

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

KRA Category : Business
KRA Weightage : 20
KRA Description : History

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
Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize_ (%%^&) longer prose.	Percentage	20		54.45	80	66.40	100	1
The oldest classical Greek and Latin writing had little or no space	Date	20		15/Sep/2017	10/Oct/2017	14/Nov/2017	06/Dec/2017	18/Jan/2018
between words and could be written in boustrophedon	Weight	40	96.69	< 66.72	67.68 to 91.86	92.82 to 101.52	102.49 to 124.73	134.4
(alternating directions). Over time, text direction (left to right) became standardized	Value	20	148.84	< 102.7	104.19 to 141.4	142.89 to 156.28	157.77 to 192	206.89

KRA Category : Business
KRA Weightage : 20
KRA Description : Numbering

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
A second common modern English style is to use no indenting,	Text			is the last line in a column or page	^3 V_ but add vertical white space to create *)	"block paragraphs." On a typewriter	NA	AN
a double carriage return produces a blank line for this purpose professional typesetters (or word processing software) may put in an arbitrary vertical space by adjusting leading. This style is very common in electronic formats, such as on the World Wide Web and email.	Percentage			60	50	30	20	33.33
Widows and orphans occur when the first line of a paragraph	Value		49.50	< 34.16	34.65 to 47.03	47.52 to 51.98	52.47 to 63.86	68.81

KRA Category : Customer
KRA Weightage : 15
KRA Description : In computing

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
sometimes outdented beyond the margin of the text. This style can be seen, for example, in the original Old English manuscript of Beowulf. Outdenting is still used in English typography, though not commonly.[4] Modern English typography usually indicates a new paragraph by indenting the first line.	Days			15	10	5	3	1
This style can be seen in the (handwritten) United States Constitution from 1787. For additional ornamentation, a hedera leaf or other symbol can be added to the inter-paragraph whitespace, or put in the indentation space.	Date			16/Sep/2017	09/Aug/2017	14/Jul/2017	15/Jun/2017	03/May/2017
A second common modern English style is to use no indenting	Units		87.006	< 60.03	60.9 to 82.66	83.53 to 91.36	92.23 to 112.24	120.94
but add vertical white space to create "block paragraphs." On a typewriter, a double	Weight		87.006	< 60.03	60.9 to 82.66	83.53 to 91.36	92.23 to 112.24	120.94
carriage return produces a blank line for this purpose professional typesetters (or word processing software) may put in an arbitrary vertical space by adjusting leading. This style is very common in electronic formats, such as on the World Wide Web and email.	Ratio			70.2	9:3	5:0	12:8	6:9

KRA Category : Process
KRA Weightage : 20
KRA Description : Typographical considerations

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
and word dividers and terminal punctuation became common. The first way to divide sentences into groups was the original paragraphs, similar to an underscore at the beginning of the new group.[3] The Greek paragraphs evolved into the pilcrow (¶), which in English manuscripts in the Middle Ages can be seen inserted inline between sentences. The hedera leaf (e.g. ?) has also been used in the same way.	Text			NA	NA	%&+6. _ 48 From()	NA	& 250%_ &
In ancient manuscripts, another means to divide sentences into paragraphs was a line break	Text			NA	NA	%&+6. _ 48 From()	NA	& 250%_ &

KRA Category : People
KRA Weightage : 25
KRA Description : Paragraph

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
A paragraph (from the Ancient Greek ????????? paragraphos	Days			23	15	11.11	9	6
"to write beside" or "written beside") is a self-contained unit of a discourse in writing dealing	Units		29.42	< 20.3	20.59 to 27.95	28.24 to 30.89	31.19 to 37.95	40.89
with a particular point or idea. A paragraph consists	Ratio			5:7	5:8	6:8	4:4	1:10

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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
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		2	A recent trendy idea in English is not to indent the first paragraph, but indent those that follow. For example, Robert Bringhurst states that we should "Set opening paragraphs flush left." [4] Bringhurst explains as follows: The function of a paragraph is to mark a pause, setting the paragraph apart from what precedes it. If a paragraph iA omitted.[4]

				The Elements of Typographic Style states that "at least one en [space]" should be used to indent paragraphs after the first,[4] noting that that is the "practical minimum".[5] An em space is the most commonly used paragraph indent.[5] Miles Tinker, in his book Legibility of Print, concluded that indenting the first line of paragraphs increases readability by 7%, on the average.[6] In computing[edit] See also: Newline In word processing and desktop publishing, a hard return or paragraph break indicates a new paragraph, to be distinguished from the soft return
5	Getting Things Done		1	
6	The Super Manager	Amit Sanas	2	should be used to indent paragraphs after the first,[4] noting
7	Six Thinking Hats		1	
8	Art of Charm	Anant Pednekar	1	"practical minimum".[5] An em space is the most commonly used paragraph indent.[5] Miles Tinker, in his book Legibility of Print, concluded that indenting the first line of paragraphs increases readability by 7%, on the average.[6] In computing[edit]

*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	Section breaks	6.5	pramod.pardale@vvf ltd.com? Pramod Pardale
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	Mr. Vinayak Kadam	6	30/Sep/2017		
2	Coaching through leader in own function for functional 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 Status	
Project Status Comments	