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# TRAINING NEEDS ASSESMENT (TNA)

# QUESTIONNAIRE

By completing this questionnaire, you are contributing to capacity building program of the law officers to be rolled out by Khyber Pakhtunkhwa Judicial Academy. Once the information from the questionnaire is collated, it will be used to produce an overall training plan, and personal development plans for each of the key participants. If you have any queries regarding the completion of this questionnaire, please contact.

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After completing the questionnaire, save the document and send the file at arafiq@kpja.edu.pk

**Section 1:** Please give following information about yourself. The data provided by you will be kept confidential.

|  |  |
| --- | --- |
| Name: |  |
| Designation (Job Title/Position): |  |
| Organisation/Department: |  |
| Experience: |  |
| Contact Address(Email and Phone Number) |  |
| Reporting Officer to whom do you report?(Position): |  |
| Main Purpose of your job |  |
| Key tasks/areas of responsibility: |  |

**Section 2:** The key skills of this section aim to highlight the areas where you feel training and development is needed, and where it would improve your performance. The table below gives a list of skills. In columns 2 and 3, please assign a number from 1 to 5 to each skill by choosing an item from dropdown list (the feature,”choose an item” in column 2 and 3 would be visible in soft form of the document). If you are sure that a particular skill is not at all relevant to your job please do not choose any item.

| **Skill / Area of Competence/ Knowledge/Attitude** | **How important is this skill/knowledge/Attitude to your job? (on a scale of 1:5)** 1. **Not important at all**
2. **Not very important**
3. **Moderately important**
4. **Important**
5. **Essential**
 | **How would you rate your current level of skills/ knowledge/Attitude?** 1. **Novice**
2. **Basic capability**
3. **Moderate capability**
4. **Fully competent**
5. **Expert; able to teach others**
 |
| --- | --- | --- |
| **Professional Ethics** | Choose an item. | Choose an item. |
| **Legal Drafting** | Choose an item. | Choose an item. |
| **Law on Writs: Judicial review of Administrative actions** | Choose an item. | Choose an item. |
| **Law of Evidence** | Choose an item. | Choose an item. |
| **Legal Research** | Choose an item. | Choose an item. |
| **Land Records** | Choose an item. | Choose an item. |
| **Revenue and Taxation** | Choose an item. | Choose an item. |
| **Financial matters(GFR,FR ,SR)** | Choose an item. | Choose an item. |
| **Encroachment Laws** | Choose an item. | Choose an item. |
| **Land Acquisition laws** | Choose an item. | Choose an item. |
| **Suits by or against Government including cases of public nuisance** | Choose an item. | Choose an item. |
| **Local Government Laws** | Choose an item. | Choose an item. |
| **Appeal, Review and Revision** | Choose an item. | Choose an item. |
| **Law of injunctions** | Choose an item. | Choose an item. |
| **Service matters** | Choose an item. | Choose an item. |
| **Interpretation of Statutes** | Choose an item. | Choose an item. |
| **Operation of Precedents** | Choose an item. | Choose an item. |
| **Government’s Rules of business** | Choose an item. | Choose an item. |
| **Advice writing**Focus on:* the purposes of a written legal advice
* the characteristics of a good legal advice
* how to plan and structure a legal advice on any subject matter
* the basic principles of advice writing
* supervision of lawyers undertaking advice work
 | Choose an item. | Choose an item. |
| **Art of Advocacy** | Choose an item. | Choose an item. |
| **Any other (s)that you like to add** | 1. | Choose an item. | Choose an item. |
| 2. | Choose an item. | Choose an item. |
| 3. | Choose an item. | Choose an item. |
| 4. | Choose an item. | Choose an item. |
| 5. | Choose an item. | Choose an item. |

**Section 3:**

1. **Which is the best time for training?**

Choose an item.

1. **Do you have a computer connected to the internet?**

Choose an item.

1. **Do you have a Smart Phone connected to the internet?**

Choose an item.

1. **Do you have an email address?**

Choose an item.

1. **How often do you check your email address? (If ‘Yes’ in 4/ante)**

Choose an item.

1. **How would you prefer to be notified of training?**

Choose an item.

1. **Other than in person training what other training would you attend if offered?**

Choose an item.

1. **Which is your preferred form of training?**

Choose an item.

1. **How many days of training did you earlier attend? Mention topics and place if attended:**

**(Thank You)**