

Employee Name : MANISH GUDEKAR  
 Manager's Name : Pramod Kadam  
 Goalsheet Of Year: 2017-2018

**KRA Category : Accounts**  
**KRA Weightage : 30**  
**KRA Description : Finance & Accounts**

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
Payment Book Entry	Text			Weekly	Weekly	Weekly	Weekly	Weekly
Payment for All Booked Entries	Text			Weekly	Weekly	Weekly	Weekly	Weekly
Cash Tally	Text			Weekly	Weekly	Weekly	Weekly	Weekly

**KRA Category : Sales**  
**KRA Weightage : 50**  
**KRA Description : Sales Cordination**

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
Forms processing ( MF, FD, Bonds, IPO, ETC)	Text			Daily	Daily	Daily	Daily	Daily
All Submitted form Tracking	Text			Form Filing and Login	Form Filing and Login	Form Filing and Login	Form Filing and Login	Form Filing and Login
Follow up with clients	Text			As and when required	As and when required	As and when required	As and when required	As and when required
Co-ordination with Business Associates	Text			As and when required	As and when required	As and when required	As and when required	As and when required
MIS maintenance	Text			Daily	Daily	Daily	Daily	Daily
Reports generation	Text			As and when required	As and when required	As and when required	As and when required	As and when required
Filing and records updation	Text			Daily	Daily	Daily	Daily	Daily

**KRA Category : Admin**  
**KRA Weightage : 20**  
**KRA Description : Office Administration**

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
All work related to administration	Text			As and when required	As and when required	As and when required	As and when required	As and when required
NA	Text			NUM	NA	NA	NA	NA

vvf57e264fd8d3ef

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

Employee Name	Manager's name	Employee ID	Year
MANISH GUDEKAR	Pramod Kadam	0011	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.*

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	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					
2	<b>Coaching</b> through leader in own function for <b>functional</b> inputs					

**Part C: Development through action learning projects**

<b>Project Title</b>	
<b>Review date</b>	
<b>Target end date</b>	
<b>Project scope</b>	
<b>Project exclusions</b>	
<b>Project deliverables</b> (Target at rating 3: good solid performance)	
<b>What is the employee expected to learn from this project</b>	
<b>Reviewer(s) name</b>	
<b>Project Status</b>	
<b>Project Status Comments</b>	

