

Employee Name : Amit Sanas
 Manager's Name : Mohit Sharma
 Goalsheet Of Year: 2016-2017

KRA Category : Process

KRA Weightage : 20

KRA Description : Process Improvement

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
1 IDP – Improvement in completion, Action learning *	Text			Less than 50% IDP collection	50% of IDP completion	70 % of IDP completion	80% of IDP	95 % of IDP completion
2 Recruitment – Cost	Text			NA	NA	Rs. 75 lacs	Rs. 80 lacs	Rs. 85 lacs and above
3 Recruitment – TAT	Text			150 days (PRF to Joining)	140 days (PRF to Joining)	120 days (PRF to Joining) 5 % new hires to Exceed Expectation in first year PMS	90 days (PRF to Joining) 10 % new hires to Exceed Expectation in first year PMS	90 days (PRF to Joining) 15 % new hires to Exceed Expectation in first year PMS
4 On boarding – next level	Text			NA	NA	Software program delivered by Sept 2016	Software program delivered by August 2016	Software program delivered by July 2016
5 Effectiveness of Training – Next level (only for critical program as identified by business)	Text			NA	NA	3 programs	4 programs	5 programs
6 Competency Mapping - CSS functions	Text			NA	NA	Dec 16	Nov 16	Oct 16

KRA Category : People

KRA Weightage : 20

KRA Description : HR Operations & Policies

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
1 HR Analytics dashboard delivered and implemented	Text			.	.	By Oct 2016	By Sept 2016	By August 2016
2 Updated and pro-employee policies	Text			.	.	APP	APP	APP
3 Completion of Self and team IDPs	Text			.	.	100%	.	.

KRA Category : Customer
KRA Weightage : 20
KRA Description : Employee Engagement

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
1 Employee Engagement survey delivered	Text			-	-	Nov 16	Oct. End	Start Oct.
2 Completion of identified actionable areas as per FGD	Text			-	-	Jan 16	Dec End	Start Dec

KRA Category : Business
KRA Weightage : 40
KRA Description : Organisational Effectiveness by enhancing development of employees

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
1 Critical position identification	Text	30		-	-	Aug End	July End	Mid July
2 Succession Planning Design	Text	30		-	-	Sept End	Aug End	Mid Aug
3 Development inputs to potential successors (All put 25% weightage)	Text	25		-	-	APP	APP (10% ahead of schedule)	APP (20% ahead of Schedule)
4 Self Directed Work Teams at Plants to enhance effectiveness (Weightage 15%)	Text	15		-	-	Baddi 8 Positions Daman 5 Positions Taloja 14 Positions	Baddi 10 Positions Daman 7 Positions Taloja 17 Positions	Baddi 13 Positions Daman 10 Positions Taloja 20 Positions

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

Employee Name	Manager's name	Employee ID	Year
Amit Sanas	Mohit Sharma	10002744	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	Training on ISO 14001, OHSAS 18001 **	EHS Team	0.5	This is mandatory
2	Good Manufacturing Practices (GMP +) and	ASHOKRAO PATIL	0.5	This is mandatory

	cGMP **			
3	Environment Health and Safety *	EHS Team	1	This is mandatory
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	
9	Training on ISO 9001 & 22000	ASHOKRAO PATIL	0.5	Ok
10	Influencing skills	Internal TBD	2	To learn new influencing skills techniques
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			
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	Mohit Sharma	3-4	31/Dec/2016	Yes	Taking place

2	Coaching through leader in own function for functional inputs	Pratyaya Chakravarti	3-4	31/Mar/2017	No	Could not complete
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Part C: Development through action learning projects

Project Title	Create a robust HR Analytics framework to help top Management / Head HR to take
Review date	1st & 3rd Tuesday from 3:00PM to 4:00PM
Target end date	31/Oct/2016
Project scope	All Employees (Permanent)
Project exclusions	Temporary Employees and Consultants / Retainers
Project deliverables (Target at rating 3: good solid performance)	-Study current information requirements of Head HR / business leaders related to Human resources -Identify information required and create a dashboard -Benchmark best practises in industry -Decide on frequency of reports -Decide modus operandi and assign responsibilities to HR Managers in corporate and plant for smooth flow of information
What is the employee expected to learn from this project	- Various tools of data collection and analysis - Employee demographics and details - Best Practises - Area of Improvements
Reviewer(s) name	Amit Sanas
Project Status	Completed
Project Status Comments	We created a dashboard with details around Recruitment, Training, HR data etc. which was in line with Head HR expectations.