

National Highway Authority

Administration Wing (HRD) Cell)


No. 8(1)-PPMI/HRD/NHA/2023/ 921

Islamabad, the June 02, 2023

CircularSubject: **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 once again requested to kindly fill the requisite proforma and forward to HRD Cell on **05-06-2023** positively.



(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

Copy to: -

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 (✓) 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)	
Major Job Responsibilities	

Part-II: Training topics that need to be covered.

Area	Extremely Unimportant	Unimportant	Neither Important nor Unimportant	Important	Extremely Important	Comments, if any
	1	2	3	4	5	
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 (SCRUM/AGILE)						
Modern Public Administration						
Monitoring & Evaluation of						

Development Projects							
Preparing PC-I to PC-V for Development Projects							
Performance Management							
Primavera (Project Management Software)							
Project (PC-1) Preparation							
Project Appraisal and Risk Management							
Project Contract and Procurement Management							
Project Life Cycle Management							
Project Management in Public Sector							
Project on Result Based Management							
Public Financial Management System							
Public Policy Formulation							
Public Procurement Policies and Rules (PPRA)							
Tendering & Contract Management							
Time Management							
Work Ethics in Public Sector							
Team Management							

Other suggestions regarding topics of training courses.

NAL