

Employee Name : Komal Valia
 Manager's Name : Amit Sanas
 Goalsheet Of Year: 2016-2017

KRA Category : Business

KRA Weightage : 20

KRA Description : ROI on learning & development programs

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) Adherence to Training WI	Text			Major NC	Minor non conformity	No adverse audit observations	No negative audit observations and one positive audit comment	No negative audit observations and two positive audit comment
2) Support to training delivery for all corporate programs	Text			>70% adherence to checklist	70% adherence to checklist	80% adherence to checklist	90% adherence to checklist	100% adherence to checklist

KRA Category : Customer

KRA Weightage : 20

KRA Description : Meeting customer requirements and providing best in class service

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) Campus hiring - Meet the GETs numbers as per schedule from targetted institutes Employer Branding on campus - Summer intership hiring and project finalisation - Guest lectures - Buzz on campus	Text			Mar 17	Feb 17	Jan 17	Dec 16	Nov 16
2) R & R program creating aspirational value	Text			<4 small event	4 small events	1 mega event and 3 small events	2 mega events and 2 small events	3 mega event and 1 small event
3) On boarding – next level	Text			NA	NA	Software program delivered by Oct 2016	Software program delivered by Sept 2016	Software program delivered by August 2016

KRA Category : People

KRA Weightage : 30

KRA Description : Enable employee development

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) Data Management of PMS & IDP Sheets	Text			Less than 50% PMS& IDP collection	50% of PMS & IDP completion	70 % of PMS & IDP completion	80% of PMS & IDP	95 % of PMS & IDP completion
2) Completion of IDP	Text			Mar 17	Feb 17	Jan 17	Dec 16	Nov 16
3) Planning & execution of engagement survey	Text			NA	NA	Nov 16	Oct End	Start of Oct
4) Planning & execution of Year End Review	Text			NA	NA	Mar 17	NA	NA

KRA Category : Process

KRA Weightage : 30

KRA Description : Change Management - Culture Building through HR Processes

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) Recruitment – Cost	Text	100		Less < 10 lacs	Rs. 10 lacs	Rs. 20 lacs	Rs. 30 lacs	Rs. 40 lacs and above
2) Talent Acquisition for Critical positions of Leadership .	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
3) Talent Acquisition for MMC	Text			140 days (PRF to Joining)	130 days (PRF to Joining)	110 days (PRF to Joining) 5 % new hires to Exceed Expectation in first year PMS	80 days (PRF to Joining) 15 % new hires to Exceed Expectation in first year PMS	80 days (PRF to Joining) 15 % new hires to Exceed Expectation in first year PMS
4) Talent Acquisition for JMC	Text			100 days (PRF to Joining)	90 days (PRF to Joining)	60 days (PRF to Joining)	30 days (PRF to Joining)	30 days (PRF to Joining)

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

Employee Name	Manager's name	Employee ID	Year
Komal Valia	Amit Sanas	10001990	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	Good Manufacturing Practices (GMP +) and cGMP **	ASHOKRAO PATIL	0.5	This is mandatory

*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	Coaching on "How To Conduct and Deliver Training Programs?"	5	amit.sanas@vvfltd.com?Amit Sanas
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				No	Not Applicable
2	Coaching through leader in own function for functional inputs				No	Not Applicable

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	Completed
Project Status Comments	