr-2017

KRA Category : Customer

KRA Weightage : 30 _

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	Actual achievement of year end	Appraisee comment on actual achievement
AUDIT BY CLIENT	Text			Not Available	Not Available	GREEN	Not Available	Not Available	3	Systematic arrangement of FG warehouse and Stocks
REDUCTION IN FACTORY BORN-OUT CSUTOMER COMPLAINTS INCLUDING CPD	Text			Not Available	Not Available	50%	60%	Not Available	4	Identified and highlighted short box, batch mixing of material during dispatch
CUSTOMER FEEDBACK	Text			Not Available	Not Available	RATIO 3.5 OUT OF 5	RATIO 4 OUT OF 5	Not Available	4	resolved any issued raised by customer regarding any requirement from customer

KRA Category : Process

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
SBO	Text			Not Available	BELOW 5	5	6	7	3	Every month identified and submit 5 SBO
HAZARD INDENTIFICATION	Text			Not Available	BELOW 5	5	6	7	3	identified and informed to Safety department regularly
DEVELOPMENT OF 2ND LINE	Text			Not Available	Not Available	L_1	L_2	Not Available	3	Trained the second line supervisor to handled dispatch

KRA Category : People

KRA Weightage : 15 _

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	Actual achievement of year end	Appraisee comment on actual achievement
COORDINATION WITH ACCOUNT DEPARTMENT FOR TIMELY FREIGHT PAYMENT	Text			Not Available	Not Available	98%	99%	100%	5	Coordination with account department in case of any issue of payment
FINALIZED RATE LIST FROM UNION AS PER CHANGES IN FUEL PRICES	Text			Not Available	Not Available	98%	99%	100%	5	Immediately finalized the union rate list with Truck union whenever there was change in diesel prices
IMPROVEMENT IN EHS SERVICES OVER LAST YEAR	Text			Not Available	Not Available	GREEN	Not Available	Not Available	3	Trained the forklift operator, loading supervisor and casual worker for EHS
MULTI SKILLING AND ADDITIONAL RESPONSIBILITY (5S)	Text			Not Available	Not Available	GREEN	Not Available	Not Available	3	Improvement in FG Warehouse

KRA Category : Business
KRA Weightage : 40 _

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	Actual achievement of year end	Appraisee comment on actual achievement
DESPATCH OTIF	Text			Not Available	Not Available	96%	98%	Not Available	4	Dispatched material in % as, Soap 99.9 % TALC 100 % NOODLE 100 %
REDUCTION SMOG OF CPD/CMB	Text			Not Available	Not Available	30%	40%	Not Available	4	Highlighted and got plans of slow moving material from HO marketing and dispatched accordingly

vvf57e264fd8d3ef

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

Employee Name	Manjeet Maan	Manager's name	Manpreet Singh
Employee Code	10002644	Year	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	Program completed	Comments
1	Interpersonal skills	Amit Sanas	2	Interpersonal Skills : To improve interaction with People	Yes	Learn a lot from training and used in daily routine
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	ASHOKR AO PATIL	0.5			
9	Good Manufacturing Practices (GMP +)	ASHOKR AO PATIL	0.5			

	and cGMP **					
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	OEE	0	external_faculty@v vfltd.com?External Faculty	Yes	Tranining completed
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	Not Applicable
Project Status Comments	