Employee Name : Jayesh Menon
Manager's Name : Jayesh Menon
Goalsheet Of Year: 2017-2018

KRA Category : Business
KRA Weightage : 15
KRA Description : cccccccccccccccccccccccccccccccccc

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	Midyear Review Status	Employee Comments
555555555555555 5555555555555	Value		4	< 2.76	2.8 to 3.8	3.84 to 4.2	4.24 to 5.16	5.56	Select	NA
666666666666666 66666666	Units		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95	Select	NA

KRA Category : Process
KRA Weightage : 15
KRA Description : dddddddddddddddddddddddd

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	Midyear Review Status	Employee Comments
777777777777777 7777777777777	Weight		4	< 2.76	2.8 to 3.8	3.84 to 4.2	4.24 to 5.16	5.56	Select	NA
888888888888888 888888888888	Units		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95	Select	NA

KRA Category : People
KRA Weightage : 40
KRA Description : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

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	Midyear Review Status	Employee Comments
111111111111111 111111111111111 11111	Units		3	< 2.07	2.1 to 2.85	2.88 to 3.15	3.18 to 3.87	4.17	Select	NA
222222222222222 222222222222222	Weight		2	< 1.38	1.4 to 1.9	1.92 to 2.1	2.12 to 2.58	2.78	Select	NA

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	Midyear Review Status	Employee Comments
2222										

KRA Category : Customer
KRA Weightage : 30
KRA Description : 222222222222222222222222222222

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	Midyear Review Status	Employee Comments
3333333333333333 333333333333	Units		4	< 2.76	2.8 to 3.8	3.84 to 4.2	4.24 to 5.16	5.56	Select	NA
4444444444444444 4444444444444444	Weight		5	< 3.45	3.5 to 4.75	4.8 to 5.25	5.3 to 6.45	6.95	Select	NA

123456

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

Employee Name	Manager's name	Employee ID	Year
Jayesh Menon	Jayesh Menon	123456	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	Program Status	Comments
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	Prasanna Purushothaman	1			
5	Getting Things Done	Prasanna Purushothaman	1			
6	The Super Manager	Amit Sanas	2			

7	Six Thinking Hats		1			
8	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	Employee Comments
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 Status	Employee Comments
1	**Coaching** through leader in own function for **functional** inputs					
2	**Mentoring** through leader in own function for **behavioural inputs** 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 Comments	undefined
Project Status	
Project Status Comments	

Question	Employee's Comments	Manager's Comments
1) What went well in the last quarter?	undefined	
2) What could have been better?	undefined	
3) What support or resource you require?	undefined	