Training Needs Assessment (TNA) for the year 2017-18

Guidelines for completing Online Training Needs Assessment (TNA)

(1) Objectives

The key objectives of the POWERGRID TNA are as under:

a) To identify the training needs of all employees, in line with the organizational objectives;

b) To prepare and bring out a HRD Action planner for the year 2017-18 along with nominations for the programmes;

c) To devise Individual Development Plans (IDPs) for all the employees and needed HRD interventions.

(2) Competency based Online Training Need Assessment (TNA):

Our 5 stage training management system is given below.
Employees in the level of Executives and Supervisors are required to fill up web-enabled online survey. Thereafter this will be recommended/modified by respective TNA Controlling Officer & TNA Reviewing Officer up in hierarchy.

The questionnaire to find out the skill requirement in Functional, Behavioral/Managerial/Leadership and other areas are placed at HRD website (http://hr.powergridindia.com:8080) and employees are requested to submit their/subordinate’s training needs (as above) online.

The online TNA workflows are depicted here.

![Workflows in Online TNA System](image)

**What to do for filling up Online TNA:**

(a) Please Click on Link of “Online TNA” on HRD Website.

(b) Please go through “Guidelines and Frequently asked Questions (FAQs) & Answers for online TNA” before beginning.

(c) Enter your Emp no and Intranet login Password and click on “Login”
(d) Update the details in Pop up window and Click “OK”

(e) Fill up TNA of yourself and “Save & Submit” the TNA

(f) Click “Subordinates List”

(g) Monitor your subordinates (Executives, Supervisors and Workmen) for filling their self TNA and ensure that they fill it up before the due date

(h) Complete TNA (“Recommend/Modify”) of Executives and Supervisors for whom you are TNA Controlling Officer or TNA Reviewing Officer

(i) Keep checking the Status of your own TNA and TNA of your subordinates periodically after “Login”.

(j) Please don not forget to “Logout” after completing a session on “Online TNA”

(3) TNA Process: TNA Initiator, TNA Controlling Officer, TNA Reviewing Officer and TNA Finalizing Authority

<table>
<thead>
<tr>
<th>Level of Employee</th>
<th>TNA Initiator</th>
<th>TNA Controlling Officer</th>
<th>TNA Reviewing Officer</th>
<th>TNA Finalizing Authority (after Focus Group Discussion) (For Region/CC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1-E6</td>
<td>Self</td>
<td>The Executive to whom you report</td>
<td>Executive not below the level of DGM (E7)</td>
<td>Regional EDs/Corporate HODs</td>
</tr>
<tr>
<td>E6A-E7A</td>
<td>Self</td>
<td>Self</td>
<td>Executive not below the level of DGM (E8)</td>
<td>Regional EDs/Corporate HODs</td>
</tr>
<tr>
<td>Supervisors</td>
<td>Self</td>
<td>The Executive to whom you report</td>
<td>Executive not below the level of CM (E6)</td>
<td>Regional EDs/Corporate HODs</td>
</tr>
<tr>
<td>Workmen</td>
<td>Self</td>
<td>The Executive to whom you report</td>
<td>Executive not below the level of CM (E6)</td>
<td>Regional EDs/Corporate HODs</td>
</tr>
</tbody>
</table>

Note: For more clarity regarding filling up Online TNA, FAQs (attached) may kindly be referred to.
(4) **Time Schedule**

As online TNA for all the employees are required to be completed before 28.02.2017, the following time schedule should be adhered to strictly:

(a) Completion of Self TNA by all the employees:
   by 22.02.2017

(b) Completion of TNA by respective Executive Controlling officer:
   by 24.02.2017

(c) Completion of Recommendation/Modification by TNA Controlling Officers/TNA Reviewing Officers:
   by 28.02.2017
You are welcome to The Training Need Assessment (TNA) 2017-18. Before you fill it, please go through the following instruction.

1. **FOR E8-E9**

**This TNA portal has following 3 pages**

**Web Page 1**
YOUR PROFILE

- Please confirm your profile including the employee number of your reporting and reviewing officer.

**Web Page 2**
Training Options

- In this page you may select one training options from each of the following:
  - Functional/ Cross Functional
  - Managerial/ Behavioral/ Leadership

**Web Page 3**
Feedback on training attended in 2016-2017

- In this page please give your feedback of the training attended in the year 2016-17.

For any query please mail to sachinkumar@powergridindia.com:
2. FOR E1-E7A

This TNA portal has following 6 pages

**Web Page 1**
YOUR PROFILE

Please confirm your profile including the employee number of your reporting and reviewing officer.

**Web Page 2**
Knowledge you have gathered & Skills you have handled w.r.t current function

Please note that
- In the two boxes given on skills (Skill 1 & Skill 2, you check in for those skills if you have hands on experience of that assignment.
- These knowledge and skills are linked to the training options in next web page. Therefore, your training options in next page shall exclude the corresponding programs linked to your present knowledge and skills.

**Web Page 3**
The behavioral knowledge/skill/ attitude and leadership competencies you display w.r.t current function

In this page, please tick in the respective boxes regarding your behavioral - knowledge, skills, attitude and your leadership abilities.

**Web Page 4**
Training Options

In this page you may select one training option from each of the following.
- Functional
- Cross Functional
- Managerial /Behavioral/ Leadership

**Web Page 5**
Feedback on training attended in 2016-2017

In this page please give your feedback of the training attended in the year 2016-2017 and some other valued inputs to enrich the training system and process.

**Web Page 6**
Knowledge of skills of previous assignments in other departments

In this page please mention the knowledge you have acquired and the skills you have regarding your hands on experience in previous departments (Max. upto two functions)

For any query please mail to sachinkumar@powergridindia.com;
3. FOR Non-Executives

This TNA portal has following 3 pages

Web Page 1
YOUR

Please confirm your profile including the employee number of your reporting and reviewing officer.

Web Page 2
Training Options

In this page you may select one training options from each of the following.
- Functional/ Cross Functional
- Soft skills

Web Page 3
Feedback on training attended in 2016-2017

In this page please give your feedback of the training attended in the year 2016-17.

For any query please mail to sachinkumar@powergridindia.com;
Training Needs Assessment (TNA) for the year 2017-18

Frequently Asked Questions and Answers

Question (1): What this competency based training shall help me?

Answer (1): This competency based online training system has six filters w.r.t an employee.

- FILTER 1: In which Region
- FILTER 2: In which Function
- FILTER 3: In which Level
- FILTER 4: What is the Past Training Portfolio
- FILTER 5: What Functional Competency
- FILTER 6: What Behavioral Competency

For any functional/behavioral competency you have checked-in, the training programs related to that competency shall be excluded from your training basket so that you will get only few relevant, non-repetitive training options for which you need to upgrade your competencies.

Question (2): Where should I go on Internet to complete the TNA?

Answer (2): Please go to HRD website and Click “Online TNA” link. You can access HRD website through any of the following ways:

- Type http://hr.powergridindia.com on web browser > Press enter > click HRD Website (under Useful Links)
- Type http://hr.powergridindia.com:8080 > Press enter
- Go to POWERGRID Intranet Site > click HRD Website

Question (3): What is the ID and password?

Answer (3): Your 8 digit employee Number (i.e 60000907) is your ID and intranet password in POWERGRID website is your password.

Question (4): I am not able to LOGIN. What should I do?

Answer (4): In case you are not able to Login, click not able to login link and follow the instructions accordingly.
Question (5): What are my responsibilities for online TNA?

Answer (5): The following are your responsibilities:

1. To fill up your own TNA
2. To monitor your subordinates (Executives & Supervisors) for filling their TNA and ensure that they fill it up before the due date
3. To complete (recommend/modify) the TNA of Executives & Supervisors for whom you are TNA Controlling Officer or TNA Reviewing Officer
4. To fill up (in the capacity of TNA Controlling Officer) the TNA of workmen who are either reporting directly to you or through any supervisor.
5. To complete (recommend/modify) the TNA of Workmen for whom you are TNA Reviewing Officer

Question (6): Can I choose any number of programmes?

Answer (6): You can choose maximum 2 programs in case of non executives, 3 programmes in case of (E1-E7A), 2 programs in case of (E8-E9).

Question (7): Can I change my TNA options after submission of TNA?

Answer (7): Yes.

A separate window for review of TNA shall be announced after 3-4 months.

In addition to above, employees w.r.t whom the chosen training program has not been opted by at least 15 other employees to make a training batch shall be intimated in advance to substitute their training option with other programs during the said opening of window for TNA review.

Question (8): Can I see what my TNA Controlling Officer and TNA Reviewing Officer have recommended for me?

Answer (8): Yes. You can view your submission and the status of recommendations along with the programmes recommended by your TNA Controlling Officer and TNA Reviewing Officer after your LOGIN.
Question (09): Can I see what my TNA Controlling Officer and TNA Reviewing Officer have recommended for me?

Answer (09): Yes. You can view your submission and the status of recommendations along with the programmes recommended by your TNA Controlling Officer and TNA Reviewing Officer after your LOGIN.

Question (10): What should I do if I have a question/query related to online TNA which is not answered in guidelines/FAQ&A?

Answer (10): Please mail your question to sachinkumar@powergridindia.com and the same will be answered within 24 hrs.