

Employee Name : Monica Sadaful
Manager's Name : User Menon
Goalsheet Approval Date : 20-Mar-2017

KRA Category : People
KRA Weightage : 50

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
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fgfhf	Date			04/Dec/2016	06/Dec/2016	08/Dec/2016	11/Dec/2016	14/Dec/2016	2017/03/14	bbbbbbbbbbbbbb b

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

Employee Name	Monica Sadafule	Manager's name	User Menon
Employee Code	5c3d49	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	
1	Interpersonal skills	Amit Sanas	2	Interpersonal skills	
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	Ok	
7	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	Ok	
8	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5		
9	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	Ok	
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	Advance PPT Training	4	atul.mhatre@vvfltd.com?ATUL MHATRE	Yes	sdfdsfds
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	Mr. Jayesh Menon	4	30/12/2016	Yea	ghhgjh

