



पंडितदीनदयालउपाध्यायराष्ट्रीयसामाजिकसुरक्षाअकादमी  
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY  
भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA



No. V13/10/2024-25/PDNASS/DoPT Training/405

Date: 08/10/2024

To,

All Additional Central Commissioners (Zones)

All In-Charge of Regional/District Offices/ZTIs

Subject: Nomination for DoPT sponsored Six days 'Training Need Analysis' (TNA) training programme scheduled to be held in PDNASS from 14.10.2024 to 19.10.2024-Reg.

Madam/Sir,

Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) is organizing a national level six days On-Campus training programme on 'Training Need Analysis' (TNA) from 14.10.2024 to 19.10.2024 sponsored by Department Personnel & Training (DoP&T), Govt. of India for the calendar year 2024-2025.

2. The aim of the 'Training Need Analysis' (TNA) course is to help participants develop TNA Consultancy Skills so that they can assist client organizations improve performance through recommending appropriate training and non-training solutions. The trainers are the certified recognized Master Trainers (MTs)/ Recognized Trainers (RTs) of Govt. of India. The Course is fully residential and hostel facility is available at PDNASS on single occupancy basis. As per DoPT instructions, no course fee will be charged; TA/DA in respect of the participants to be borne by the sponsoring authority/organization.

3. You are requested to kindly give willingness of yourself or your subordinate officers for the above courses at the earliest possible so that we would be able to make the selection of the officers and necessary arrangements. The nomination dully filled in the specific format (enclosed) should reach PDNASS by 11.10.2024 through email at [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in) to enable us to make proper arrangements for the participants. After scrutiny of the application, the Department/Organisation/Institution will be informed and the selected participants will be provided the course material in advance to enhance the learning process. The Nominee MUST NOT be relieved to attend the course till their participation is confirmed by PDNASS.

4. For any further information about the training programme, please feel free to contact at Email [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in). Please circulate this communication among all the officers in your RO/DO.

5. For any further information, please contact on [+91 991122932](tel:+91991122932). The application for nomination of participants and sponsoring Authority confirmation format are enclosed.

Yours faithfully,

(Ram Anand)

Regional Provident Fund Commissioner-I

## NOMINATION FORM

Course name	Venue	Date

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable. Nominations should be submitted at least 4 weeks prior to the course dates to host institute.

## NOMINEES INFORMATION

1	Name	
2	Designation	Since(date)
3	Department/ Institute/organization	
4	Scale of Pay	
5	Date of birth	
6	Sex:	Male/Female
7	Category:	SC/ST/General/OBC
8	Address for communication (with Pin Code) e-mail address	
9	FAX Number	
10	Telephone Number, Mobile, e-mail address	
11	Relevance of the training programme to the officer	
12	Details of other "Training of Trainers (ToT)" Courses attended, with dates	

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## NOMINATION FORM

Course name	Venue	Date

### Sponsoring Authority's Confirmation

1	Name of sponsoring authority	
2	Address for communication (with Pin Code)	
3	Telegraphic Address, e-mail	
4	Telephone Number	
5	Fax Number	
6	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
7	Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Date

Signature & Seal of Sponsoring Authority

## **TRAINING NEEDS ANALYSIS & USE OF TNA TOOLKIT COURSE (TNA)**

### **Introduction**

In the present times, the value for money concept is all pervading and training is no exception to it. To make the training “demand-driven” and “market-oriented” rather than “supply-driven”, as is generally at present, the Training Division of the Department of Personnel and Training (DoPT), Government of India took a decision to introduce a training package in the area of Training Needs Analysis as a part of UNDP Project on ‘Strengthening of State ATIs in India.’ Investment in training can only be justified if it leads to improved performance by helping people to develop their potential.

This course forms part of the Systematic Approach to Training (SAT), the first stage of which requires that the Training & Development needs of people as individuals and members of working groups are identified. Since all performance problems do not have training intervention, the non-training implications, which are of equal importance and influence performance, are also identified.

### **Aim**

The aim of this course is to help participants develop TNA Consultancy Skills so that they can assist client organizations improve performance through recommending appropriate training and non-training solutions.

### **Design For**

The course is intended for institutional/departmental trainers and experienced government officers/managers who are involved in helping organization improve their performance.

### **Facilitators**

The facilitators who are certified as “Master Trainers” and “Recognized Users” by the Training Division of the Department of Personnel and Training, Government of India, and are experienced in this field will conduct this course.

### **Course Structure**

The course has 3 distinct features, each helping participants to develop their Consultancy Skills and understanding of TNA, namely,

**(1) Distance Learning**

Its purpose is to introduce the concept of TNA and outline issues which will be faced by the participants when carrying out TNA.

**(2) Two weeks consultancy skills workshop**

The Workshop introduces the TNA Toolkit and provides a series of opportunities for participants by means of institutional-based simulated activities using incident case studies to develop their consultancy skills. Following this, participants will form teams to carry out real-life field-based consultancy with client organizations who are really interested and wish to take advantage of TNA. It is based on a series of team activities requiring full time commitment including some evening study.

**(3) TNA Consultancy project**

On completion of the Workshop, each participant will undertake an agreed personal TNA consultancy project with a suitable client organization. This will be submitted to the tutor for assessment and issue of a certificate of competence by the DoPT.

**Course Style**

The course is based on “experiential learning” and as such is not a “taught” course having classroom lectures. It has a series of practical learning activities - some simulated by the use of a case study and other actual field based situations.

**TNA Toolkit**

The toolkit, which is the backbone of the course, forms a framework for TNA consultancy activities. It establishes a clearly defined process for consultancy and a selection of tools/techniques consisting of a Case Study, Tools, Checklists and Advisory Notes spread over Five Phases.

**Five Phases**

Phase I	Entry and contracting
Phase II	Data Collection
Phase III	Analysis & diagnosis
Phase IV	Feedback
Phase V	Withdrawal