



Gender in the Workplace

March 29-31, 2010

Background

What exactly constitutes sexual harassment? Are women really better listeners? Do women make better employees? Are there jobs men are more suited to than women? Is the glass ceiling a reality? What are the secrets of women leaders? If you have ever asked yourself one or more of these questions, this programme is for you.

The increase in the number of women entering the workforce in India has brought both opportunities and challenges. For organizations this has brought fresh perspectives and creativity in various sectors. For women, many new opportunities and avenues are available to fulfill professional goals and aspire to higher levels of achievement.

While many women are seen in higher levels of office in the public and private sectors, many also face challenges that include the proverbial “glass ceiling”, sexual harassment at the workplace, the dual burden of household management and childcare on the one hand and paid work on the other, gender bias and gender inequality in society, lower educational attainment compared to men in some fields, and other issues.

Neglecting the potential of half the labour force limits economic growth and human capital development. Gender bias and poor communication can cause stress, underlie retention problems, impact leadership, and magnify glass-ceiling issues. This training programme is aimed at improving participants' and organizational understanding of gender issues as a key component of organizational success. Increased knowledge will improve productivity and decision-making, job retention and improve morale and working relations, and help employees achieve work life balance.

Objectives

This training programme aims to

- ❖ Create a better understanding of these above mentioned issues including the status of women in the workplace and their achievements in different fields
- ❖ Provide a platform for discussing barriers to increasing women's accomplishments
- ❖ Exploring gender differences in communication, leadership, and decision-making styles
- ❖ Discussing and helping achieve work/life balance
- ❖ Improving participants' understanding of sexual harassment guidelines, and
- ❖ Through sharing best practices and toolkits, developing the capacity of participants and their organizations to mainstream gender in their organizations.

Content

The programme content will cover issues related to:

- ❖ Gender concepts and their applicability in the workplace
- ❖ Identifying & promoting ways to challenge sexual harassment and stereotyping
- ❖ Promoting legal awareness
- ❖ Identifying ways to promote gender equality in the workplace
- ❖ Exploring Work/Life Balance and Coping Strategies
- ❖ Stress Management
- ❖ Communication & Decision-Making Styles
- ❖ Leadership Skills and Styles
- ❖ Experience-Sharing and Best Practices Discussion

**Training
Methods
and Materials**

This 3-day programme places a heavy emphasis on interactive learning. It combines lectures, group discussions, budgeting methodologies and exercises, and provides space for peer learning and sharing of best practices. All participants will receive courseware of materials pertaining to sessions covered.

Resource persons will include ASCI faculty and experts and women leaders from various organizations.

**Who should
Attend?**

Women as well as men employed at various levels in the government departments, public sector, private sector, consultancies, service organizations, NGOs, and academics are welcome to attend the programme for self-exploration and career development. The course will be particularly helpful to employees as well as managers and representatives from human resources departments in examining gender equality issues in the workforce, and examining workplace policies on pertaining to recruitment, retention, promotion, and professional development.

Organizational sponsorship is essential.

Venue

The Programme is fully residential and the participants will be accommodated in single air-conditioned rooms in the Bella Vista or the College Park Campus of the College at Hyderabad. The College does not provide accommodation for the family. Transport between Airport / Railway Station and Campus will be arranged by the College.

Duration

The Programme duration is from **Monday, March 29, 2010 to Wednesday, March 31, 2010**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

**Programme
Fee**

Rs.17,500/- (US \$540 if foreign) plus Service Tax @10.30% per participant will be charged to cover tuition, board and lodging, courseware and other facilities of the College including Internet usage. Local participants not availing hostel accommodation will be given a discount of Rs.1,000/- per day for the duration of the programme.

A concession of ten per cent is given to the second nominee and onwards. A ten per cent concession is also given to a woman participant, either as a lone nominee or by treating her nomination as a first nominee in a group of nominations.

The College is exempted from Income Tax, and hence TDS should not be deducted.

**Last Date for
Nomination**

The nomination form duly filled in along with the Demand Draft made out in favour of **"Administrative Staff College of India"** payable at Hyderabad should reach the **Programmes Officer** by **March 15, 2010**.

**Last Date for
Withdrawal**

March 22, 2010. Any withdrawals after this date will entail forfeiture of fee paid.

**Asci Alumni
Association**

Participants of College Programmes will automatically become members of ASCI Alumni Association.

**Certificate of
Participation**

The College issues a Certificate of Participation on conclusion of the Programme.

Programme Director : **Dr Yamini Atmavilas**

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