

Conducting Awareness program? – Sample Pre and Post assessment form

Blog Series – 105 December 22, 2020 PoSH – Vol.53

When an awareness training program is conducted, a pre and post assessment needs to be done, to evaluate the knowledge and understanding of the trainees. A sample form is prepared and shared, which can be altered according to the needs of the trainer/training/establishment.

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE – AWARENESS PROGRAM

Date & Time	Place	Trainer

Participants' Evaluation Form

SL NO	STATEMENT	LEVEL OF AGREEMENT (JUST TICK)
1	I was briefed about Company's (a) HR Policy <input type="checkbox"/> (b) Code of Conduct <input type="checkbox"/> (c) Standing Order <input type="checkbox"/> (d) Sexual Harassment Policy <input type="checkbox"/> When I joined the company or later (tick to state Yes – with whatever you know)	
2	I am keen in knowing more about the above policies	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	I know the difference between (a) Harassment (b) Victimization (c) Sexual Harassment	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	I know what is Sexual Harassment at Workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	(for female participants only) I know how to deal with Sexual Harassment	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	(for male participants only) I know my limits	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	I know that there exist a Internal Committee, where any aggrieved woman employee can register her complaint	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	I feel it is worth to spend time to know more about Sexual Harassment	<input type="checkbox"/> Yes <input type="checkbox"/> No

POSH
Pre
Assessment

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE – AWARENESS PROGRAM

Date & Time	Place	Trainer

Participants' Evaluation Form

Sl NO	STATEMENT	LEVEL OF AGREEMENT (JUST TICK)
1	I feel, I am aware of what is Sexual Harassment after the training	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	I am still not clear with the meaning	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	(male participants only – strike whichever is not relevant) (a) I am afraid now (b) I am clear now, how to behave (c) I will be careful, henceforth (d) I mind my work	
4	(female participants only – strike whichever is not relevant) (a) I know this before (b) I was refreshed with the program (c) It is new and exciting to know (d) I should have known this before	
5	(for female participants only) I am clear with the process of Complaining	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	(a) I will ensure Smooth and Safe workplace henforth (b) I always work to ensure smooth and safe workplace (strike whichever is not relevant)	
7	Following is Good in the training Objective of the Training <input type="checkbox"/> Content and materials <input type="checkbox"/> Trainer was prepared & helpful <input type="checkbox"/>	
8	Overall rating of Training	<input type="checkbox"/> Good <input type="checkbox"/> Bad

POSH
Feedback
Post-Program

Anandan S
Feature Writer, Skill Enhancer & Webinar Specialist