

Course Design Document – POSH

1. About the Document:

This design document specifies all the decisions made about the course up to this time, including:

- Purpose of the course
- Intended outcome of the course
- Audience description
- Delivery method(s)
- What to train
 - High level outline
 - Detailed lesson outlines
- Objectives of each lesson
- Assessments/exercises for each task

2. Purpose of the Design Document:

The purpose of the design document is to obtain agreement with all stakeholders about the vision and plan for the course. These parties include:

- Internal clients (BU SME's) and reviewers
- Team members (iLD) working on the course
- External clients, if any

3. Sign-off:

Obtaining sign-off on the design document is important in ensuring agreement on the plan at this point. Once an agreement is secured from key stakeholders work on developing the course materials can begin.

An approved course design document is required to release a course as an official curriculum

Key stakeholders for Design sign-off

- Designated Leader from BU (for BU developed courses)
- Head of iLD

Contents of a Design Document

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Purpose of the Course:

This basic level course on Prevention of Sexual Harassment is designed to create awareness about various kinds of behaviour that come under the purview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This awareness about acceptable behaviour at work place is expected to eliminate the incidents of Sexual Harassment in the organization.

Audience Description:

The primary audience are Fintech engineers (First time employees newly hired from campuses). The experience level is homogeneous as most of them would be in their very first job with no prior exposure to such training. This is a mandatory course offered as part of their entry level training.

Course Objectives:

After completing this course, the learner will:

- Be sensitized that their acts in a corporate environment nonchalantly, might come under the purview of Prevention of Sexual Harassment at Workplace law
- Be aware that any unwelcome behavior from any associate regardless of the position must not be tolerated
- Be able to differentiate amongst various kinds of sexual harassment behaviour
- Know how to raise a sexual harassment complaint
- Be oriented about the preventive measures and strict actions taken by Intellect to ensure safety of the workforce

Learning Assessment:

A post training knowledge check through an online assessment is administered at the end of the course. (Annexure -5)

Instructional Strategies:

This is an instructor-led in-person course, with a slide presentation and multiple exercises. The following methods will be employed at various places in the course:

- Role-Play
- Scenario based Quizzes
- Group Activities
- Facilitator led discussion
- Caselet discussions

Media:

The course will utilize the following media

- Slide Presentation
- Caselets
- Byte sized Videos

Duration:

This course is covered in a single block of 2 hours 45 minutes' instructor led session.

- Pre Training Activity: There is no pre-training activity.
- Post Training Activity: The participants are required to go through the Intellect Posh Document (30 mins)

Course Scope:

The course contains **8** lessons. The lesson brief is given below:

Lesson	Objective	Topic List	Delivery Method	Duration	Practice check Method	Annexure
1	To sensitize participants about the prevailing Gender bias based stereotypes	Prevailing Stereotypes	Trainer led presentation using PPT slides	5 minutes	Oral Quiz	NA
2	To familiarize participants on how the Vishaka Guidelines were formulated by narrating Bhanwari Devi's legal battle which birthed India's sexual harassment protection laws	Introduction of Bhanwari Devi Brief about "Vishaka Guidelines	Trainer led presentation using PPT slides	10 minutes	None	Annexure 1
3	To set the context about Sexual Harassment by taking the participants through different parts of Sexual Harassment definition as per the POSH act	Sexual Harassment Definition	Trainer led presentation using PPT slides	10 minutes	None	Annexure 2

4	To give a detailed overview of different forms of sexual harassment by discussing many scenarios.	Forms of Sexual Harassment: - Verbal - Physical - Non - Verbal - Visual	Trainer led presentation using PPT slides	15 minutes	None	Annexure 2
5	To make the participants understand two different classification of Harassment Behavior	Classification of Harassment Behavior: - Quid Pro Quo - Hostile Work Environment	Trainer led presentation using PPT slides	5 minutes	None	Annexure 3
6	To dig deeper into the key terminologies related to the POSH Act and ensure the participants attain adequate clarity on each subject.	Key Terminologies related to Sexual Harassment Act - Workplace - Associate - Aggrieved Woman - Internal Complaints Committee (ICC)	Trainer led presentation using PPT slides	20 minutes	None	Annexure 2

7	To enlist the preventive measures taken by Intellect as an organization to safeguard women from any form of harassment	Preventive Measures taken by Intellect: - Educating about Sexual Harassment - Publicizing ICC - Ensuring Safe Work Environment - Organizing Awareness Programs - Taking Strict action on any deviation	Trainer led presentation using PPT slides	10 minutes	None	Annexure 3
8	To highlight the primary responsibilities that need to be carried out by all associates at Intellect to ensure 100% adherence to the Act.	Your Responsibility: - Complaint Mechanism - Conciliation - Redressal and Inquiry - Timelines	Trainer led presentation using PPT slides	10 minutes	None	Annexure 3
9	To make the participants understand the nuances of intent-impact gap through an interactive quiz based on several situations.	Intent Vs Impact	Trainer led presentation using PPT slides	15 minutes	Situation based Quiz	Annexure 4
10	To let the participants know the different types of behavior that comes across as clear/subtle signs of discomfort.	How do you know that your behavior is unwelcome by another person?	Trainer led presentation using PPT slides	5 minutes	None	Annexure 4

11	To make the participants understand if a case falls under the purview of POSH with the help of examples at workplace	POSH or not?	Trainer led presentation using PPT slides	15 minutes	Situation based Quiz	Annexure 5
12	To make the participants fill in the corresponding google form that consists of 'true or false' type questions to assess their level of understanding post the training & also, for them to acknowledge that they have undergone the training successfully					

Activities Conducted:

Activity #	Activity	Objective	Duration	Annexure
1	Guess the Pictures from Slide 2	To make the participants understand the prevailing stereotypes & also understand why the awareness on POSH is required	5 to 10 minutes	Annexure 4
2	Situation based quiz - Intent Vs Impact (Oral)	To make the participants to go through each situation related to different elements of POSH for them to share their observation	20 minutes	Annexure 4
3	Situation based quiz - Example based scenarios (Oral)	To make the participants understand if a case falls under the purview of POSH with the help of examples at workplace	10 minutes	Annexure 4
4	Quiz (Online)	An online quiz conducted towards the end of the session to have a pulse check at the understanding of the participants towards the topic. The answers to all the quiz questions to be discussed	15 minutes	Annexure 5

Development Tools

The course will be assembled and developed in Microsoft Word and PowerPoint. The following additional tools will be used as necessary:

- Google Jamboard

Ownership

The design and Development of the course is by Benazir Attar – Manager ILD/ Vaishnavi Venkatesh- Manager iLD

Course approved by Dr.Vinay Menon – SVP iLD

Course revision from time to time by John Alen D – AVP iLD

Approved facilitators: Benazir Attar – Manager ILD/ Vaishnavi Venkatesh- Manager iLD

Development Time

Two concentrated weeks/ 14 Man-days

Support Requirements

The course will be developed completely in-house by ILD with no support from external entities

Project Sign off

Approved by : Vinay Menon

Date :

Place : Nxt Lvl

Annexure

Annexure 1

Bhanwari Devi Case and Need of Sexual Harassment Law for Protection of Women

Link → <https://www.bbc.com/news/world-asia-india-39265653>

Annexure 2

Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013

Link → <https://legislative.gov.in/sites/default/files/A2013-14.pdf>

Annexure 3

Sexual Harassment Prevention Policy

Link → <https://policy.intellectdesign.com/hr/sexual-harassment-prevention.asp?PHId=2&PDId=24>

Annexure 4

Training Material used for delivery of the session

Link → [POSH PPT_ILD-formatted 28102022.pptx](#)

Annexure 5

Quiz for the participants

Link → <https://docs.google.com/forms/d/1quUFltS-bWeQafkkrZtnkTEj5BuSxTrslGaAKhh2fTc/edit#responses>