

Employee Name : DINESH SHIVALKAR
 Manager's Name : Chandrashekhar Marathe
 Goalsheet Of Year: 2016-2017

KRA Category : People
KRA Weightage : 20
KRA Description : Training of new chemist & IDP

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
Complete self IDP	Text			Note a single IDP completed	Only one ID complete	Two IDP complete	More than two IDP complete	100% IDP complete
Train atleast two persons for sending marketing samples	Text			No trainings imparted	only one person trained	Two persons trained	More than three persons trained	.
Train atleast two persons for preparing monthly QC reports	Text			No trainings imparted	only one person trained	Two persons trained	.	.
Training on safety and products to subordinates & internal audits	Text			No trainings imparted	only one pers50% trainings complete	75% trainings complete	80% trainings complete	100% trainings complete

KRA Category : Process
KRA Weightage : 20
KRA Description : Update the QMS documentation & Maintain inventory of lab items (Chemcials, Glasswares & gas cylinders)

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
Ensure availability of lab items in time by raising PRF	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that ISO documents are updated timely.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Updation of customer specifications at regular intervals	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Approving batches on time for final dispatches	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Daily work log book audits	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : Customer
KRA Weightage : 20
KRA Description : Customer satisfaction through helping & coordinating with all the departments

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
Ensure that any quality deviation is brought to seniors and discussed in morning meetings. Decision on such products are to be extracted from concerned people	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Preparation of correct blend sheets & data required by marketing, planning & Research department	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%
Ensure that all precautions are taken during abnormal situation like loading of last material from a storage tank, loading during rainy season etc.	Text			Random audits compliance below 80%	Random audits compliance below 90%	Random audits should comply above 90%	Random audits should comply above 95%	Random audits should comply 100%

KRA Category : Business
KRA Weightage : 40
KRA Description : Cost saving, Customer audits & marketing samples

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
Preparation and implementation of new sampling plan	Text			Sampling plan implementation post December 2016	Sampling plan implementation from December 2016	Sampling plan implementation from October 2016	Sampling plan implementation from September 2016	Sampling plan implementation from August 2016
Arrange to send the marketing samples to customers on time. (Before three days)	Text			50% of samples took more than 10 days	70% of samples took upto 10 days	85% of samples took upto 5 days	90% of samples took upto 3 days	95% of samples took upto 3 days
Respond to the queries from despatch planning team (within 2 working days)	Text			More than 5 cases of no response	More than 3 cases of no response	2 cases of no response	1 cases of no response	No case of delay
Customer audits	Text			More than 5 NC's per audit	3 NC's per audit	2 NC's per audit	1 NC	no NC
New initiatives of cost savings in packing materials	Text			10% target covered	25% target covered	50% target covered	75% target covered	90% target covered

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

Employee Name	Manager's name	Employee ID	Year
DINESH SHIVALKAR	Chandrashekhar Marathe	10000360	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

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No	Name of program	Faculty	Days	Please explain why the training is needed
1	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	
2	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	
3	Environment Health and Safety *	EHS Team	1	
4	Interpersonal skills	Amit Sanas	2	
5	Advanced Communication skills(only AGM & above)	Charles Carvalho	2	
6	Effective time management and execution	Amit Sanas	2	OK
7	Inspirational Leadership (only AGM & above)	Charles Carvalho	2	OK
8	Advanced Excel (only AGM & above)		2	Need to complete Lead auditor course in ISO 9001 & 22000. Being owner of ISO documentation, I should have knowledge of changed ISO standards. This course will help to upgrade my knowledge & also for implementation of this standard at our site. I can act as an internal auditor after this course
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Being Quality Control person I am part of GMP practices, by gaining this knowledge I will be more vigilant towards final product quality.
10	Influencing skills	Internal TBD	2	
11	Strengths based team building	Charles Carvalho	1	
12	Getting Things Done	Charles Carvalho	1	
13	Influencing skills	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	Hazardous labels training	1	amresh.patange@vfltd.com?

			AMRESH PATANGE
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	
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