



PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

Dedicated to Parliamentary Excellence

Training Needs Assessment (TNA) Form

for the Officers of the Provincial Assembly of Khyber Pakhtunkhwa

Section A: Basic Information

1. Full Name _____
2. Designation _____
3. Grade (BPS) _____
4. Section/Wing/Branch _____
5. Academic Qualification: _____
6. Length of Service (no. of years in the Assembly):
 - a) Overall: _____
 - b) Current post: _____
7. Age Group: ☐ 20-30 ☐ 30-40 ☐ 40-50 ☐ 50 & above
8. Email: _____
9. Phone _____

Section B: Training History

10. Have you attended any PIPS training before?: ☐ Yes ☐ No
11. If yes, please list the titles and dates (up to 3 most recent trainings) and rate how useful the previous trainings were (1 lowest – 5 highest)
 - A. _____ ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 - B. _____ ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 - C. _____ ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Thank you for taking the time to complete this form. Your input is valuable in helping us design more effective and relevant capacity-building programmes.



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Section C: Skills & Training Needs

12. Please indicate your self-assessed skill level, whether training is needed, and the required level.

Skill Area	Self Rating (Lowest 1 – 5 Highest)	Need Training? (Yes/No)	Level (Basic / Advanced)
Legislative Drafting			
Parliamentary Research			
Assisting Members in House Business			
Budget & Oversight			
Pre & Post-Legislative Scrutiny			
Public Finance Management			
Report Writing			
Role of Secretary Committee			
Minutes Writing			
Working in Teams			
Power of Wellbeing			
Office Decorum and Etiquette			
AI Tools			
Job Specific Training:			
Any other:			

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Section D: Preferences

☐ In-person ☐ Online ☐ Hybrid (In-person + Online)

☐ Half Day ☐ One Day ☐ 2-3 Days ☐ Week-long[illegible]

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