National Highway Authority

Administration Wing (HRD) Cell)

No. 8(1)-PPMI/HRD/NHA/2023/9/8

Islamabad, the May 29, 2023

Circular

Subject:

TRAINING NEED ASSESSMENT (TNA) OF OFFICERS OF BPS-17 & ABOVE

Pakistan Planning and Management Institute (PPMI), Ministry of Planning Development and Special Initiatives, Government of Pakistan annually assesses the training needs of officers (BPS-17 and above) working in Federal/Provincial Ministries/Divisions & Public Sector Organizations. In this connection, a Training Need Assessment (TNA) proforma for training courses to be conducted in FY 2023-24 is **enclosed**, which is to be filled in by all BPS-17 & above officers.

2. Addressees are requested to kindly fill the requisite proforma and forward to HRD Cell latest by **June 02, 2023**.

(SYED ZAWAR HAIDER)

Director (HRD) Ph: 051-9032710

All Members, HQ/Zones

All GMs, HQ/Regions/Projects/ Secretary NHA

Director (Estab/Reg/MIS/Legal/Rectt/Pers/Coord/PR/Envr/Complaints/ISO)

All Deputy/Assistant Directors

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Dir MIS To be uploaded on NHA's Website

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

TRAINING NEED ASSESSMENT FORM 2023-24

This proforma is intended to assess training needs of the officers (BPS-17 & above) working in Federal/Provincial Ministries/Divisions & Public Sector Organizations.

Officers are requested to identify tick ($\sqrt{}$) the need for training in subject area with (1) as minimum and (5) as maximum need for training in the fields mentioned below.

Part-I: Profile of Officers

Name (optional)			· 				
Designation							
Ministry/Department/Organization		-					
Qualification						•	
Experience (years)						'Ske	
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Major Job Responsibilities	ŀ		•				
Part-II: Training topics that need	l to be	COVE	ered.				
	Extrem			Neither			
Area	Unimpor		Unimportant	Important nor	Important	Extremely Important	Comments,
Area			Unimportant 2	Important nor Unimportant 3	Important 4		Comments, if any
	Unimpo			Unimportant		Important	
Budgeting and Financial	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt.	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt.	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints	Unimpo			Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints (Time, Cost & Quality) in Projects	Unimpo			Unimportant 3		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints (Time, Cost & Quality) in Projects Manual for Development Projects	Unimpo		2	Unimportant		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints (Time, Cost & Quality) in Projects Manual for Development Projects Microsoft Project	Unimpo			Unimportant 3		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints (Time, Cost & Quality) in Projects Manual for Development Projects Microsoft Project Modern Project Management	Unimpo		2	Unimportant 3		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints (Time, Cost & Quality) in Projects Manual for Development Projects Microsoft Project Modern Project Management Tools & Techniques	Unimpo		2	Unimportant 3		Important	
Budgeting and Financial Management in the Public Sector Dealing Tax Matters in Govt. Departments Development of Key Performance Indicators (KPIs) Human Resource Management in Public Sector Leadership in Public Sector Macro-Economic Modelling Managing the Triple Constraints (Time, Cost & Quality) in Projects Manual for Development Projects Microsoft Project Modern Project Management	Unimpo		2	Unimportant 3		Important	

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Preparing PC-I to PC-V for						1
Development Projects	-		,			,
Performance Management						
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Software) ·						
Project (PC-1) Preparation						
Project Appraisal and Risk]		
Management	<u> </u>					×26, ™.
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Sector	<u> </u>		<u> </u>			
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Rules (PPRA)		 		 		
Tendering & Contract					-	
Management	1	 	 			
Time Management		<u> </u>	+		·	1 1
Work Ethics in Public Sector		 	+	 	 	
Team Management	<u> </u>	<u></u>			<u> </u>	
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Other suggest	ions regarding topics of training courses.	
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