|  |  |  |  |
| --- | --- | --- | --- |
| **Employee**  **Name** | **Govindadas.R** | **Manager’s name** | Mr. Khushroo Forbes |
| **Employee Code** | **10003193** | **Date** | 16.05.2016 |

***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 |  |
| 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) | External | 2 | The various data can be used in different ways for better understanding/decision making and there by sharp actions. For e.g.-pivot  The same has not been conducted /attended |
| 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 | Ashokrao  Patil | 0.5 |  |
| 9 | Good Manufacturing Practices (GMP +) and cGMP \*\* | Ashokrao  Patil | 0.5 |  |
| 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** |
| 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** |
| 1 | **Coaching** through leader in own function for **functional** inputs | **Khushroo forbes** | **2** | **30.03.2017** |
| 2 | **Mentoring** through leader from different function for **behavioural** inputs |  |  |  |

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

|  |  |
| --- | --- |
| **Project Title** | **Entry Strategy for Andhra** |
| **Review date** | **Q2** |
| **Target end date** | **Q4** |
| **Project scope** | **To identify brand/ products to enter Andhra market which will give reasonable volume and GC** |
| **Project exclusions**  **Yearend review** | **NA**  **The Plans have been shared with Boss .** |
| **Project deliverables** (Target at rating 3: good solid performance) | **1 To come up with a brand/ product idea by Sept 2016**  **2. To prepare product Development & launch strategy by March 2017.**  **3. Market launch April to June 2017** |
| **What is the employee expected to learn from this project** | 1. **Brand and consumer understanding of Andhra market** 2. **To understand how to convert an idea into a commercial proposition.** 3. **Understand how to develop a state focus strategy and come up with a model to replicate in other geographies.** |
| **Reviewer(s) name** | **Mr. Amarjit Mishra** |