

TNA Questionnaire-I

Institute of Secretariat Training and Management

Training Needs Assessment Proforma for Joint Secretaries of Central Secretariat Services (CSS)

(To be filled-up by the individual respondents (Joint Secretaries))

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

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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Describe/list the generic skills required for your job.

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Describe the specific/specialised skills by your job.

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TRAINING NEEDS

- 4. 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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- 5. 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

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

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"

Training Needs Analysis Form for Directors of Central Secretariat Services(CSS)

Perception on Training Needs for Directors of Central Secretariat Service who are to take up responsibilities as Joint Secretary to Govt. Of India

To be filled by Secretaries/Additional Secretaries Government of India

1	Name of the Organisation	
2	Name and Designation of the respondent: Address:	Email id: Telephone
3	<p>What are the constraints inhibiting excellence in performance of Joint Secretaries to the Government of India. Enter on a scale of 0-4 (major constraints=4, not an issue=0)</p> <p>(i) Domain Knowledge <input style="width: 40px; height: 20px;" type="text"/></p> <p>(ii) Attitudes <input style="width: 40px; height: 20px;" type="text"/></p> <p>(iii) Skills and Techniques <input style="width: 40px; height: 20px;" type="text"/></p>	

4. Rate the following competencies for discharging the duties of an officer equivalent to Joint Secretary, GOI on a scale of 0-4(**0=not required; 4= Extremely Important**).Put a **v** mark in the appropriate column against each competency.

			4 <small>(extremely important)</small>	3	2	1 <small>(Not required)</small>
	(i)	Communication				

	(ii)	Inter Personal Relations				
	(iii)	Conflict Resolution				
	(iv)	Negotiation				
	(v)	Ethics				
	(vi)	Policy Analysis and Formulations				
	(vii)	Planning and Monitoring				
	(viii)	Office Management				
	(ix)	Computer Skills				
	(x)	Expenditure Management				
	(xi)	Data analysis				
	(xii)	Global and National Economic Environment				
	(xiii)	Drafting of legislation and Rules				
	(xiv)	Dealing with litigations				
	(xv)	Benchmarking				
	(xvi)	Management of Change				
	(xvii)	Improving Public Service Delivery				
	(xviii)	Project Planning and Project Management				
	(xix)	Public Private Partnerships				
	(xx)	E-governance				
	(XXI)	Procurement and Contract Management				

5. Any other suggestion.
