

HRV POST

Weekly Newsletter

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HR Vidyalaya

HIRE TO RETIRE SOLUTIONS
HR VIDYALAYA CORPORATE SERVICES LLP

எச் ஆர் வித்யாலயா
கார்ப்பரேட் சர்வீசஸ்
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happy
Holi

HOLI WISHES FROM

HR Vidyalaya

HIRE TO RETIRE SOLUTIONS
HR VIDYALAYA CORPORATE SERVICES LLP

Photo Courtesy: Canva

EMPLOYERS...

HOW TO HAVE MORE PEACE @ WORKPLACE?



Competency Development Program for IC Members (Mandatory under POSH Act)

1 EMPLOYER - ARE YOU WORRIED?

- Shattered with a SH Complaint against a Key-Man Employee?
- Have a doubt, that it is False?
- How to Ensure Justice to MEN and Protect them at Workplace?
- Have a "Competent" Internal Committee...

1



2 POSH Full Day Workshop

2

AGENDA OF WORKSHOP

- Definition of Sexual Harassment
- Admission of Complaint
- Conciliation, Ex-Parte
- Ensuring Principal of Natural Justice
- Inquiry Proceedings - Evidence, Witness
- Report writing
- Case Studies / Case Citations
- Safeguarding Women
- Guarding Men from False Complaints
- Protecting Brand of the Company
- Little Known Facts - in Industry



3

SAFE WORKPLACE FOR ALL

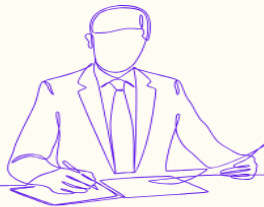
- Diversified Workplace will get you more Business
- Safety for Women Employees will give more Productivity
- Safe Org. Culture will Attract and Retain Talents



6th April 2024
09.30 am to 5.30 pm
Hotel Kalyan Grand
Vandalur, Chennai

4 TAKE AWAY

1. Nuances of Inquiry
2. Certificate
3. Templates for Conducting Inquiry
4. Report Writing Template
5. Session Material



5

5 WHO SHOULD ATTEND?

1. Presiding Officer of IC
2. Other POSH-IC Members
3. Any HR Professionals
4. Senior Management persons
5. MA-HRM/MBA/MSW/MLM Students
6. POSH Trainers



6 CONDUCTED BY

HR VIDYALAYA CORPORATE SERVICES LLP

14th Program in a row on Competency Development for IC Members



Aptitude is the competency of being good at something. In other words, aptitude is about possessing talent for a particular kind of job.

For example, if a person is comfortable and good at following and forming systematic patterns, he ought to be good at mathematics and hence has an aptitude for mathematics.

Attitude is the way how we approach things. It relates to positive or negative perceptions we develop. It is a web of mental ideas which are manifested in our physical behaviour as well.

Attitude essentially means how we feel about something, and how much are we willing to sacrifice for its attainment.

In critical times of decision making, if we choose an option with highest aptitude and positive attitude, it will lead to achievement in most circumstances.

However, one thing to be considered is, that attitude is prone to change.

Attitude changes with experiences and influences. So leveraging our attitude in accordance to our aptitude would lead to fruitful conclusions.

Managerial behaviour (for a particular task) on the basis of levels of attitude and aptitude can be categorised in the following way:

Ideal Choice: Positive attitude and High aptitude. Needless to say is the perfect combination for successful achievement of desired results.

2-A's
required in
any
Workplace

Borderline cases, yet Possible: Negative Attitude high aptitude: Even though high aptitude is present, the attitude would prevent the individual from delivering results, leading to essentially results characterising low aptitude and negative attitude. However, if the efforts are made to change the attitude, it can lead to 'Ideal choice'.

Difficult: Positive attitude, low aptitude: Difficult to achieve targeted goals with desired results. In such circumstances choosing alternative options in which the individual possesses high aptitude and neutral or positive attitude would be better. Options in which the individual has negative attitude can also be considered, and measures can be taken to bring about a change in attitude, by stressing on the talent and increase in acceptance.

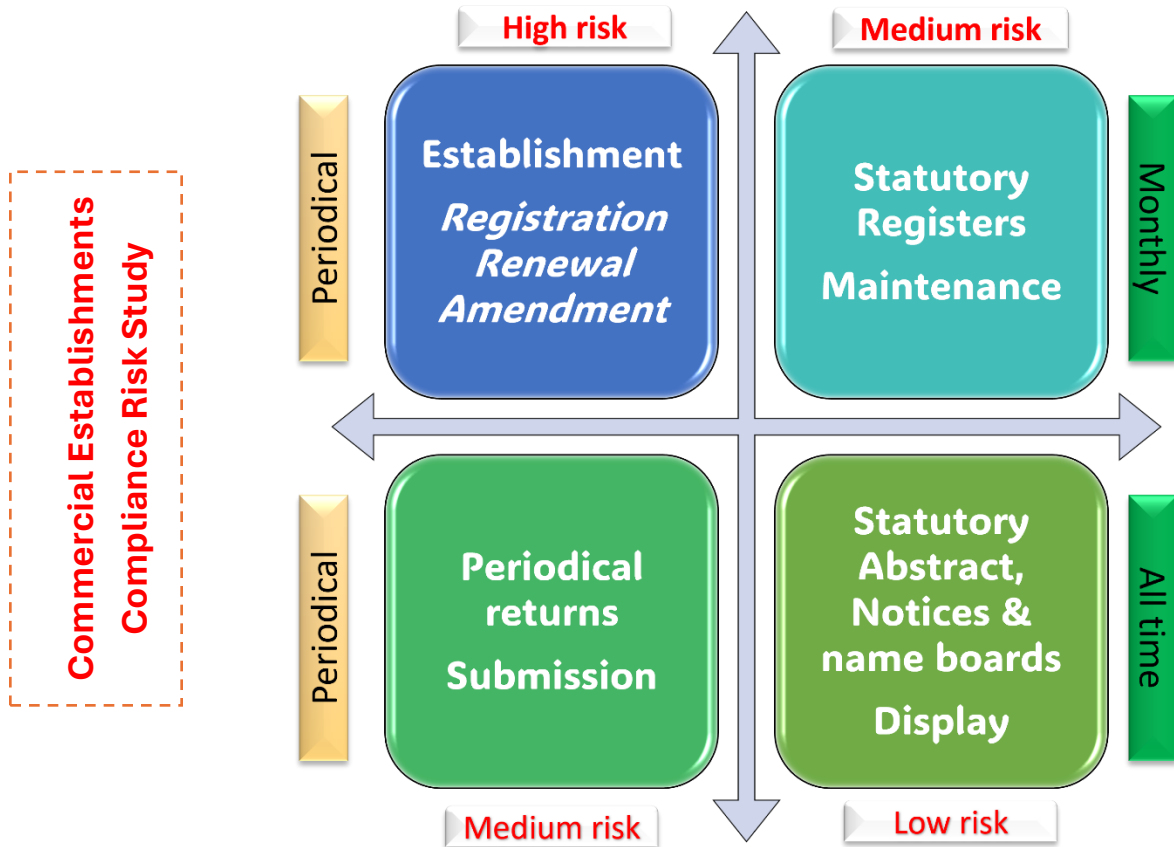
Quite Impossible: Negative attitude and low aptitude. This choice should be avoided as would yield low results for the task assigned.

Thus, be it taking your own career decisions, improving your managerial ability or carrying out the task of competency matching, the 2As takes care of most issues. Understanding your aptitude and improving your attitude ensures creation of opportunities and fulfilling results.

- What are the things you like about your work?
- What do you like best/least?
- What makes for a great day at work?
- What is it that keeps you motivated?
- What is something new you would like to learn this year?
- What can we do differently to best assist you?
- Is there anything you'd like to change about your job?
- Are there things you would like to change about your team or department?
- Has something caused you to consider leaving? Has it been resolved?
- What's your dream job, and what can we do to support your progress toward it?
- What is one thing that would make your job more satisfying and rewarding?
- Do you feel supported in your career goals?
- Do you feel we recognize you?
- What kind of recognition would be meaningful for you?

Different types of Reward Systems – BONUS (other than Statutory)

1	Performance-based bonus	<p>Tied with individual or company performance</p> <ul style="list-style-type: none"> a) Sales: tied up with Sales Figures achieved and can be in form of a percentage or a fixed amount paid upon each sale with a condition to achieve a particular milestone b) Human Resources: successful new onboardings who complete their probationary periods and sometimes also linked with keeping the rate of attrition low c) Customer Experience: paid bonuses on client contract renewals. This again can be a percentage of renewals with a milestone condition attached
<p>Major Disadvantages of such rewarding system (Bonus): Employees may not be motivated to perform duties, which is not attached with Bonus. Besides, there can be resentment among those employees who are not recognized.</p>		
2	Spot Bonus	Immediate recognition for outstanding contributions of individuals or teams
3	Sign-on Bonus	<p>To Attract the Potential Candidate to join the Organization, immediately.</p> <p>Mostly, it is based on high-demand skills and key-talent requirements.</p>
4	Retention Bonus	<p>Retaining critical employees during sensitive periods (project, merger, acquisition, etc)</p> <p>Sometimes it is long-term reward mechanism to retain talents and protect the employer from attrition.</p>
5	Referral Bonus	Paid to existing employees, for referring apt candidates for the new openings in the organization.
6	Project Bonus	Rewarding employees or teams of employees for completing a special project on time, under budget and within all performance criteria established at the beginning of the project
7	Non-Cash Rewards	Any reward system, which is not paid as Cash (a specific training, Membership, etc.)



Steps in process of adopting Departmental Metrics Dashboard

