Dr. MCR HRD Institute of Telangana

Centre of Excellence on Right to Information (RTI) and Capacity Building for Gram Sabha

(sponsored by Department of Administrative Reforms and Public Grievances, Government of India)

Training Needs Assessment (TNA) Workshop for conducting training programmes for Elected Women Representatives and other target groups on 12.02.2025

Theme: Identifying Capacity-Building Needs

Workshop Objectives:
- To introduce the Project and the concept of Training Needs Assessment (TNA)
- To help EWRs identify their training requirements
- To guide them in filling out the TNA questionnaire effectively
- To discuss areas of training and prioritising

TENTATIVE SESSION PLAN

Time	Session Title	Key Activities	Facilitator / Resource Person
10:30–10:45 AM	Registrations & Introductions	Welcome remarks, brief introductions	Sri John Wesley, Dy Commissioner, PR Dept. & PDI Team, DARPG Project, MCRHRDIT
10:45–11:15 AM	Briefing about the Project and introducing TNA concept	Introduction about the Centre of Excellence on RTI & Gramasabha - Introduction on Training Needs Analysis and introducing the questionnaires	Smt K. Soumya Rani, SFM & Nodal Officer, DARPG Project & Sri Srinivas Madhav, Consultant & PDIT member
11:15– 11:30 AM	Tea Break		
11:30–12:15 PM	Filling Up the TNA Questionnaires	Step-by-step guidance on how to fill the TNA questionnaires, discussion on common challenges and clarifications	Smt K. Soumya Rani & Sri Srinivas Madhav
12:15–1:15 PM	Interactive Group Work: Identifying Training Needs	Small group discussions on challenges faced in governance, leadership and community engagement	Smt K. Soumya Rani & Sri Srinivas Madhav
1:15 – 2:15	Lunch Break		
2:15 – 3:45 PM	Interactive Group Work: Identifying Training Needs	Small group discussions and Presentations	Smt K. Soumya Rani & Sri Srinivas Madhav
3:45 – 4:00 PM	Tea Break followed by Dispersal		

Understanding TNA & Its Importance

, its role in capacity-building for EWRs, and how it helps in policy and governance effectiveness

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Session Plan

Time	Session Title	Key Activities
10:30 – 10:45 AM	**Registration**	Welcome remarks, brief introductions
10:45 – 11:15 AM	**Understanding TNA & Its Importance**	Introduction on TNA, its role in capacity-building for EWRs, and how it helps in policy and governance effectiveness
11:15 – 11:30 AM	**Tea Break**	
11:30 – 12:15 PM	**Filling Up the TNA Questionnaire**	Step-by-step guidance on how to fill the TNA questionnaire, discussion on common challenges, and clarifications
12:15 – 1:15 PM	**Interactive Group Work: Identifying Training Needs**	Small group discussions on challenges faced in governance, leadership and community engagement
1:15 – 2:15 PM	**Lunch Break**	

Time	Session Title	Key Activities
2:15 – 3:00 PM	**Interactive Group Work: Identifying Training Needs**	Small group discussions and Presentations
3:45 – 4:00 PM	**Tea Break**	-