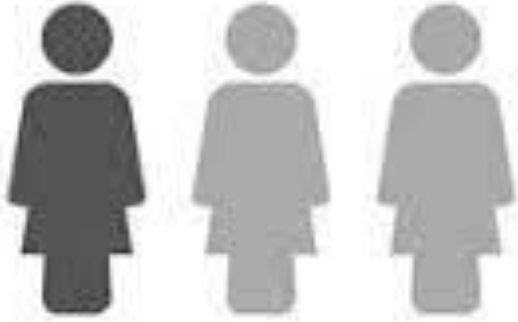


# **POSH AWARENESS TRAINING**

THE WHAT, WHY AND HOW

**POSH Act: Sexual Harassment of Women at Workplace Act**





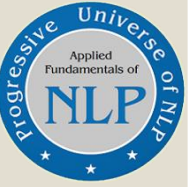
Nearly **1** in **3** women have experienced  
Some form of sexual harassment  
In the workplace.

Sexual harassment is not about sex -  
**it is about power in the workplace.**

# What is POSH Training?

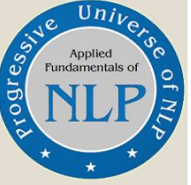
- In 2013, Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, also called as the POSH Act. The Act holds an organization and the employer responsible for taking measures to prevent incidents of sexual harassment at workplace. The Act also lays down several measures for organizations to be compliant to the Act. One of them is spreading POSH awareness to all the employees in the organization about their roles and responsibilities through training program and similar initiatives. It is advisable to conduct such trainings at least twice in a year.

# Why POSH Training?



- Firstly, it is legally mandatory to conduct POSH training. The organization can attract heavy penalties like a fine of INR 50000 for first time offence and cancellation of business license for repeated offence if the law is not followed. In addition, just having a law does not help. Many a times, women question whether a particular behavior 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.
- Moreover, the employees should also be aware about what to do if their colleagues are subjected to sexual harassment. An effective training on POSH can address these issues. Organizing POSH training is a step towards protecting the rights of women employees and ensuring equality at the workplace. Training must be given to all employees regardless of their gender or designation.

# What are the POSH Benefits?



- If you think the above mentioned are not good enough reasons to organize POSH training, here is a list of more benefits in conducting POSH training for the organization.
- Sexual harassment can hamper productivity of not only the victims, but also other employees. Better the training, lesser the incidents of sexual harassment and higher the productivity.
- POSH training shows that the organization cares about the employees which can increase job satisfaction and employee engagement.
- POSH training improves employee retention and the quality of workplace culture. In general, the training improves the perception of employees about the organization.
- The reputation and goodwill of an organization can be damaged if employees decide to reveal their horrible experiences of sexual harassment via social media. Organization may lose its customers as well. Sensitizing the employees through POSH courses and programs can safeguard the organization's reputation and ensure customer retention.
- Like mentioned before, non-compliance to the act can attract penalties. There can also be chances that the legal fight can take a long time which will result in a huge financial impact. Conducting regular POSH training and awareness programs will not only help in avoiding such legal tangles but can also act as a proof in the court that the organization had taken necessary steps for prevention of unfortunate sexual harassment incidents.



# PUNLP's 10 HOURS POSH CERTIFICATION PROGRAM



India's Leading NLP (Neuro Linguistic Programming) Training Organisation

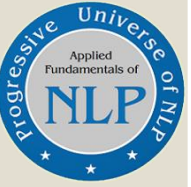
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## Progressive Universe of NLP

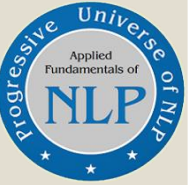
Empowering People to Empower The Nation

# What should you cover in POSH training?



- All employees in the organization – managers, directors, IC members, human resource professionals and employees- must go through the training. However, a one-size-fits-all training will not help. A common training on the law is important. In addition to this, there should role-specific training as well. For example, Internal Committee members (IC is the institution that will inquire into and redress sexual harassment complaints within the organization) must go through specific training on the inquiry procedure and redressal mechanism. Let us have a close look at what types of you should consider for your organization.

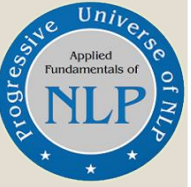
# POSH Foundation Course



- 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 to 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?
- IC, its responsibilities and the name and details of IC members of their organization.
- Means of filing a complaint
- The punishments for sexual harassment
- Tips to prevent physical/online/virtual sexual harassment
- Things to keep in mind to prevent sexual harassment arising out of personal relationships
- The consequences of filing a false complaint with malicious intent
- The consequences of retaliation
- Responsibilities of a someone who has witnessed harassment
- The responsibilities of an employee in preventing sexual harassment in the organization.

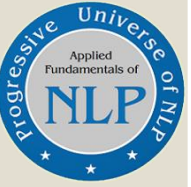


# POSH Training for Managers / Team Leaders / Supervisors



- A certain section of the employees has a team to manage and is obligated to provide a safe environment to their team members. They can be People Managers, Reporting Managers, Business Heads, Human Resources (Learning and Development) professionals, Diversity and Inclusion (D&I) champions, etc. The POSH training for them must enable them to effectively handle and manage sexual harassment incidents. Any inappropriate step or negligence on the part of the people manager will have severe consequences to the organization, team and the victim.

# POSH Training for Managers / Team Leaders / Supervisors



## **Ideally, the POSH training for managers should cover:**

- The key responsibilities of leaders if there is an incident of sexual harassment
- Steps to objectively document the complaint
- Cooperating with the IC for investigation
- Things to do post inquiry
- Proactive measures that can be taken to prevent unfortunate incidents

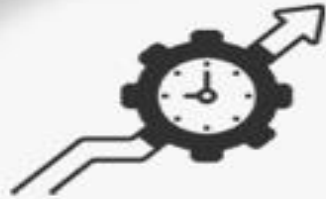
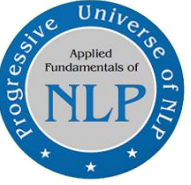
# Goals of Sexual Harassment Training



The purpose of this training is to:

- Discuss what is harassment
- Discuss what is sex discrimination
- Discuss what is sex stereotyping
- Discuss what is sexual harassment
- Discuss targets and perpetrators
- Discuss where sexual harassment can occur
- Discuss what to do if you are harassed or witness harassment
- Discuss supervisors' responsibilities
- Discuss investigation and corrective action process
- Discuss retaliation
- Discuss what is not retaliation
- Discuss additional resources

# POSH Training - Organizational Benefits



Increase in productivity,  
job satisfaction &  
employee  
engagement



Improves employee  
retention and quality  
of workplace culture

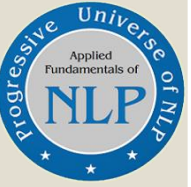


Protects organization's  
reputation and  
goodwill



Ensures legally  
compliance

# POSH Training for Internal Committee Members



- The POSH Act mandates that any organization with more than ten employees (including temporary contract employees or interns.) should constitute an Internal Committee which will have the power of a civil jury. They will inquire into POSH complaints and redress them.
- As the Internal Committee plays a significant role in the organization's mission of preventing sexual harassment at workplace, proper enablement of the Internal Committee is necessary.

# It is important to train the IC members on the following:

- The responsibilities of an IC
- The members of IC and their qualification
- The criteria to disqualify an IC member if the need occurs
- The steps of filing a complaint and the procedures that follow
- The process of conciliation and inquiry
- Differentiating sexual harassment from gender-based discrimination
- The jurisdiction of Internal Committee
- The procedure of conducting interviews required for the investigation
- The deadline to complete the inquiry and report submission
- The recommendations to be made after the inquiry
- Preparing the inquiry report and the details to be included in the report
- Preparing and submitting the POSH Annual Report



# Orientation Program and Capacity & Skill Building Workshops for the ICC Members

## **POSH** **for** **ICC Members**

Prevention of Sexual Harassment

**An Orientation Program and Capacity &  
Skill Building Workshops for The ICC Members.**

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# Mode of POSH Training Programs

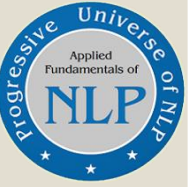


- Many organizations contemplate on what mode of training they can use for POSH awareness. Should you go for POSH classroom training / workshop or POSH online / CBT modules? It mostly depends on the organization's discretion because both eLearning and classroom training have their own pros and cons. However here are a few things you can consider while choosing the right mode of training.
- it is better for you to choose offline mode of POSH training. Here is why.
  - The understanding and the goal of training is well achieved in personal interactions.
  - Participants can be in rapport and brainstorming can be done in a better way.
  - Participants can get the satisfactory answer by the trainer in detailed discussion.
  - Communication's maximum part is delivered in non-verbal mode, so it's better to get maximum and efficient to it.
  - Participant can get the solution of their problems and issues in a better way.
  - There are lots of opportunities to understand practical application of the learnings.
  - And many more...

# Who We Are? What We Do?

- PUNLP is a POSH – Prevention of Sexual Harassment at Workplace compliance advisory body. Our team consists of POSH consultants, workplace diversity advisor, lawyers, psychologists, counsellors, having work experience of more than 20 Years. We aim to help organisations put in place all the mandatory compliance, enabling workplaces to be inclusive, diverse and gender neutral.

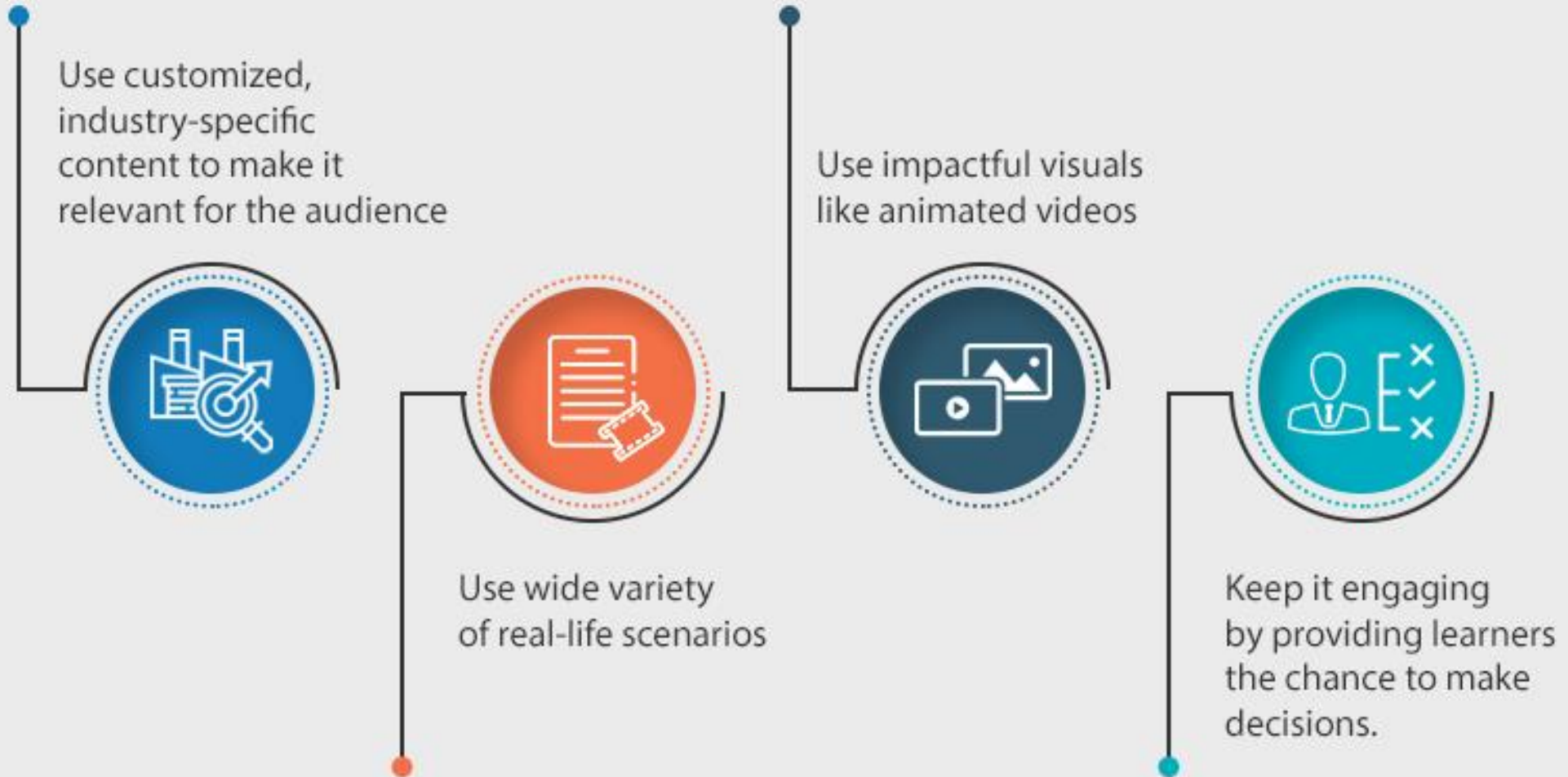
# What Makes Our POSH Training Effective



- We have seen that there are several topics to be covered in each type of training. This can make the training long and boring. Here are a few tips to ensure that the learners stay engaged through out.
- Include examples and content relevant to the industry and the audience. Incidents that happen in a manufacturing industry is not similar to what would happen in an IT company.
- Use scenarios to understand the intricate nuances involved in sexual harassment incidents. Instead of telling that the employees should intervene, give an example of how an intervention by a fellow-employee has saved a coworker from sexual harassment. It will be more effective.
- Use impactful visuals (like animated videos) about points that the learner should retain. Humans are visual creatures.
- Give learner chances to take decisions. Give quizzes and activities to the learner that involve examples or scenarios. Ask them what they would do in a relatable situation and let them know why their response was correct or incorrect. This keeps them motivated to continue the course.
- Ensure that along with the white-collar workforce, blue-collar workforce is also aware about their rights and responsibilities as per the POSH Act. However, it is not always easy to train them as they speak different regional languages, may not be very comfortable in English and may not have access to computers or laptops.
- Give a token of appreciation for completing the course. This can be in the form of a badge or a course completion certificate.



# Making POSH Training Effective

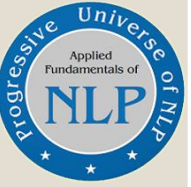






# The Core Faculty:

- Core faculty for this program will include **Dr. Pawan Sharma aka The Psychedelic** (NLP Master Practitioner & Coach), Founder of *PROGRESSIVE UNIVERSE OF NLP* and *FORGIVENESS FOUNDATION SOCIETY*, Member of State Mental Health Authority, Review Board, Dehradun, Uttarakhand. He has authored four life changing self help books based on NLP fundamentals. He has over 20 years training experience in this empowering people by train them in life skills fundamental. He has addressed more than fifty thousand of people and has developed a number of ways and techniques of NLP and Brain-mapping by which participants achieve their best. He has developed a number of customized workshops for students, teachers, couples, corporate executives and individuals. As per availability, one or two assistant/s also will be there to assist him in this program.





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# Dr. Pawan Sharma

(The Psychedelic)



उत्तराखण्ड सरकार

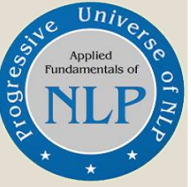
सदस्य-

मानसिक स्वास्थ्य पुनर्विलोकन बोर्ड (राज्य मानसिक स्वास्थ्य प्राधिकरण)

Member-

Mental Health Review Board (State Mental Health Authority)

# What is NLP (Neuro Linguistic Programming):



- Neuro Linguistic Programming, as the name suggests – ‘neuro’ refers to brain, ‘linguistic’ refers to language and ‘programming’ is the installation of a strategy, procedure or plan. NLP is the study of what works in thinking, language, and behavior. It provides a systematic framework for directing our brain and body. It defines the way how we code and produce excellence which enables us to achieve the results that we want in each area of life. With NLP, you can create a set of strategies that can work for you as to how you will make decisions, build lasting relationships, create excellence in your personal and professional life, communicate to motivate your fellow men, and create balance in your life.
- NLP is software manual for the bio-computer situated between your two ears. NLP is an effective tool with which you can produce desired results and enjoy peak in your work. It works as a peak performance technique for you.
- Today, around the world, NLP is being practiced by Therapists, Counselors, Students, Stage Performers, Sportspersons, CEO's, Managers, Corporate Executives, Self-Employed People, Businesspersons, Sales and Multi-Level Marketing (MLM) leaders, and Politicians.





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Teacher's Training**

# Thank you.



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