

EVOLVING @ CARTIER DEVELOPMENT PROGRAMME



Cartier

LEARNING & DEVELOPMENT MEIA PROGRAMME

WELCOME TO THE

DEVELOPMENT PROGRAMME

*EVOLVING
@
Cartier*

Welcome to the Evolving @ Cartier Development Programme. This journal has been designed to provide a structure to your learning programme and written evidence of your progress. The programme will last one year during which time you will be given the skills and tools to perform your job well.



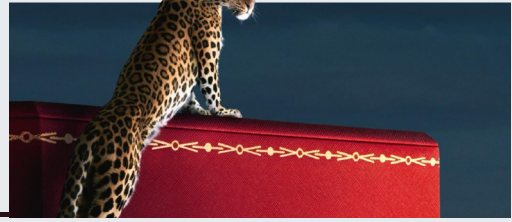
**Congratulations,
your Cartier journey
starts today!**

It is expected that you complete all tasks in the specified time frame and take responsibility for your own learning as well as acting as an ambassador for Cartier MEIA and the Evolvin' @ Cartier Development Programme.

While the Learning & Development / Human Resources, your Boutique Manager and the Team Leader will fully

support you during your programme, it will be your responsibility to drive your own development. The responsibility of completing your tasks, assignments and records therefore lies with you. A Learning Journey has been created for you to fully familiarise yourself with the boutique operations, as well as gather in depth knowledge of your programme speciality. In the first month, your mentor will also help you outline your goals and expectations from this programme, in order to benchmark your progress as well as communicate clear objectives of the programme.

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01

70:20:10

LEARNING

APPROACH



70:20:10 LEARNING APPROACH

At Cartier, we follow 70:20:10 learning approach to maximize the effectiveness of the learning and development programmes through other activities and inputs.

There are few reasons why the 70:20:10 approach works well for Cartier employees:

- 01** **Diversifies approaches to learning** as not everyone learns the same way. This gives employees the flexibility to shape their learning experience in a way that works for them.
- 02** **Increases employee engagement** with the right tools and resources in place. When employees feel empowered to take action in the workplace, they focus on their career goals, are more eager to collaborate with peers, and take initiative to connect with others without waiting for others to push them towards these critical relationships.
- 03** **Allows Scalability** because the majority of learning opportunities through the 70:20:10 model are provided on the job and through workplace relationships. This makes any learning and development programmes easy to scale, without sacrificing personalization.

70%

ON-THE-JOB
LEARNING

- ✓ Challenging task
- ✓ Problem Solving
- ✓ Role related assignments
- ✓ Other assignments & projects
- ✓ Shadowing
- ✓ Scenario-based learning
- ✓ Working with new tools or technology

20%

SOCIAL
LEARNING

- ✓ Coaching
- ✓ Mentoring
- ✓ Collaboration Platforms
- ✓ Interaction with colleagues
- ✓ Job related networking events
- ✓ Giving and receiving feedback
- ✓ Performance reviews
- ✓ Buddy sessions

10%

FORMAL
LEARNING

- ✓ Internal training programmes
- ✓ External training programmes
- ✓ Workshops
- ✓ Seminars
- ✓ E-learning modules
- ✓ Books and articles
- ✓ Self-study
- ✓ Webinars

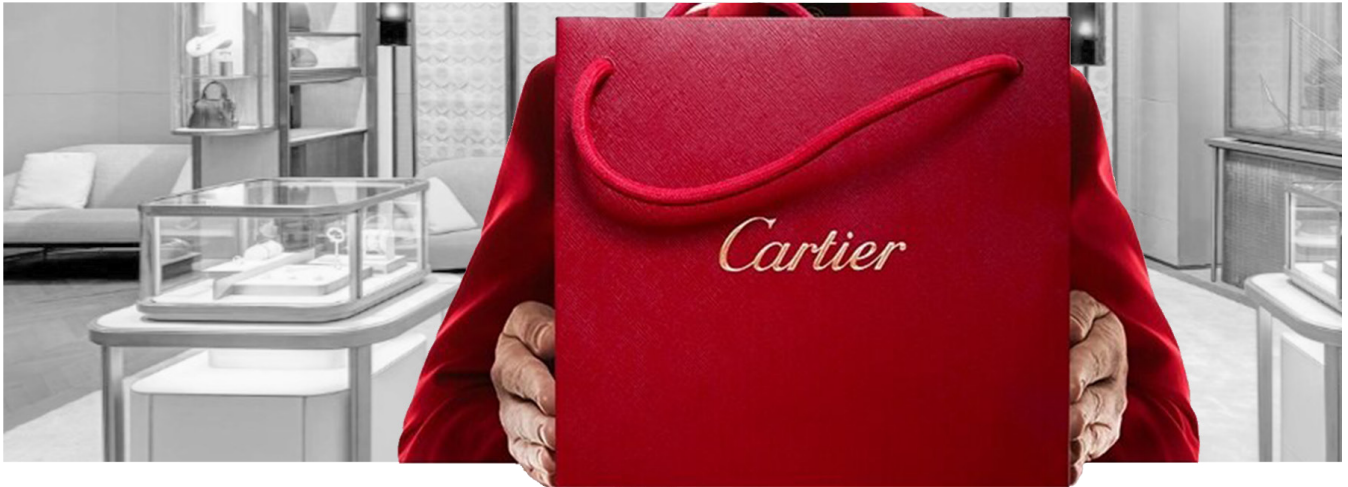




02

**ROLES &
RESPONSIBILITIES**





EVOLVING @ CARTIER

DEPARTMENT ROLES & RESPONSIBILITIES

01 ROLE OF LEARNING & DEVELOPMENT

Learning & Development will act as a “sounding board” for Trainees to discuss the program and their progress. Learning & Development will review and sign off on each Trainees Learning Journey to ensure consistency across the company.

Learning & Development will review the Trainee’s progress every month on a light note and every quarter for a deeper conversation, and provide feedback to the Commercial Director and Human Resources.

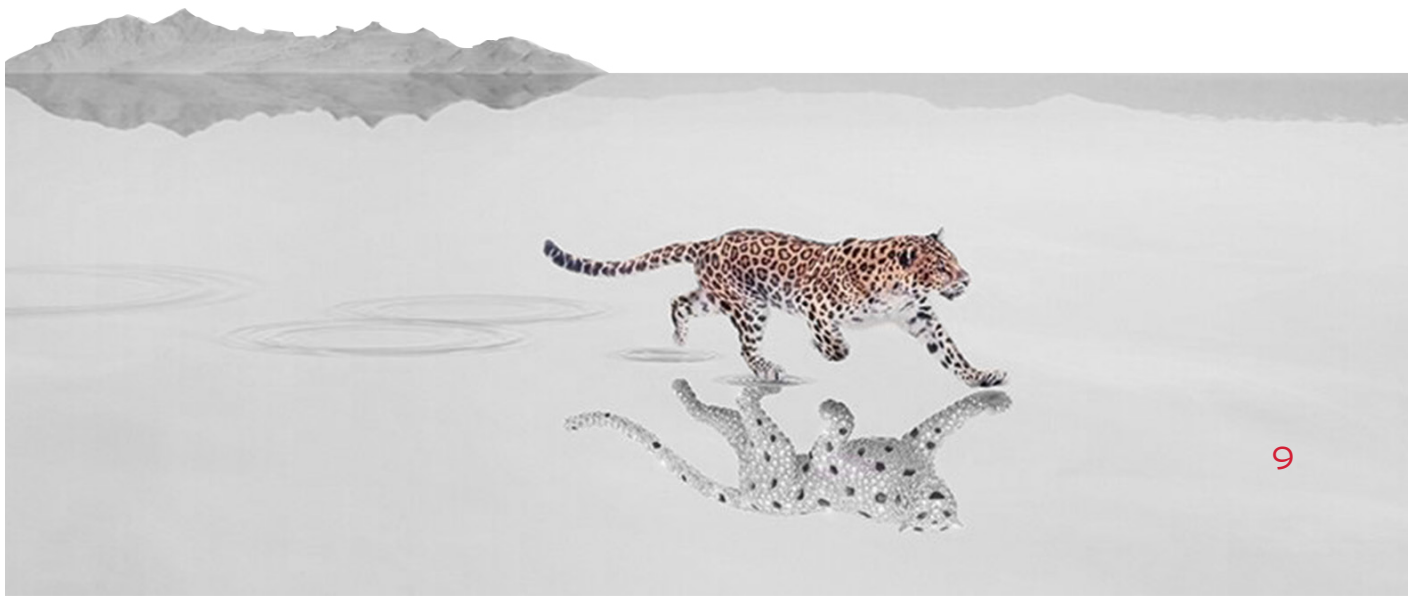


THE TRAINEE WILL RECEIVE A

Learning Journal that will consist of their Learning Journey, Boutique Report, Boutique Evaluation, Project Summary Sheet, Monthly and Quarterly Evaluation Forms, Learning & Development will discuss with the Trainee expectations of the program as well as goal setting for the period.

Learning & Development

will be the key contact person for the Trainee during the learning programme. Learning & Development will follow up assessments in the time frames outlined on the schedule to assess Trainee's progress and competency.



02

ROLE OF A BOUTIQUE / OFFICE MANAGER

The relevant Manager / Team Leader will be the point of contact for the Trainee depending on the areas covered in the Learning Journal. It will be the responsibility of the Manager / Team Leader to ensure that the Learning Journey is adhered to in order to provide a balanced learning experience following 70:20:10 learning approach.

The Manager / Team Leader will meet and discuss the Trainee's expectations and goals which have been previously set along with Learning & Development.

A Team Leader will be designated to the Trainee but the Manager will also monitor their progress through job chats and periodical meetings. The designated Team Leader is the primary trainer during that period, in the absence of whom; the Manager will take over the responsibility.





The Manager / Team Leader Will Also be Responsible

To assign meaningful and measurable tasks during their time within the department to be approved by the Learning & Development / Human Resources. Opportunities are also provided to enhance the Trainee's development through extra activities (i.e., department meetings). It is also vital that the Trainee is following the Learning Journey and not only filling operational gaps.

Every quarter Learning & Development

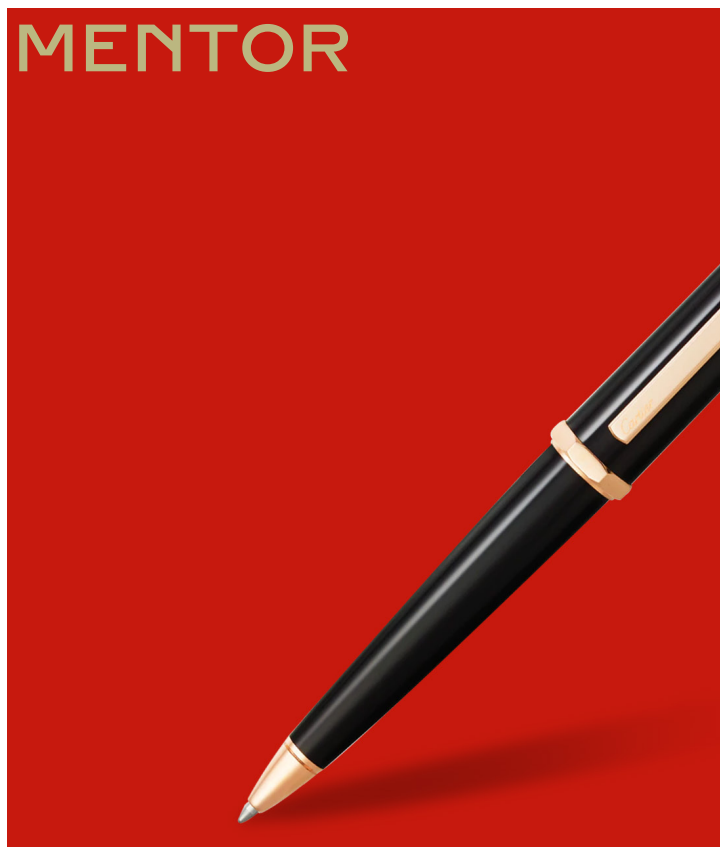
And the Commercial Director will meet with each Trainee to review their progress, and discuss with Boutique Managers / Team Leaders they have worked with, as well as their mentor on the highlights and challenges.

Learning & Development and Commercial Director

Will approve and validate Trainee's tasks in line with business needs and Learning Journey outcomes.

03

ROLE OF THE MENTOR



The Mentor will complete the 6-weeks Mentor Programme prior to be assigned as a Mentor. The Mentor will be from a different department to allow Trainee to discuss openly their concerns and seek counsel outside of an assigned reporting line.

The Mentor will give perspective as well as deliver guidance in social interactions, time and tasks management, and provide mental and emotional support if needed.





04

ROLE OF THE TRAINEE

At the end of exposure in each department the Trainee will have to make a Department Report. He / she will have to ensure that the Department Reports are completed in the specified timeframe. Any change in the schedule must be discussed in advance with Learning & Development.

The Trainee's performance will be evaluated after the end of training with the Department Evaluation, which will be completed by Boutique Manager. Every quarter there will be a Quarterly Evaluation, in which the Trainee will review and discuss their progress along with the Boutique Manager, Learning & Development, Human Resources Manager and Commercial Director.

The Final Evaluation will be done by the Boutique Manager, Learning & Development, Human Resources after the completion of the Learning Journey with Cartier. The Trainee will have to make a note about their progress at the end of every week for their own records to serve as a base for monthly and quarterly discussions with Learning & Development

All completed documents are to be kept together in the personalized MS Teams folder for convenience and these will also act as supporting documentation during the Final Evaluation and Final Report. Learning and Development will create the folder at MS Teams and grant access to the Trainee.



During the final evaluation of the programme, Learning & Development, Human Resources, Boutique Manager and Commercial Director

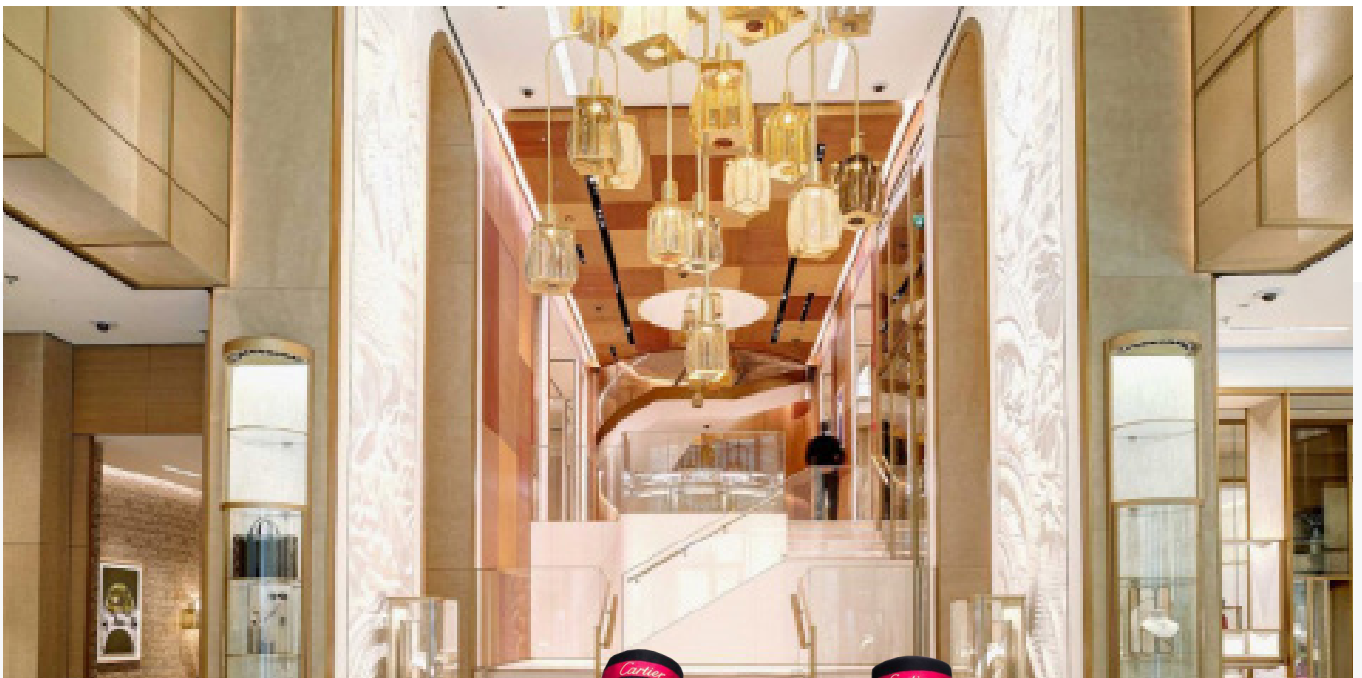
in collaboration with Evolvin' Women Programme will discuss the Trainee's overall performance.

05

CORPORATE HUMAN RESOURCES



Human Resources will be the key contact person, along with Learning & Development, for the Trainee during the learning programme. Human Resources will have monthly Touch Point meetings for support, feedback, queries or concerns.





03

LEARNING JOURNEY & DEVELOPMENT CHECK-INS





LEARNING JOURNEY & DEVELOPMENT

CHECKS-INS

Human Resources / Learning
& Development / Trainee

HOW YOUR LEARNING JOURNEY WAS BUILT

Your Learning Journey is framed over a period of 52 weeks, during which you will be going various departments. You will have a schedule for the departments you have been appointed to.

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THE SCHEDULE HAS THREE COLUMNS WITH HEADINGS

01

The first column **Task** indicates what specific tasks you will need to understand and cover in the respective departments or areas.

02

The second column **Reference** refers to Departmental, Boutique, Brand or Corporate Documentation upon which the Policy, Standard or Procedure is set.

03

The third column **Trainer** indicates the name of your trainer who will be conducting your training.

THINK.
DO.
LEAD.
BE.
FEEL.

You will also be required to complete a Departmental Report in which you will write down about your experience along with what you have learnt. At the same time, your Team Leader will be completing a Department Development report that will review your progress in the respective department.

Every 3 months you will have a Quarterly Evaluation, where along with Learning & Development and Human Resources, your Boutique Manager, you will have a review to discuss the progress of your programme and your accomplishments and future goals. Tasks will be provided for you on a periodic basis, they are not set within specific intervals

Due to the nature of the operations and pace of the programme. They may range from a few days to encompassing a few months and will be provided to you by your Team Leader and / or Learning & Development / Human Resources. You will need to use the Project Summary to document and record your tasks.

All these documents are important, as they will provide the details and information to assist you during your Final Evaluation.



END OF ASSIGNMENT DEPARTMENT REPORT



DEPARTMENT REPORT BRIEF

Learning & Development

HOW TO COMPLETE YOUR DEPARTMENT REPORT

Your Department Report is based on your experience and what you have learnt along with areas of improvement. At the completion of your assignment in each department you are required to fill in a Department Report.





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The Report has eight questions that you will need to answer. It should be filled in electronically and you are encouraged to give as much detail as possible. **The following is a brief on what is expected for each question:**

01

—
Explain what you have learnt about the function and services of the department, and how it plays a role in the department and boutique in delivering services or creations.

02

—
Have your expectations of what you wished to achieve been met and have you overcome any challenges in training in this area?

03

—
What components of the training did you enjoy the most?

04

—
Explain what assignments and work you were given to accomplish during your time in the department.



05

What were the reasons you understood about why the tasks needed to be completed? How did you go about completing it? Did you face any challenges in completing it?

07

What competencies have you developed during this assignment?

06

What could be done differently for future trainees in going through this department?

08

List any additional comments or suggestions you may have.

Your Department Report should be completed within a week of the assignment completion in the particular department. A copy shall be saved on the MS Teams personalized folder.

TEMPLATE

EVOLVING @ CARTIER

DEPARTMENT REPORT

Full Name: Department:

Assignment Period: From: To:

NO.	QUESTION
-----	----------

1	Provide a summary of the role and purpose of the department you have trained in.

2	To what extent have you achieved your expectations and overcome your concerns?

3	What did you enjoy the most about this department?

DEPARTMENT REPORT

NO.	QUESTION
4	<p>What was your Task/Assignment for this period?</p>
5	<p>What did you understand about the rationale and process of your Task/Assignment?</p>
6	<p>What additional support could be offered to future Trainee's to facilitate their progress?</p>

BOUTIQUE REPORT

NO.	QUESTION
-----	----------

7	What competencies have you developed?

8	Any other Comments or Suggestions?

	Name	Date
Evolvin' Woman		
Learning & Development		
Department Manager		
Human Resources		

SAMPLE

EVOLVING @ CARTIER

DEPARTMENT REPORT

Full Name: Maya Suhaya Department: Boutique back office / MOE
 Assignment Period: From: 1 Nov 2021 To: 31 Dec 2021

NO.	QUESTION
1	<p>Provide a summary of the role and purpose of the department you have trained in.</p> <p>I was placed in the back office of the Boutique for 2 months. My task was to count the stock on daily basis. I have learnt the fundamentals of stock count and how to keep the record of the stock updated. Back office plays a fundamental role in smooth operation of our Boutique. I believe that accurate stock count creates smooth boutique operations.</p>
2	<p>To what extent have you achieved your expectations and overcome your concerns?</p> <p>When I was assigned this task, I thought this job is not necessary and not important at all. When my manager explained to me why Boutiques run regular stock counts, I realized how important my job was and that I needed to gain more confidence in being comfortable to make a correct stock count. I achieved one of the goals I was nervous about, and feel happy to have completed it.</p>
3	<p>What did you enjoy the most about this department?</p> <p>I really enjoyed making sure that my job is done very accurate because it effects the work of my colleagues who face clients. I also enjoyed the fact that my colleagues relied on my job and were able to respond to clients' needs without a delay. It made me feel good to realize how the pieces fit together.</p>

DEPARTMENT REPORT

NO.	QUESTION
4	<p data-bbox="300 719 1394 804">What was your Task/Assignment for this period?</p> <p data-bbox="323 842 1161 909">This task included several points that I was completing when running the stock count:</p> <ul data-bbox="384 949 1203 1189" style="list-style-type: none">■ I always start counting with one particular product.■ I ensure that product of the same kind are located in one place.■ I write down the product name, article and all other details into “stock count” form.■ My manager checks the information accuracy and signs the form.■ I update the system accordingly ensuring the correct number is reflected in the system.
5	<p data-bbox="300 1317 1394 1355">What did you understand about the rational and process of your Task/Assignment?</p> <p data-bbox="323 1429 1342 1570">I understood that my work is not less important than any other work in the Boutique. It is very important that I pay attention to details and do not miss to count a single item, because it can create confusion for my colleagues in front of the client and unnecessary hassle for my colleague and Boutique manager.</p>
6	<p data-bbox="300 1682 1394 1749">What additional support could be offered to future Trainee’s to facilitate their progress?</p> <p data-bbox="323 1816 1342 1917">Along with a training that I received, it would be great to have a small manual or a check list on each task that I was asked to perform. This will ensure that no points were missed in the process of stock count or other processes of the back office.</p>

DEPARTMENT REPORT

NO.	QUESTION
7	<p data-bbox="295 719 1423 808">What competencies have you developed?</p> <p data-bbox="295 808 1423 1048">Working on this assignment, I realized that my focus was on Drive for Results competency. I improved a lot because I was focusing on delivering perfect result.</p>
8	<p data-bbox="295 1093 1423 1182">Any other Comments or Suggestions?</p> <p data-bbox="295 1182 1423 1413">I think most important is Interdepartmental communication. Sometimes we had challenges because things were misunderstood or not told clearly, and we had to rush to change things. I think it is important to have clear briefings and encourage all departments to talk more with each other to come together for the same goal.</p>

	Name	Date
Evolvin' Woman	Maya Suhaya	7th Jan 2022
Learning & Development	Amanda Dale	7th Jan 2022
Department / Boutique Manager	Natasha Veruti	
Human Resources	Samantha Goessl	



05

**DEPARTMENT
DEVELOPMENT
CHECK-IN**





DEPARTMENT DEVELOPMENT CHECK-IN

Learning & Development

HOW TO USE OR FILL THE DEPARTMENTAL DEVELOPMENT CHECK-IN FORM

This Development Check-in discussion is based on core competencies.

At the completion of your assignment in each department your Team Leader will review your performance along with yourself. You need to fill in an electronic copy of the Departmental Development Check-in form on MS Teams. After the Department Development Check-in has been filled in electronically by the Team Leader you will both review and discuss your overall progress at the respective department.

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YOUR DEPARTMENTAL DEVELOPMENT CHECK-IN

Should be completed within a week of conclusion of the assignment within the particular department and a copy saved in your personalized folder on MS Teams.

TEMPLATE

EVOLVING @ CARTIER

DEPARTMENT DEVELOPMENT CHECK-IN FORM

Full Name: **Specialisation:**
Quarter: **Boutique:**

ER - Early to Rate
NI - Needs Improvement

ME - Meets Expectations
EE - Exceeds Expectations

PERSONAL PERFORMANCE						
COMMUNICATION SAVVY						
WHAT	HOW	ER	NI	ME	EE	Comments & Justification
Can adjust his/her style of communication to various audiences and settings	Connects comfortably with individuals at all levels of the organization					
Listens well and seeks input	Makes sure everyone gets to express their opinion and feels their opinion is valued					
Shares information as needed	Is a good judge of what deserves confidentiality and is very transparent otherwise					
BUSINESS & CUSTOMER FOCUS						
Understands the competitive environment, market conditions and what will affect them	Mobilises his/her industry network and gathers insights from customers to stay current in the competitive landscape					
Builds strong relationships with Cartier's customers	Leverages customer events in order to know and develop insights from valued customers. Seizes the opportunities to visit boutiques					

PERSONAL PERFORMANCE						
SELF-AWARENESS						
WHAT	HOW	ER	NI	ME	EE	Comments & Justification
Seeks regular feedback	Collects and welcomes feedback formally and informally from multiple sources, and notably from all levels of the organization					
Knows his/her own strengths, admits mistakes, weakness and limits	Takes his/her share of responsibility and does not blame the organization or others when things go wrong					
Is conscious of his/her impact on others	Is visibly adjusting some of his/her ineffective behavior as a result of feedback received					
STRIVE FOR EXCELLENCE						
Is constantly looking for ways of improving & perfecting	Regularly challenges the organization or his/her team to reassess their ways of working					
Displays high standards of quality for himself/herself and others	Always makes sure that documents to be circulated internally or outside of Cartier have been thoroughly reviewed and are absolutely clear of errors or typos					
DRIVE FOR RESULTS						
Is bottom line oriented	Makes decisions and acts in order to achieve profitability or any other measurable objectives that have been set					
Is tenacious despite obstacles and setbacks	Keeps a positive attitude in times of difficulties and uses her/his authority and influencing skills to remove obstacles for self and others					

PROJECTS UNDERTAKEN IN THE PAST QUARTER

Please provide full descriptions of projects and assignments undertaken throughout the quarter.

LIST THE TRAINEE'S PROJECTS/RECOMMENDATIONS THAT

you have been able to implement within the Boutique / Department:

COMMENTS FROM TRAINEE:

COMMENTS FROM HEAD OF DEPARTMENT:

	Name	Date
Management Trainee:		
Trainer:		
Head of Department:		
Human Resources:		

SAMPLE

Learning & Development

WORK PLACEMENT DEPARTMENTAL EVALUATION FORM

Full Name: Maya

Specialisation: High Jewelry

Quarter: 2nd Quarter

Boutique: Mall of The Emirates

ER - Early to Rate
NI - Needs Improvement

ME - Meets Expectations
EE - Exceeds Expectations

PERSONAL PERFORMANCE						
COMMUNICATION SAVVY						
WHAT	HOW	ER	NI	ME	EE	Comments & Justification
Can adjust his/her style of communication to various audiences and settings	Connects comfortably with individuals at all levels of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicate thoughts clearly
Listens well and seeks input	Makes sure everyone gets to express their opinion and feels their opinion is valued	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is clear in her presentation of ideas
Shares information as needed	Is a good judge of what deserves confidentiality and is very transparent otherwise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands what information shall remain confidential and what can be shared with colleagues
BUSINESS & CUSTOMER FOCUS						
Understands the competitive environment, market conditions and what will affect them	Mobilises his/her industry network and gathers insights from customers to stay current in the competitive landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Always extremely logical and demonstrates extremely straightforward thinking
Builds strong relationships with Cartier's customers	Leverages customer events in order to know and develop insights from valued customers. Seizes the opportunities to visit boutiques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ready to make tough decisions, without exceptions

PERSONAL PERFORMANCE						
SELF-AWARENESS						
WHAT	HOW	ER	NI	ME	EE	Comments & Justification
Seeks regular feedback	Collects and welcomes feedback formally and informally from multiple sources, and notably from all levels of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Always extremely logical and demonstrates extremely straightforward thinking
Knows his/her own strengths, admits mistakes, weakness and limits	Takes his/her share of responsibility and does not blame the organization or others when things go wrong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Takes ownership of her own mistakes and happily changes them
Is conscious of his/her impact on others	Is visibly adjusting some of his/her ineffective behavior as a result of feedback received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accepts constrictive feedback and trying to change accordingly
STRIVE FOR EXCELLENCE						
Is constantly looking for ways of improving & perfecting	Regularly challenges the organization or his/her team to reassess their ways of working	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has brought about some strong ideas and suggestions
Displays high standards of quality for himself/herself and others	Always makes sure that documents to be circulated internally or outside of Cartier have been thoroughly reviewed and are absolutely clear of errors or typos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shows positive attitude and willingness to succeed
DRIVE FOR RESULTS						
Is bottom line oriented	Makes decisions and acts in order to achieve profitability or any other measurable objectives that have been set	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Makes decisions in order to achieve profitability
Is tenacious despite obstacles and setbacks	Keeps a positive attitude in times of difficulties and uses her/his authority and influencing skills to remove obstacles for self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Always looks for an advise when facing obstacles and roadblocks

LIST THE TRAINEE'S PROJECTS/RECOMMENDATIONS THAT

you have been able to implement within the Boutique / Department:

Maya has been working on stock count improvement plan ensuring each stock item is counted and recorded in the system. She has also recommended that we have enough pens and create check list for each task.

COMMENTS FROM TRAINEE:

I feel that I have gotten a good understanding of the scope of back office and how important this job. It directly links with the employees' job who face clients on daily basis. Most of the areas I have covered have a strong sense of teamwork as well as skills, and I realise the importance in having the right stock in place.

COMMENTS FROM HEAD OF DEPARTMENT:

Maya has quickly assimilated herself into the Boutique team. With her cheerful manner and strong work ethic she has won the respect of her colleagues and supervisor. She needs to work a little more on her personal presentation and has been coached a few times in her communication methodology. She has worked hard and on her stock count project that has shown great results on the Boutique operation.

	Name	Date
Management Trainee	Ahmed Ibrahim	22nd Sep 2021
Trainer	Jason Brown	22nd Sep 2021
Head of Department	Natasha Veruti	22nd Sep 2021
Human Resources	Xi Wan Zhun	22nd Sep 2021



06

**QUARTERLY
DEVELOPMENT
CHECK-IN**



QUARTERLY DEVELOPMENT CHECK-IN

BRIEF



HOW TO USE
OR FILL THE
QUARTERLY
DEVELOPMENT
CHECK-IN
FORM



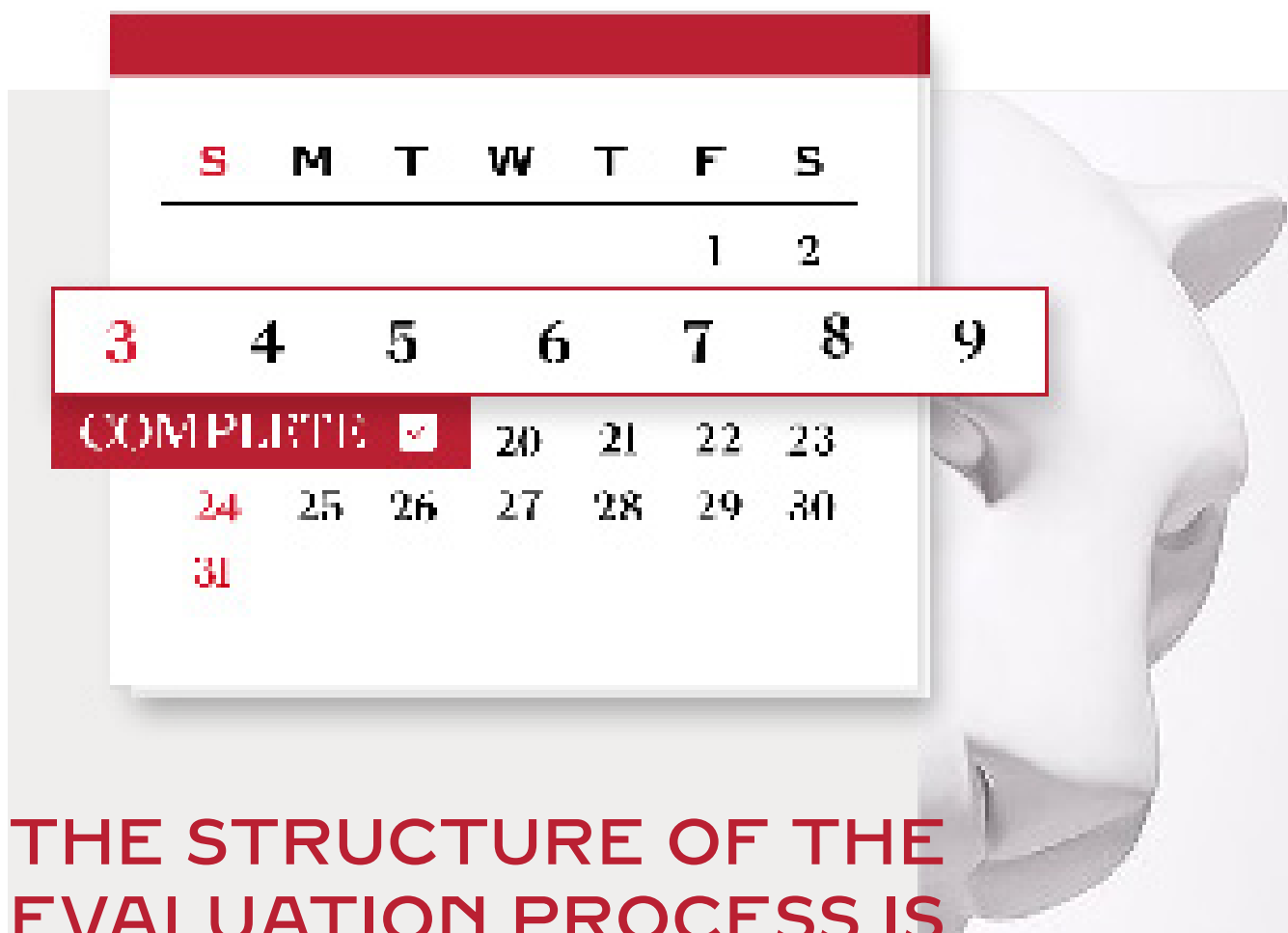
Your Quarterly Development Check-in discussion is based on

5 core competencies. At the completion of one Quarter of your training throughout each department your Team Leader, L&D and HR will review your performance along with yourself.

Your Quarterly Development Check-in may cover one or several departments and will be run by Team Leader along with Learning & Development and HR.

The Quarterly Development Check-in is a good milestone in which you can discuss, review, and seek council

regarding your progress and projects worked on. After the Quarterly Check-in has been filled in electronically by the Team Leader and you will both review and discuss your overall progress of the respective department.



THE STRUCTURE OF THE EVALUATION PROCESS IS FOCUSED ON IMPROVING YOUR COMPETENCE AS WELL AS BUILDING YOUR COMMITMENT IN YOUR ROLE.

It is strongly recommended to be as detailed as possible in your comments and feedback, as this will form the foundation towards your future Development discussions.

TEMPLATE

EVOLVING @ CARTIER

QUARTERLY DEVELOPMENT CHECK-IN

Full Name: **Specialisation:**

Quarter: **Boutique:**

B - Below/Early to rate
PM - Partially Meets

ME - Meets Expectations
EE - Exceeds Expectations

PERSONAL PERFORMANCE						
WHAT	HOW	B	PM	ME	EE	Comments & Justification
COMMUNICATION SAVVY						
Can adjust his/her style of communication to various audiences and settings	Connects comfortably with individuals at all levels of the organization					
Listens well and seeks input	Makes sure everyone gets to express their opinion and feels their opinion is valued					
Shares information as needed	Is a good judge of what deserves confidentiality and is very transparent otherwise					
BUSINESS & CUSTOMER FOCUS						
Understands the competitive environment, market conditions and what will affect them	Mobilises his/her industry network and gathers insights from customers to stay current in the competitive landscape					
Builds strong relationships with Cartier's customers	Leverages customer events in order to know and develop insights from valued customers. Seizes the opportunities to visit boutiques					

EVOLVING @ CARTIER
QUARTERLY DEVELOPMENT CHECK-IN

PERSONAL PERFORMANCE						
WHAT	HOW	ER	NI	ME	EE	Comments & Justification
SELF AWARENESS						
Seeks regular feedback	Collects and welcomes feedback formally and informally from multiple sources, and notably from all levels of the organization					
Knows his/her own strengths, admits mistakes, weakness and limits	Takes his/her share of responsibility and does not blame the organization or others when things go wrong					
Is conscious of his/her impact on others	Is visibly adjusting some of his/her ineffective behavior as a result of feedback received					
STRIVE FOR EXCELLENCE						
Is constantly looking for ways of improving & perfecting	Regularly challenges the organization or his/her team to reassess their ways of working					
Displays high standards of quality for himself/herself and others	Always makes sure that documents to be circulated internally or outside of Cartier have been thoroughly reviewed and are absolutely clear of errors or typos					
DRIVE FOR RESULTS						
Is bottom line oriented	Makes decisions and acts in order to achieve profitability or any other measurable objectives that have been set					
Is tenacious despite obstacles and setbacks	Keeps a positive attitude in times of difficulties and uses her/his authority and influencing skills to remove obstacles for self and others					

LIST THE TRAINEE’S PROJECTS/RECOMMENDATIONS

That you have been able to implement within the Boutique / Department:

COMMENTS FROM TRAINEE:

COMMENTS FROM HEAD OF DEPARTMENT:

	Signatures	Date
Evolvin’ Woman:		
Learning & Development:		
Department/Boutique Manager:		
Human Resources		

SAMPLE

EVOLVING @ CARTIER

QUARTERLY DEVELOPMENT CHECK-IN

Full Name: Maya Suhaya

Specialisation: High Jewelry

Quarter: 2nd Quarter

Boutique: Mall of The Emirates

B - Below/Early to rate

ME - Meets Expectations

PM - Partially Meets

EE - Exceeds Expectations

PERSONAL PERFORMANCE						
WHAT	HOW	B	PM	ME	EE	Comments & Justification
COMMUNICATION SAVVY						
Can adjust his/her style of communication to various audiences and settings	Connects comfortably with individuals at all levels of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicate thoughts clearly
Listens well and seeks input	Makes sure everyone gets to express their opinion and feels their opinion is valued	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is clear in her presentation of ideas
Shares information as needed	Is a good judge of what deserves confidentiality and is very transparent otherwise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands what information shall remain confidential and what can be shared with colleagues
BUSINESS & CUSTOMER FOCUS						
Understands the competitive environment, market conditions and what will affect them	Mobilises his/her industry network and gathers insights from customers to stay current in the competitive landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Always extremely logical and demonstrates extremely straightforward thinking
Builds strong relationships with Cartier's customers	Leverages customer events in order to know and develop insights from valued customers. Seizes the opportunities to visit boutiques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ready to make tough decisions, without exceptions

PERSONAL PERFORMANCE **CARTIER COMPETENCIES**

SELF-AWARENESS

WHAT	HOW	ER	NI	ME	EE	Comments & Justification
Seeks regular feedback	Collects and welcomes feedback formally and informally from multiple sources, and notably from all levels of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Always extremely logical and demonstrates extremely straightforward thinking
Knows his/her own strengths, admits mistakes, weakness and limits	Takes his/her share of responsibility and does not blame the organization or others when things go wrong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Takes ownership of her own mistakes and happily changes them
Is conscious of his/her impact on others	Is visibly adjusting some of his/her ineffective behavior as a result of feedback received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accepts constrictive feedback and trying to change accordingly

STRIVE FOR EXCELLENCE

Is constantly looking for ways of improving & perfecting	Regularly challenges the organization or his/her team to reassess their ways of working	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has brought about some strong ideas and suggestions
Displays high standards of quality for himself/herself and others	Always makes sure that documents to be circulated internally or outside of Cartier have been thoroughly reviewed and are absolutely clear of errors or typos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shows positive attitude and willingness to succeed

DRIVE FOR RESULTS

Is bottom line oriented	Makes decisions and acts in order to achieve profitability or any other measurable objectives that have been set	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Makes decisions in order to achieve profitability
Is tenacious despite obstacles and setbacks	Keeps a positive attitude in times of difficulties and uses her/his authority and influencing skills to remove obstacles for self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Always looks for an advise when facing obstacles and roadblocks

LIST THE TRAINEE'S PROJECTS/RECOMMENDATIONS

That you have been able to implement within the Boutique / Department:

Maya has been working on stock count improvement plan ensuring each stock item is counted and recorded in the system. She has also recommended that we have enough pens and create check list for each task.

COMMENTS FROM TRAINEE:

I feel that I have gotten a good understanding of the scope of back office and how important this job. It directly links with the employees' job who face clients on daily basis. Most of the areas I have covered have a strong sense of teamwork as well as skills, and I realize the importance in having the right stock in place.

COMMENTS FROM HEAD OF DEPARTMENT:

Maya has quickly assimilated herself into the Boutique team. With her cheerful manner and strong work ethic she has won the respect of her colleagues and supervisor. She needs to work a little more on her personal presentation and has been coached a few times in her communication methodology. She has worked hard and on her stock count project that has shown great results on the Boutique operation.

	Signatures	Date
Evolvin' Woman:	Maya Suhaya	22nd Sep 2021
Learning & Development:	Amanda Dale	22nd Sep 2021
Department/Boutique Manager:	Natasha Veruti	22nd Sep 2021
Human Resources	Samantha Goessl	22nd Sep 2021



07

**MONTHLY
DEVELOPMENT
CHECK-IN**



MONTHLY CHECK-IN WITH L&D AND HR

“

HOW TO USE
OR FILL THE
MONTHLY
DEVELOPMENT
CHECK-IN
FORM?

Your Monthly Check-ins are based on the 5 core competencies without deep dive into each competency

At the end of each month of your learning journey you will have 2 separate meetings with the Learning & Development and HR to review your performance along with yourself.

The structure of the monthly check-ins is focused on improving your competence as well as building your commitment in your role.

Learning & Development and HR will send separate meeting invites into your calendar, which you need to confirm and attend on time.

TEMPLATE

Learning & Development

MONTHLY DEVELOPMENT CHECK-IN WITH HUMAN RESOURCES

Full Name: Specialisation:

Learning Journey begin date: Learning Journey end date:

B - Below / Early to rate
PM - Partially Meets

ME - Meets Expectations
EE - Exceeds Expectations

MONTH	COMPETENCIES	B	PM	ME	EE	Comments & Justification
MONTH 1	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 2	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 3	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 4	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MONTH	COMPETENCIES	B	PM	ME	EE	Comments & Justification
MONTH 5	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 6	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 7	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 8	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 9	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 10	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					

MONTH	COMPETENCIES	B	PM	ME	EE	Comments & Justification
MONTH 11	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 12	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					

	Name	Date
Evolvin' Woman	Maya	22nd Sep 2021
Learning & Development	Xi Wan Zhun	22nd Sep 2021

TEMPLATE

Learning & Development

MONTHLY DEVELOPMENT CHECK-IN WITH L&D

Full Name: Specialisation:
 Learning Journey begin date: Learning Journey end date:

B - Below / Early to rate
 PM - Partially Meets

ME - Meets Expectations
 EE - Exceeds Expectations

MONTH	COMPETENCIES	B	PM	ME	EE	Comments & Justification
MONTH 1	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 2	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 3	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 4	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MONTH	COMPETENCIES	B	PM	ME	EE	Comments & Justification
MONTH 5	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 6	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 7	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 8	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 9	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONTH 10	Communication Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business & Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Self-Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Strive for Excellence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Drive for Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EVOLVING @ CARTIER
MONTHLY DEVELOPMENT CHECK-IN

MONTH	COMPETENCIES	B	PM	ME	EE	Comments & Justification
MONTH 11	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					
MONTH 12	Communication Savvy					
	Business & Customer Focus					
	Self-Awareness					
	Strive for Excellence					
	Drive for Results					

	Name	Date
Evolvin' Woman	Maya	22nd Sep 2021
Learning & Development	Amanda Dale	22nd Sep 2021



08

PROJECT
SUMMARY

PROJECT SUMMARY BRIEF

EVOLVING @ CARTIER

HOW TO COMPLETE YOUR PROJECT SUMMARY BRIEF

The Project Summary is the update and reflection of the completed project.

01

Fill in your name.

02

Fill in your project name.

03

Fill in your department.

04

Note down your project start date.

05

Note down your project end date – once project is completed.

06

In the monthly update section, please make sure to briefly note the description of the current status of the project is completed.

07

Provide a comprehensive description of the project, all aspects and departments related and any additional specifics to be noted.

08

In the mentor signature field, your mentor's signature is required, signifying that the current state of the project has been discussed in the monthly Mentor Meeting.

Your Project Summary should be updated within a week of the project completion in the particular department. A copy shall be saved in personalised folder on the MS Teams.

TEMPLATE

EVOLVING @ CARTIER

Name:	
--------------	--

Project Name	Department	Project Start Date	Project Dateline



Project Description



Monthly Update	Mentor Signature

SAMPLE

EVOLVING @ CARTIER

Name:	Maya Suhaya
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Project Name	Department	Project Start Date	Project Dateline
Corporate Social Responsibility Project	Human Resources	1st November 2021	1st February 2022

Project Description

The Corporate Social Responsibility Project is a project which was undertaken with a fellow Evolvin' Woman, with the intention of identifying an organization which would suit the needs of the company.

The project is in progress, and potential partners are being evaluated in order to identify the most suitable one. Whilst many details demand for intense investigations, the top three candidates have been identified.

A presentation is currently being prepared, with the intention of showcasing the pros and cons of each partnership.

Monthly Update	Team Leader Signature
Weekly meetings with fellow Evolvin' Women to identify potential partners. Met 4 times in December and shortlisted 3 candidates.	Mohamed Ahmed
Met with all 3 potential partners and discussed what is their focus in CSR, as we were looking for a perfect match with Cartier values. Had 5 meetings in total.	Mohamed Ahmed
One final partner has been selected and 5 more meetings took place to finalise the CSR activities that we want to focus on and agreed on the timeline and kick off date.	Mohamed Ahmed
Communication about new CSR initiative has been prepared and shared with Internal Communication team to advise all employees about new CSR activities at Cartier. Kick off date has been agreed with the management team.	Mohamed Ahmed

THANK
YOU.

THIS IS A TRAINEE AND EMPLOYEE LEARNING AND
DEVELOPMENT INITIATIVE LED BY HUMAN RESOURCE.