

Dear Sir/Madam,

Subject: Two Days Online Training on “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013” from 21st & 22nd December, 2021 at 10:30 AM –5:00 PM (Indian Time). - Request for Nominations.

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing a **Two-Day Online Training on “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013” from 21st & 22nd December, 2021 at 10:30 AM –5:00 PM (Indian Time).**

Aim

The Act was formulated to create working environment safe for the woman to work without any apprehension and subsequently make it possible for them to move towards their own economic empowerment as well as make important contributions to the development of the Country.

With this impetus, the training program has been designed to sensitise and generate awareness among the employees about their Rights and duties, regardless of their sexual orientation.

Objectives

- To generate awareness about the Act among all through training workshop to ensure that all participants at the end of training can explain all concepts and provisions of the Act.
- To equip employees with knowledge on the subject to prevent sexual harassment and competencies to implement the Act in effective manner

Key Learning Outcomes

Participants will be able to learn and understand :-

- **Sexual Harassment**
- **Workplace**
- **Related Judicial Pronouncements**
- **Provisions of the Act**
- **Constitution of Internal Complaints Committee (ICC)**
- **Duties and Roles of ICC Presiding Officer / Member**
- **Third Party Harassment**
- **Role of an Employer**
- **Preventive Policies (organization)**
- **Organizational Best Practices**
- **Conduct and Service Rules**

Online Training Day Wise Course Coverage:

Date	Sessions Timing	Session Topic
21/12/2021	10:30 AM-11:50 PM	Workshop Overview and Expectations sharing
	11:50 AM-12:00 PM	Tea Break
	12:00 PM-01:30 PM	Concepts, Dimensions and Types of SHW
	01:30 PM-02:30 PM	Lunch Break
	02:30 PM-04:00 PM	Sexual Harassment at Workplace (PPR) Act 2013 And its various Provisions
	04:00 PM-05:00 PM	Questions and Answers
22/12/2021	10:30 AM-11:50 PM	How to file a complaint and Complaint Process
	11:50 AM-12:00 PM	Tea Break
	12:00 PM-01:30 PM	Guidelines for Internal Complaints Committee, Norms and Best Practices
	01:30 PM-02:30 PM	Lunch Break
	02:30 PM-04:00 PM	How to conduct an Enquiry (PPA)
	04:00 PM-05:00 PM	Questions and Answers

TARGET GROUP

The online training is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private, Financial Institutions and/or Academic and/or Research Institutions.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the Online Training. Nomination indicating the name(s) of the participants, designation, e-mail id, and phone/mobile number etc. along with a crossed cheque/demand draft of participation fees is **Rs. 4800/- (Rupees Four Thousand Eight Hundred Only) inclusive of GST 18 % Per Participant.**

PAYMENT DETAILS:

- Participation Fees per Participant per Programme to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8
- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
A/c No. 026501000009207, NEFT/RTGS/IFSC No. IOBA0000265
- **In case of ECS Payment, the payment details should be intimated accordingly along with UTR number**

Duration: 21st & 22nd December, 2021

Time: 10:30 AM – 5:00 PM (Indian Time)

Fee Per Participant: Rs 4800/- (All Inclusive)

Registration Link:

https://npcindia.gov.in/NPC/User/webinar_registration?course_select_id=MTU4Mg==

The attendees will be provided e-Certificate towards participation.

For any other query, kindly contact Ms. Ashmita on Mobile: +91-9711554021, Phone:- 011-24607319 and email- ashmita.rathi@npcindia.gov.in

Thanks & Best Regards,

Nikhil Panchbhai

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