Panel Discussion on Identification of Training Needs

Concept Note

JUNE 2023

Introduction

For an institute, it is important to examine the present training program & course content and capture the needs arising from departments to shape course design in institutes. Training Needs Assessment (TNA) is one of the key pillars of the National Standards for Civil Service Training Institutions (NSCSTI)[1]. This pillar aims to measure trainees' current competency levels and help identify training needs at the individual or the program level. The insights from the TNA process are utilised by the institute in designing and revising training programs.

Overview of panel discussion

The panel discussion on 'Training Needs Assessment' is a key session at the National Training Conclave. This document outlines the challenges and topics for discussion, aiming to shed light on the significance of Training Needs Assessment and subsequent designing of courses by institutes in the context of civil service official trainings.

The panel discussion will serve as a platform to:

• Discuss the existing challenges in the CSTIs.

• Deliberate on the best possible interventions and key takeaways for each institute.

The knowledge outcomes of the panel will contribute to the ongoing efforts of the Capacity Building Commission towards enhancing the capacities of Training institutes. The participants of the panel include representative from CSTIs, Academia, Private institutes, and Civil services.

Challenges in conducting TNA for CSTIs

• **Lack of awareness and understanding of the TNA process.**
• **Unavailability of a standard procedure** for implementing TNA.
• **Gathering data** for competency mapping.

• **Lack of in-house capacity** to conduct TNA.
• **Lack of autonomy** to change the course.
• **Updating and designing** courses based on the insights of TNA.

Topics of discussion

1. **What is TNA? And why is TNA important for CSTIs in effective training design of civil service officials?**
   a. Importance of TNA in the context of capacity building of civil service officials.
   b. Customizing TNA process as per diverse requirements and categories of CSTIs.
   c. Ideal periodicity for conducting TNA.

2. **Is there a need for linking Capacity Need Analysis (CNA) with TNA and how can it be done?**
   a. Highlights of the CNA process and its utility in TNA.
   b. Key insights from the CNA process.

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[1]NSCSTI. (2022, July). Approach Paper. Retrieved from NSCSTI: https://www.nscsti.org/assets/pdf_doc/CBC_Approach%20Paper.pdfApproach%20Paper.pdf

3. How can CSTIs institutionalize the TNA process and who are the important stakeholders involved in the TNA process?
a. Setting standard procedures for implementing TNA within the institute.
b. Stakeholders to be involved in the TNA process.
c. Developing in-house capacity of faculty and staff to conduct TNA.
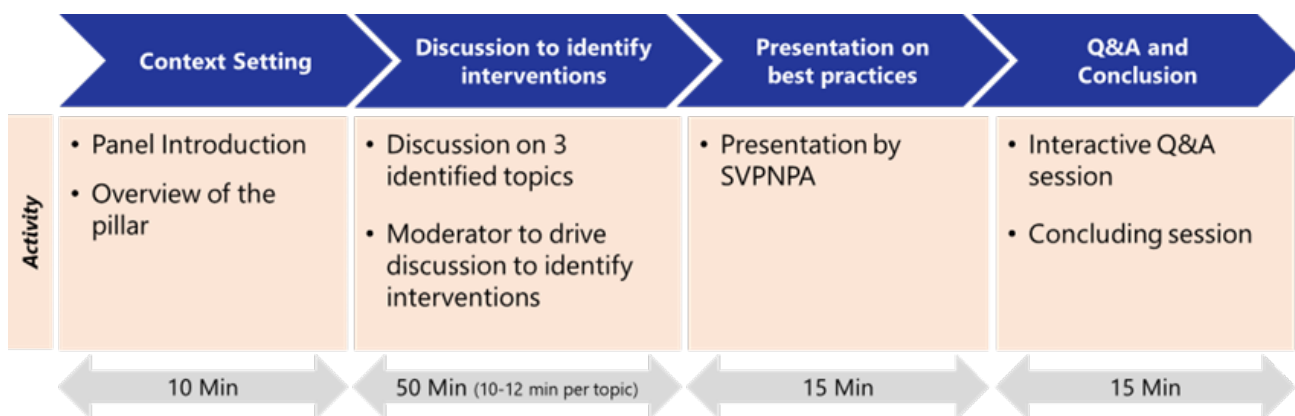d. Collaboration with external experts and institutes to help conduct TNA.

4. How can the outcomes of the TNA be utilized for regularly updating existing course content and designing new courses?
a. Impact of TNA on course design.
b. Utilizing insights from TNA for designing and updating courses.

Presentation on Best Practices:

Best practice presentation by **Amit Garg, Director, Sardar Vallabhbhai Patel National Police Academy (SVPNPA)** on Training Needs Assessments at NPA.

Format and duration of panel discussion

Context Setting	Discussion to identify interventions	Presentation on best practices	Q&A and Conclusion
• Panel Introduction • Overview of the pillar	• Discussion on 3 identified topics • Moderator to drive discussion to identify interventions	• Presentation by SVPNPA	• Interactive Q&A session • Concluding session
10 Min	50 Min (10-12 min per topic)	15 Min	15 Min

(Activity)