

TNA Questionnaire-II

Institute of Secretariat Training and Management

Training Needs Assessment Proforma for training Programme for **Directors** of Central Secretariat Services(CSS) to be promoted as Joint Secretaries

(To be filled-up by the individual respondents- **Directors**)

Name of the Officer _____
Ministry/Department _____
Age _____ Sex _____
Current Assignment _____
Year of appointment as Director _____

I. Details of training Undergone(last three you attended):

Sl.no	Area of training undergone	Level of satisfaction*	Duration of the training	Year	Institution which imparted the training	Effectiveness of the training in enhancing your competencies

- 'A' Highly satisfactory 'B'-Satisfactory 'C'-Unsatisfactory

2. Describe your current duties and responsibilities:

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.....**JOB ANALYSIS**.....

3. Describe the tasks you regularly perform that are critical to carrying out your job effectively

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4. Describe/list the generic skills required for your job.

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5. Describe the specific/specialised skills by your job.

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TRAINING NEEDS

6. What training do you still need (either on-the-job or a formal course) to perform your current job completely so as to bring excellence in your organisation/department?

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7. What training do you think would be relevant to help you achieve proficiency in your future role as Joint Secretary?

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8. Please indicate your training needs in the context of job responsibilities on a scale of 1-5(1-least preferred, 5-Most preferred)

Sl.no	Topics					
1	Good Governance/Service Delivery					
	Process Management/Re-engineering	1	2	3	4	5
	Customer/citizen Focussed Management	1	2	3	4	5
	E-governance	1	2	3	4	5
	Office management	1	2	3	4	5
	Policy & strategic management	1	2	3	4	5
	Dealing with Parliamentary Committees	1	2	3	4	5
2	Organisation Behaviour					

	Leadership	1	2	3	4	5
	Change management	1	2	3	4	5
	Negotiation & Conflict Management	1	2	3	4	5
	Personnel Management	1	2	3	4	5
	Performance Assessment & Benchmarking	1	2	3	4	5
3	Management					
	Project Management	1	2	3	4	5
	PPP	1	2	3	4	5
	Financial Management	1	2	3	4	5
	Procurement and contract management	1	2	3	4	5
4	Personal skills					
	Computer Skills	1	2	3	4	5
	Stress management	1	2	3	4	5
	Innovation and change management	1	2	3	4	5
	Creativity	1	2	3	4	5
	Time Management and goal setting	1	2	3	4	5
5	Law					
	Corporate law	1	2	3	4	5
	Managing litigation	1	2	3	4	5
6	Others(please specify)					
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5

9. What do you feel about the visit to Foreign Countries?

10.

a) Is it desirable?

Yes

No

b) If yes what should be the purpose and duration (in weeks)

c) Which country would you like to visit and why?

Sign.....

Date.....

May kindly fill up and email

to Shri K.S.Kumar, Joint Director at "kskumar53@hotmail.com"

Or

To Sandeep Mukherjee, Deputy Director at "sandeep.muk2010@gmail.com"