



**INDIAN SOCIETY FOR
TRAINING & DEVELOPMENT, DELHI**



2 days Train The Trainer Program on

**The Sexual Harassment of Women at
Workplace (Prevention, Prohibition and
Redressal) Act, 2013 - PoSH Act on**

17-18 FEB'2024

**Venue : ISTD Training House B-23 Qutab
Inst.Area, New Delhi - 110016**



POSH TTT PROGRAM

This is a premier professional course for training of trainers in the country and is designed to meet today's Training/HRD challenges.

The course discusses in detail the various duties of the employer / employee to curb harassment and shows how the redress mechanism works to handle sexual harassment complaints, thus helping in maintaining a positive work environment. This hands-on training addresses the elements of handling and prevention of unacceptable behaviour. Participants will also get a detailed overview of the 'The Types of Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal)' or the PoSH Act 2013.

The training also covers basic topics like 'What is sexual harassment?' and various actions that may be categorised as sexual harassment. The course discusses in detail the various duties of the employer / employee to curb harassment and shows how the redress mechanism works to handle sexual harassment complaints. Thus, helping in maintaining a positive work environment.

The **PoSH Act** provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. Sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment. Participants in the programme will get a good idea and awareness of legal, constitutional and legislative aspects of PoSH and will be able to conduct the program independently for their organization/clients.

The key takeaways will include:

- The Genesis - Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).
- Gender Issues including Gender Discrimination & Sexual Harassment
- UN conventions and other legislations on the subject
- Who is an aggrieved woman
- Behaviours and scenarios constituting sexual harassment.
- Quid pro quo and a hostile work environment
- Concept, Dimensions, and Types of Sexual Harassment at Workplace
- Forms of Sexual Harassment – Physical, Verbal, Non-Verbal as well as Virtual Harassment
- Filing of Complaints – who and against whom? Process & Procedure, False & Malicious Complaints
- Role and obligation of Employer & Employees in Preventing Sexual Harassment
- Filing of statutory reports
- Writing Company-specific POSH Policy
- Internal Complaints Committee – composition, role and responsibilities, Do's & Don'ts
- Conducting fair and independent Investigation
- Role and Responsibilities of District Officer
- Preventive authorities
- Developing training skills – engaging audience, games & activities, building contents, delivery of training.

Date & Timing

17-18 Feb, 2024 (Saturday-Sunday) 930-530 hrs. with lunch and two tea breaks.

Resource Persons:

Professional experts on the subject with vast experience in the field will be involved in the conduct of the programme. ISTD has conducted more than 50 programmes on the subject with excellent professional certified Trainers.

Who Should Participate

- Employees working in HR Department, Legal, L&D Department are preferred
- All women employees
- Independent Consultants and Trainers.
- Employees working in any other Department like finance, marketing, IT, PR & Publicity etc. can also attend as it is mandatory to have awareness about the PoSH by all the employees in an organization.

Evaluation and Certifications

All the participants will be given the **Certificate of Participation**. The certificate of "**Certified trainer in PoSH**" will be awarded to those who qualify the examination/assessment which will be held on the last day.

Benefits of POSH training:

- POSH training ensures prevention, prohibition, and protection against sexual harassment in the workplace.
- On-time POSH awareness training saves the company from legal inaccuracies in legal complexities.
- Reduces incidents and Improves Productivity.
- Helps in maintaining Legal Obligations.
- Boosts Morale and Improves Quality Work Culture.

PROGRAM SCHEDULE

2 Days Certified Trainer's Program on "POSH"

Sessions	Topics DAY 1	Time
	Inauguration	10:00-10:15
Session 1	The Genesis - Prevention, Prohibition and Redressed Act 2013	10:15 - 11:15
	Gender Issues including Gender Discrimination & Sexual Harassment	
	Sexual Harassment of Working Women	
	Concept, Dimensions, and Types of Sexual Harassments at Workplace	
	B R E A K	15 Minutes
Session 2	Various Forms of Sexual Harassment – Physical, Verbal, Non Verbal as well as Virtual Harassment	11:30 - 1:00
	Types of Sexual Harassment	
	Understanding the concept of Impact vs Intent	
	What is a Workplace? Who can file a Complaint? Against whom the Complaint can be Filed?	
	Role of Employer AND Employees in Preventing Sexual Harassment	
	Understanding important provisions under the Act – Confidentiality, False and Malicious Complaints	
	L U N C H	13:00 - 14:00
Session 3	Obligations of the Employer	14:00 - 15:45
	Statutory Reports Filing Tips on Writing the Company POSH Policy	
	B R E A K	
Session 4	Composition of Internal Committee	16:00 - 17:30

Sessions	Topics DAY 2	Time
Session 1	Preventive Authorities	10:00 - 11:15
	Who is a District Officer (DO)? Responsibilities of the Aforementioned	
	Who can complain and where?	
	What should the Complaint Contain?	
	Key Responsibilities : Knowledge , Skill , Training	
	Do's and Don'ts for Internal Complaints Committee	
	Non- Negotiable during the inquiry Process, The Sexual Harassment Complaint Process	
	B R E A K	15 Minutes
Session 2	Being a POSH instructor at your workplace The Adult Learning Principles	11:30 - 1:00
	Making Trainings Stick: The ANSWER framework	
	The Attention Step : Attention Grabbers – making Session Openings memorable	
	Skill Practice	
	Measuring ROTI - returns on training investment Handling Difficult Audience	
	L U N C H	13:00 - 14:00
Session 3	Visualization Step: Audience Window of benefits Use of images and PPT deck- Tips and Techniques	14:00 - 15:45
	Engagement Strategies : Tools of Engagement : Online and In person Session Games and Activities, Learning Retention Measures	
	Call to Action Step : Video Analysis	
	B R E A K	15 Minutes
Session 4	The Need Step: How to Create the Need to Learn in your Audience	16:00 - 17:00
	Skill Practice: Create a POSH Session using Attention Grabbers	
	Building effective Content–Use Solutioning with Template	
	Assessment (MCQ & VIVA)	1700-17:30

ABOUT ISTD

The Indian Society for Training and Development (ISTD) is a premier institution in the field of Human Resource Development with a distinguished record of service spanning more than 37 years. To meet the long felt need for a basic qualification in Training & Development, a focused correspondence Course-Diploma in Training & Development was introduced in April, 1979. This is the only professional course recognised for training of trainers in the country and is designed to meet today's Training/HRD challenges. This Diploma Programme is managed by a Board consisting of eminent HRD professional and academicians.

ISTD being a grouping of L&D and HR Professionals, we conduct open programs as well as customised MDPs for corporates and organisations.

Outcomes

This course will cater to the entire workforce in the organization. Regardless of the gender or designation, every employee should have a clear understanding of the following:

- The term sexual harassment, what constitutes sexual harassment and what does not.
- Who are complainant, respondent and what are their rights?
- What do workplace, employee and employer mean in the context of POSH Act?
- Internal Complaints Committee, its responsibilities and the name and details of Internal Complaints Committee members of their organization.
- Means of filing a complaint

FACULTY



Dr. Sheetal Singh:

She is an Assistant Professor (Research) at LBSIM, Delhi specialises in Research, certified in Data analysis and HRM from IIT Roorkee & IIT Kharagpur, along with an executive development program in HR Analytics from IIM Rohtak. She has 12 years of experience in Teaching, Training, Research and Administration. She has published research papers in several international and national conferences and journals, published two books titled EODB in India and Lal Bahadur Shastri. She has also received various grants for the Research study, organizing webinars, seminars, and capacity-building programs from various dept of Govt. of India. Dr Sheetal Singh has been a resource for extensive soft skill training, research, and data analysis.



Ajay K Sahoo:

After a successful 3½ years stint in Dubai as Global HR Head of a trading/manufacturing conglomerate with operations in MENA, Europe and South Africa Ajay returned to India to set up his HR Consulting firm to address a felt need. Currently he is the Functional Lead - HR for NGSL, a 50:50 joint venture of NTPC Ltd and GE. In all, Ajay has over 38 years of rich core HR experience in the entire gamut of HR in India and abroad spanning industries like Power, Infrastructure, Building materials, Auto and Tires.



Leena Sharma Z :

Leena Sharma Zaveri, Advocate has more than 25 years of vast experience of litigation and advisory in corporate laws across industries. Actively working for gender equality and women's right, she has been invited at various forums to speak on laws relating to women protection, sensitization on POSH Act, 2013, HR Laws and other legal issues. She is empanelled with various organizations including Indian Society for Training & Development (ISTD), Delhi Productivity Council, Government of Delhi, Chhaya Foundation, Legal Infosolutions etc. as a faculty for training. She is also external member, Internal Committee under POSH Act, 2013 with various MNCs and University of Delhi. She is founder of Law Matrix, a forum for legal awareness, has been actively involved with free legal assistance to women and elderly. She has also founded NGO, Right for Me actively working for women, Children and animal rights. She has also authored a book "New Age Woman at Workplace", an introduction and study of the POSH Act, 2013.

PROGRAM COST

includes 'Certificate of Participation'/'Certified Trainer of POSH';
Reading materials; 2 Lunch and 4 Tea

**PAY : INDIAN SOCIETY FOR
TRAINING AND
DEVELOPMENT ISTD DELHI
CHAPTER**

**BANK DETAILS : Indian Bank
A/c No 405039733
Current A/c Katwaria Sarai
New Delhi
IFSC: IDIB000M089**

GST NO : 07AAATI0450L2ZR

PROGRAM COORDINATOR
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8860549234

VENUE : ISTD DELHI OFFICE B23
Qutub Ins. Area New Delhi,
Time : 10AM to 5 30PM

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Rs.30000* per
person**

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