

Training Needs Assessment (TNA) Form

for the Officers of the Provincial Assem	bly of Khyb	er Pak	htunki	hwa		
Section A: Basic Information						
1. Full Name						5 ¹
2. Designation						
3. Grade (BPS)						
4. Section/Wing/Branch						
5. Academic Qualifictaion:						
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				1		
Section B: Training History						
10. Have you attended any PIPS training before?:	□ Yes	ΠN	lo			
11. If yes, please list the titles and dates (up to 3 mo the previous trainings were (1 lowest – 5 highest)	ost recent t	rainin	gs) and	d rate l	how us	seful
A		1	□2	□3	□4	□ 5
В		n 1	□2	D 3	Π4	
D		1	64	0.5	14	0.5
С		_01	□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		(****	(basic / navancea)		
Parliamentary Research					
Assisting Members in House Business					
Budget & Oversight					
Pre & Post-Legislative Scrutiny					
Public Finance Management	and the second sec	<u>ð</u>			
Report Writing	and the second				
Role of Secretary Committee					
Minutes Writing		Sales in such			
Working in Teams					
Power of Wellbeing					
Office Decorum and Etiquette					
AI Tools		da gord en			
Job Specific Training:					
1					
Any other:					
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Section D: Preferences 13. Preferred mode of training

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

14. Preferred duration

□ Half Day □ One Day □ 2–3 Days □ Week-long

15. Your current duties and responsibilities, and the challenges you face in your current role:

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