



National Productivity Council

Workshop
on
TRAINING OF TRAINERS
PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE
(POSH)

Programme Code: (TP/23-24/140)

08th – 11th March 2024
(Online Program)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH) makes it mandatory to conduct POSH training. The organization can attract heavy penalties like a fine of INR 50000 for a first-time offence and cancellation of a business license for repeated offences if the law is not followed. In addition, just having a law does not help. Many times, women question whether a particular behaviour can be counted as sexual harassment even after they felt uncomfortable or violated. So, it is important for employees to know what is acceptable in the workplace, what constitutes to sexual harassment and what does not.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- Create a safe and respectful work culture. We don't just educate about the Act, we instil a deep understanding, fostering empathy and respect. Equip participants today for a better, more inclusive tomorrow.
- POSH (Prevention of Sexual Harassment) training is an important aspect that companies need to focus on to combat the problems of sexual harassment in the workplace. When employees receive POSH training, it not only helps them to fight against sexual harassment but also helps them avoid being charged.
- During the training sessions, participants will recognize what constitutes sexual harassment in the workplace.
- This training program will help participants to be aware of what to do if their colleagues are subjected to sexual harassment. This training program is designed for both employees and management, regardless of their gender or designation.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training.

- The Genesis - Prevention, Prohibition and Redressed Act 2013
- Various Forms of Sexual Harassment – Physical, Verbal, Non-Verbal as well as Virtual Harassment
- What is a Workplace?
- Role of Employer and Employees in Preventing Sexual Harassment
- Obligations of the Employer
- Preventive Authorities
- Who can complain and where?
- The Need Step
- Training of Trainers

5. METHODOLOGY

The programme is highly interaction-oriented. While dealing with each area, the theoretical inputs will be supplemented with appropriate case studies, assignments, group discussions, exercises and audio-visual presentations, in addition to sharing of relevant experiences by the participants.

6. PARTICIPANTS' PROFILE

Middle / Sr. Level executives from Various Organisations/Industries/Self-Sponsored Individuals.

7. FACULTY

NPC Specialists from behavioural sciences, HRD areas and prominent guest speakers from practising organizations.

8. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/140
Program Venue	Online – Webex Platform
Programme Fee	₹ 18,000 /- + 18% GST

9. PAYMENT DETAILS

Programme fee plus GST is to be paid in advance and proof of payment is to be attached along with the application form/mail.

- ECS Payment Details: State Bank of India, Gruhakalpa Branch, Hyderabad SB A/c No.40658201098, IFSC: SBIN0020496
- NPC PAN No.: AAATN0402F, NPC GSTIN: 36AAATN0402F1Z7

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

10. HOW TO APPLY

- Please apply in the prescribed application format enclosed with this brochure. Individual nominations may be sent to the following address/mail:

The Program Director

Shri P. R. Rajkamal

National Productivity Council

10E, Gagan Vihar Complex,

M J Road, Nampally, Hyderabad – 500001.

Email Id: rajkamal.pr@npcindia.gov.in; hemant.rao@npcindia.gov.in;

Tel: 011-24607319 / 80152 66093

- **Last date for Receiving nominations: 04th March 2024**

11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- ❖ The programme fee covers the professional fees towards online training. The fee once deposited is non-refundable, however, substitution(s) is/are allowed.
- ❖ The participants will be awarded a Certificate of Participation on successful completion of the programme.
- ❖ Only those participants who will be awarded the Training of Trainers Certificate who successfully undertake the examination.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point in time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location: Online

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details*):

Payment Particulars

- ECS Payment Details: State Bank of India, Gruhakalpa Branch, Hyderabad
SB A/c No.40658201098, IFSC: SBIN0020496
- In the case of ECS Payment, the payment details should be intimated accordingly along with the UTR number.
- Programme Fees per Participant plus GST to be paid in advance.
- PAN No: AAATN0402F, GSTIN: 36AAATN0402F1Z7



National Productivity Council
(Under Department for Promotion of Industry and Internal Trade)
Ministry of Commerce and Industry
Government of India
Regional Directorate,
10-E, Gagan Vihar Complex,
M J Road, Nampally,
Hyderabad, Telangana.