

STELLANTIS

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Building a Future-Ready Workforce

HANDBOOK FOR WOMEN:
**BUILDING CAREERS THROUGH
SKILL DEVELOPMENT AND
VOCATIONAL EDUCATION**

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Asia Society for Social Improvement and Sustainable Transformation (ASSIST)

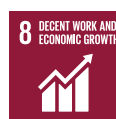
This manual was made by ASSIST as training material and an educational tool for students and under Project INSPIRE.

About this Manual

This series of manuals have been developed by ASSIST under Project INSPIRE, a CertUP initiative implemented by ASSIST and supported by Stellantis. The project aims to bridge the skills gap in India's rapidly evolving automotive sector. Project INSPIRE focuses on building future-ready talent by equipping youth with technical expertise, supplementary skills, job readiness, and life skills.

Sustainable Development Goals*

Through its planned actions, this project aims to contribute to the following SDGs.



*Sustainable Development Goals are a collection of 17 global goals set by the United Nations in 2015



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ABOUT THE PROJECT



India's automotive industry is undergoing a significant transformation driven by advancements in automation, electrification, and sustainable mobility. The transition toward electric vehicles (EVs) and smart manufacturing has increased demand for skilled professionals in areas like mechatronics, robotics, and EV technologies. However, students from polytechnics and Industrial Training Institutes (ITIs) often face a considerable skills gap that limits their ability to meet these emerging industry requirements.

Project INSPIRE, supported by Stellantis in collaboration with ASSIST, is designed to address this challenge. The initiative offers practical, hands-on training in relevant technologies and systems, helping students acquire the technical competencies needed to thrive in a rapidly evolving sector. A key component of the program is the training of trainers, ensuring educators are equipped to deliver high-quality instruction and effectively pass on their knowledge to the next generation of professionals.

In addition to technical training, the project includes comprehensive training in supplementary skills such as green practices, health and safety, and life skills. These areas are essential for fostering workplace readiness, sustainability awareness, and overall student development.

The project also promotes workforce preparedness through industry internships, apprenticeships, and job placement opportunities. These efforts help students transition smoothly into the workplace and contribute to India's expanding mobility ecosystem. Furthermore, Project INSPIRE plays a pivotal role in advancing environmental goals by encouraging the use of green technologies and sustainable practices across the automotive sector.

By aligning education with real-world demands, Project INSPIRE enhances employability while supporting India's vision of a future-ready, greener, and smarter mobility landscape.

FOREWORD

India's mobility sector is on the cusp of a defining shift. With the rise of electrification, smart manufacturing, and automation, the future of the automotive industry demands a workforce that is not only technically skilled but also agile, adaptive, and sustainability-conscious.

Project INSPIRE was envisioned to respond to this evolving landscape. Backed by the commitment of Stellantis and implemented in partnership with ASSIST, the initiative provides more than just training—it builds capability, confidence, and career readiness among students from polytechnics and ITIs. Through structured learning, exposure to emerging technologies, and a focus on supplementary skills, this program offers a well-rounded platform for learners to become industry-ready professionals.

What makes Project INSPIRE truly meaningful is its focus on diversity, equity, and inclusion for long-term impact ranging from empowering educators and strengthening institutional ecosystems to promoting sustainability. Each manual developed under this program reflects that commitment: practical, relevant, and forward-thinking.

We are proud to present this manual as a step towards shaping the workforce equipped for the challenges and opportunities of tomorrow. May it serve as both a guide and an inspiration for learners embarking on their professional journey.

Mr. Karunakaran Kalinathan

Country Director

Asia Society for Social Improvement and Sustainable Transformation

ACKNOWLEDGEMENT

This manual is the result of collaborative efforts by individuals and organizations dedicated to advancing technical education and workforce development in India.

We express our sincere gratitude to **Stellantis** for supporting Project Inspire and enabling the creation of this industry-relevant training content. Their continued commitment to future mobility and inclusive skill development has been instrumental in bringing this initiative to life.

We thank the team at the **Asia Society for Social Improvement and Sustainable Transformation (ASSIST)** for their leadership in designing and delivering modules on supplementary skills, job readiness, and life skills—ensuring a well-rounded approach to student learning.

Special appreciation is extended to **NITTTR (National Institute of Technical Teachers Training and Research)**, our knowledge partner. As a premier autonomous institution under the Ministry of Education, Government of India, NITTTR has brought deep expertise in technical education, curriculum design, and faculty training. Their guidance has strengthened the pedagogical foundation of this manual and helped tailor it to institutional and learner needs.

We also acknowledge the efforts of educators, technical experts, and curriculum developers who contributed their insights in shaping the content. Their valuable input has ensured that each module is practical, engaging, and aligned with the realities of today's automotive industry.

To all those who supported this effort behind the scenes—with content, coordination, and quality assurance—your contributions are deeply appreciated. Together, we move one step closer to building a future-ready, skilled workforce for India's mobility sector.

ABOUT THE MANUALS

The manuals developed under Project Inspire are designed to support students from polytechnics and ITIs in acquiring industry-relevant skills through structured, modular learning. The series includes **Technical Skills Manual** with specialized tracks in **Electric Vehicle Technologies, Advanced Mechatronics & Robotics**, aimed at building strong technical foundations. Complementing this, the **Supplementary Skills Manual** covers key areas such as **Green Skills and Health & Safety**, fostering awareness of sustainability and workplace preparedness.

To further enhance students' employability and personal development, the project also offers a **Job Readiness Manual** and a **Life Skills Manual**, focused on soft skills, communication, and professional behavior. A dedicated **Women in TVET Handbook** encourages gender inclusion by providing targeted guidance and inspiration for young women entering technical fields. Together, these manuals form a holistic learning toolkit to prepare a future-ready and inclusive workforce for India's mobility sector.

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**SECTION 1:
INTRODUCTION – WHY SKILL
DEVELOPMENT IS YOUR PATH
TO A BETTER FUTURE**

INTRODUCTION – WHY SKILL DEVELOPMENT IS YOUR PATH TO A BETTER FUTURE

1. Welcome – Why This Manual is Important

Women in India today are standing at a crucial turning point. The opportunities that were once beyond reach are now opening up, and technical careers in industries like IT, manufacturing, healthcare, and renewable energy are ready to welcome women. However, many women hesitate to explore these fields due to a lack of information, confidence, or support.

Why This Manual is for You:

- To help you understand how skill development and vocational education can transform your career.
- To introduce recognized programs that offer hands-on training and certifications.
- To inspire you with success stories of women who have thrived in technical fields.
- To guide you to choose the right course, apply for financial aid, and succeed in your career.

Whether you are:

- A **student** exploring career options,
- A **homemaker** planning to re-enter the workforce, or
- Someone seeking a **career change**,

This manual is designed to help you make an informed decision and take that first step toward a brighter future.

2. Understanding Skill Development and Vocational Education

Skill development and vocational education prepare you with practical, job-ready skills that meet industry standards. Unlike traditional academic programs that focus on theory, vocational education prioritizes **hands-on learning** and **technical expertise**. These programs equip women with the knowledge and skills required to excel in various sectors, ensuring economic independence and career growth.

In India, vocational education is offered through:

- **Industrial Training Institutes (ITIs):** Provide technical training in trades like electrical, mechanical, and IT.
- **Polytechnics:** Offer diploma programs in engineering and applied sciences.
- **NSQF-Aligned Certification Programs:** Short-term courses that focus on specific industry skills, recognized nationwide.

3. Why Skill Development Matters for Women

Skill development is more than just learning a trade—it's about gaining the confidence and competence to lead in male-dominated sectors, secure better-paying jobs, and contribute to economic growth.

3.1 Bridging the Gender Gap in Technical Fields

Despite India's growing economy, women remain underrepresented in technical sectors. According to the Ministry of Labour and Employment, women make up less than 30% of India's formal workforce, with even fewer participation in high-paying technical fields. However, the landscape is changing. Government initiatives like **Skill India Mission and Beti Bachao, Beti Padhao** aim to bridge this gap by encouraging more women to pursue technical careers.

Why This Matters:



Increased Representation: Women in technical roles inspire the next generation and challenge gender norms.



Enhanced Innovation: Diverse teams bring fresh perspectives that lead to better problem-solving.

3.2 Economic Empowerment and Financial Independence

When women gain technical skills, they gain control over their futures. Skilled women have access to:



Higher Salaries: Technical roles often pay significantly more than unskilled work.



Job Security: Vocational education provides skills that are in high demand.



Opportunities for Leadership: Women with technical expertise often advance to supervisory or managerial positions.



Fact: According to the **National Skill Development Corporation (NSDC)**, women who undergo skill development training experience a **35-40% increase in income** within the first year of employment.

4. Recognized Skill Development Programs for Women

The Government of India, through initiatives like **Skill India Mission** and **NSDC**, offer a variety of recognized courses for women in technical fields. These programs are aligned with the **National Skills Qualification Framework (NSQF)**, ensuring nationwide recognition and employability.

Here's a quick overview of available pathways:

4.1 ITI (Industrial Training Institutes) and ITC (Industrial Training Centers)

ITIs and ITCs offer vocational training that focuses on practical, hands-on skills in technical and non-technical fields. The courses are certified by the **National Council for Vocational Training (NCVT)** or the **State Council for Vocational Training (SCVT)**.

Popular ITI Courses for Women:



Electrician: Installation and maintenance of electrical systems.



Computer Operator and Programming Assistant (COPA):

Basic programming, software applications, and office management.



Electronics Mechanic: Repair and maintenance of electronic equipment.



Fashion Design and Technology: Garment production and quality control.

Duration: 1-2 years

Eligibility: Minimum Class 10 or Class 12, depending on the trade.

4.2 Polytechnic and Diploma Programs

Polytechnics offer AICTE-approved diploma programs that provide in-depth technical knowledge in specialized fields. These programs typically last for 3 years and prepare women for technical roles in industries such as IT, manufacturing, and fashion.

Popular Diploma Courses for Women:


- **Diploma in Computer Science and Engineering:** Software development and IT management.
- **Diploma in Electronics and Communication Engineering:** Design and maintenance of communication systems.
- **Diploma in Fashion Design and Garment Technology:** Advanced garment construction and textile technology.

Duration: 3 years

Eligibility: Minimum Class 10 or Class 12.

Key Takeaways

- Skill development empowers women by bridging the gender gap, ensuring financial independence, and creating diverse career opportunities.
- Recognized courses through ITIs, polytechnics, and NSQF-aligned programs provide industry-ready skills.
- Tamil Nadu and Maharashtra lead the way in promoting skill development for women, offering extensive resources and pathways for growth.



**SECTION 2:
EXPLORING YOUR
OPPORTUNITIES IN SKILL
DEVELOPMENT AND
VOCATIONAL EDUCATION**

EXPLORING YOUR OPPORTUNITIES IN SKILL DEVELOPMENT AND VOCATIONAL EDUCATION

1. Why Exploring Career Opportunities Matters

Choosing the right career is not just about finding a job. It is about identifying a path that aligns with your strengths, interests, and long-term goals. For women entering technical fields, this decision can feel overwhelming, but with the right information, you can make a confident choice.

India's skill development programs offer structured, government-approved pathways that lead to secure, well-paying careers. As industries grow and technology advances, new opportunities are emerging for women in fields that were once considered out of reach. These careers provide not only financial independence but also respect, stability, and the chance to make a meaningful impact.

2. How to Choose the Right Course for You

Choosing the right course is a critical step that depends on your strengths, interests, and future goals. A structured approach can help you make an informed decision.



Step 1: Identify Your Strengths

Identify what you are naturally good at. Are you good at solving problems? Do you enjoy working with technology or helping others? Identifying your strengths helps you align your skills with the right career path.

- If you enjoy working with technology and solving problems, consider courses in electronics, computer operations, or IT.
- If you have strong communication skills and empathy, explore roles in healthcare or customer service.
- If you are detail-oriented and enjoy working with your hands, consider careers in fashion design or construction.



Step 2: Explore Your Interests

Think about the type of work that excites and motivates you. Are you drawn to creative work, like designing clothes? Do you prefer practical, hands-on tasks like repairing machines?

- If you enjoy creative work, explore diploma programs in fashion design or garment technology.
- If you prefer practical tasks, consider ITI courses in mechanics, electronics, or fitting.
- If you are interested in helping others, explore certification programs in healthcare or wellness.



Step 3: Consider Your Long-Term Goals

Where do you see yourself in five or ten years? Do you want to climb the career ladder, start your own business, or gain financial security through a stable job?

- If you aim for long-term career growth, a diploma course can provide a strong technical foundation.
- If you want to start working quickly and explore business opportunities, short-term certification programs may be a better fit.

Key Takeaways

- Women can access diverse career paths through government-recognized ITI, diploma, and NSQF-aligned programs.
- ITIs and polytechnics offer a strong foundation in technical fields, while short-term NSQF courses provide a quicker entry into the workforce.
- Choosing the right path involves assessing strengths, exploring career options, and considering long-term goals.
- Emerging sectors such as renewable energy, IT, and healthcare provide new opportunities where women can excel.



SECTION 3: GETTING STARTED – ADMISSION, ENROLLMENT, AND FINANCIAL SUPPORT

GETTING STARTED – ADMISSION, ENROLLMENT, AND FINANCIAL SUPPORT

1. Why Getting Started the Right Way Matters

Starting your career journey through skill development is exciting, but it's equally important to carefully navigate the admission and enrollment process. Choosing the right course is only the beginning. Understanding the eligibility criteria, application procedures, and available financial support will help ensure that your journey is smooth and successful.

This section provides a step-by-step guide to help women make informed decisions and complete the necessary formalities without confusion.

2. Eligibility Criteria for Different Programs

2.1 ITI and ITC Admission Requirements

Qualification: Class 10 for most trades; some require Class 12.

Age Limit: 14 to 40 years (varies by state and course).

Duration: 1 to 2 years.

Additional Requirements: Basic literacy and numeracy. Some trades may have entrance tests/interviews.

2.2 Polytechnic and Diploma Requirements

Qualification: Class 10 or 12 with 35–50% aggregate (varies by course and state).

Age Limit: 15 to 30 years.

Duration: 3 years with theory and practical training.

Additional Requirements: Lateral entry for Class 12 candidates may require entrance exams.

2.3 NSQF-Aligned Short-Term Course Requirements

Qualification: Class 8 to 12, depending on course.

Age Limit: 18 to 35 years.

Duration: 3 to 6 months.

Additional Requirements: Basic literacy/numeracy may be required. No prior experience needed.

3. Admission and Enrollment Guide



Step 1: Choose the Right Course

Explore government-approved courses based on duration, career outcomes, and industry demand.

Websites:

- NCVT MIS – ITI programs
- AICTE – Polytechnic and diploma courses
- Skill India Portal – NSQF short-term courses



Step 2: Check Eligibility and Prepare Documents

Prepare documents, including:

- Class 10/12 mark sheets
- Aadhaar card or voter ID
- Passport-sized photos
- Income certificate (for scholarships or financial aid)



Step 3: Apply for Admission

- **ITI and Polytechnic:** Apply online through state technical education portals. Some programs require entrance tests or counseling.
- **NSQF Short-Term Courses:** Apply via Skill India Portal or with training providers. No entrance test is typically required.



Step 4: Attend Counseling/Orientation

- **ITI and Polytechnic:** Attend counseling for seat allocation.
- **NSQF Programs:** Orientation conducted before training.



Step 5: Confirm Admission and Pay Fees

- Confirm admission and submit fees/documents within the timeline.
- Government-funded programs often provide free training.
- Keep copies of all submitted documents for reference.

4. Financial Assistance and Scholarships for Women

The Government of India offers financial support to encourage women to pursue technical careers through skill training and vocational education.

4.1 Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

- **Objective:** Free skill training and certification in high-demand sectors.
- **Eligibility:** Women aged 18 to 35 years with at least Class 8 education.
- **Support:** Covers course fees, materials, and post-placement support for 6 months.
- **Application:** Apply via Skill India Portal or recognized training providers.

4.2 Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)

- **Objective:** Skill training with placement-linked support for rural women.
- **Eligibility:** Rural women aged 18 to 35 years with at least Class 8 education.
- **Support:** Covers course fees, accommodation, and post-placement tracking for 12 months.
- **Application:** Apply through DDU-GKY Portal or local training centers.

4.3 National Urban Livelihoods Mission (NULM)

- **Objective:** Skill training and self-employment support for urban women.
- **Eligibility:** Urban women with at least Class 8 education.
- **Support:** Covers course fees and offers financial assistance for entrepreneurship.
- **Application:** Apply through the NULM Portal or local livelihood centers.

4.4 Scholarships for Polytechnic and Diploma Programs

- **Objective:** Support women pursuing technical diploma programs.
- **Eligibility:** Based on merit or financial need, especially for economically disadvantaged women.
- **Support:** Covers tuition, books, and living expenses.
- **Application:** Apply through respective state government education portals.

5. Special Benefits and Incentives for Women

To encourage women to pursue technical careers, additional incentives are provided under many government schemes. These include:



Stipends for Women Trainees: Financial support during the training period.



Post-Placement Support: Assistance with relocation and adjustment after securing a job.



Mentorship and Counseling: Career guidance and counseling to ensure long-term success.

Key Takeaways

- Understanding eligibility criteria and application procedures is essential for a smooth admission process.
- Women can choose from ITI, diploma, and NSQF-aligned certification programs depending on their career goals.
- Financial assistance and scholarships are available under government schemes like PMKVY, DDU-GKY, and NULM.
- Additional benefits such as stipends, post-placement support, and mentorship encourage women to pursue careers in technical fields.



SECTION 4:
THRIVING AS A WOMAN IN
TECHNICAL FIELDS

THRIVING AS A WOMAN IN TECHNICAL FIELDS

Women entering technical careers in India face unique challenges that require preparation, resilience, and continuous learning. Success in these fields is not just about mastering technical skills but also about navigating workplace dynamics, overcoming biases, and staying relevant through lifelong learning. This section offers strategies to help women thrive by understanding workplace expectations, building confidence, handling challenges, and embracing continuous learning.

1. Understanding Workplace Expectations

Succeeding in a technical role requires adapting to workplace culture and maintaining professionalism. Women who are aware of these expectations integrate smoothly into their environments.

Key Workplace Expectations:



Punctuality and Discipline: Timeliness and adherence to schedules.



Willingness to Learn: Adaptability and openness to new tasks and processes.



Professionalism and Respect: Positive collaboration with team members.



Tip: Observing and understanding workplace norms helps build trust and establish a positive reputation.

2. Overcoming Gender Bias and Building Confidence

Despite progress, gender biases and stereotypes persist in many technical fields. Women may encounter doubts about their competence, limited access to leadership roles, and isolation in male-dominated environments.

Common Biases Faced:



Questioning Technical Competence: Assumptions that women lack expertise in technical areas.



Limited Leadership Opportunities: Fewer chances for promotions or supervisory roles.



Tokenism and Isolation: Being the only woman in a team, leading to feelings of exclusion.

Strategies to Overcome Bias:



Demonstrate Competence: Consistently deliver high-quality work and volunteer for challenging projects.



Challenge Stereotypes: Address inappropriate assumptions confidently and promote conversations about diversity.



Seek Mentorship and Allies: Build connections with mentors and allies who advocate for gender inclusivity.



Tip: Document achievements and share them during performance evaluations to highlight your contributions.

3. Handling Workplace Challenges Effectively

Navigating challenges effectively builds resilience and confidence. Common workplace challenges include adapting to evolving technologies, managing work-life balance, and handling constructive feedback.

Strategies for Success:



Stay Committed to Lifelong Learning: Regularly update skills to stay competitive.



Seek Support from Peers and Mentors: Engage with networks that provide guidance and encouragement.



Manage Work-Life Balance Proactively: Define boundaries between work and personal life to avoid burnout.



Tip: Focus on long-term career goals to stay motivated and overcome obstacles.

4. Building Confidence and Self-Advocacy

Confidence and self-advocacy are essential for career growth. Women who confidently showcase their expertise and advocate for themselves are more likely to advance in their careers.

Developing Self-Confidence:



Master Your Skills: Continuously upgrade technical knowledge and pursue advanced certifications.



Celebrate Achievements: Maintain a record of accomplishments to showcase progress and build confidence.



Practice Assertive Communication: Speak up confidently in discussions and meetings.

Advocating for Yourself and Others:



Highlight Contributions: Share accomplishments with supervisors to ensure recognition.



Negotiate Fairly: Research industry standards and advocate for fair pay and promotions.



Mentor and Support Women: Guide and empower other women entering technical fields.

5. Leveraging Digital Platforms for Continued Learning

Continuous learning is essential for long-term career growth. Women can use digital platforms to stay updated with industry trends, explore career shifts, and enhance their expertise.

Top Digital Learning Platforms:

- Skill India Portal: NSQF-aligned certifications.
- National Digital Literacy Mission (NDLM): Basic digital skills and cybersecurity.
- SWAYAM and NPTEL: Free courses in technical and vocational fields.
- Coursera, Udemy, and edX: Advanced courses in specialized subjects.

Importance of Continuous Skill Development:



Staying Relevant: Keeps technical knowledge current and industry-relevant.



Exploring New Opportunities: Opens doors to career shifts and promotions.



Enhancing Professional Growth: Builds confidence and fosters long-term success.



Tip: Allocate dedicated time for learning and explore certifications that align with future career goals.



**SECTION 5:
GENDER-SPECIFIC SUPPORT
FOR SUCCESS IN TECHNICAL
CAREERS**

GENDER-SPECIFIC SUPPORT FOR SUCCESS IN TECHNICAL CAREERS

1. Why Gender-Specific Support Matters

Women entering technical and vocational fields in India often face unique challenges that require targeted strategies for success. While industries are gradually becoming more inclusive, deep-rooted gender norms, stereotypes, and biases still pose obstacles for women aspiring to excel in technical careers.

Addressing these challenges requires:



Building Confidence: Overcoming self-doubt and claiming space in male-dominated environments.



Challenging Gender Stereotypes: Proving that technical skills and leadership are not defined by gender.



Ensuring Safety and Respect: Navigating workplace cultures and protecting against harassment.



Balancing Career and Family: Managing work-life balance without compromising career aspirations.

This section provides actionable insights and strategies to help women navigate these challenges effectively.

2. Overcoming Gender Bias and Stereotypes

Despite growing opportunities for women in technical fields, societal perceptions often reinforce the belief that certain roles are better suited for men. Overcoming these stereotypes requires a combination of skill mastery, confidence, and advocacy.

2.1 Identifying Common Gender Biases

Women in technical and vocational roles may encounter various forms of gender bias, such as:



Questioning of Technical Competence: Assumptions that women lack the expertise required for technical tasks.



Limited Access to Leadership Roles: Fewer opportunities to advance to supervisory or managerial positions.



Tokenism and Isolation: Being the only woman in a team or department, which can lead to feelings of isolation.

2.2 Strategies to Overcome Bias

Prove Your Competence Through Action:

- Demonstrate your technical expertise by taking on complex tasks and volunteering for challenging projects.
- Consistently deliver high-quality work to establish yourself as a reliable and skilled professional.

Challenge Stereotypes Proactively:

- Address inappropriate comments or assumptions with confidence.
- Educate colleagues about the value of gender diversity and the importance of creating an inclusive work environment.

Seek Support from Allies:

- Identify male and female colleagues who advocate for gender equality and encourage them to amplify your contributions.
- Build alliances with peers who can support you in navigating challenging situations.

3. Building Confidence and Self-Advocacy

Confidence is a key factor that helps women excel in technical roles and claim their space in male-dominated industries. Self-advocacy ensures that women's voices are heard and their achievements recognized.

3.1 Developing Self-Confidence in Technical Fields

Master Your Skills:

- Continuously upgrade your technical knowledge to stay ahead in your field.
- Enroll in advanced certifications or online courses to build expertise and confidence.

Celebrate Your Achievements:

- Keep a record of your accomplishments, including projects completed, certifications earned, and feedback received.
- Use this documentation to showcase your skills and contributions during performance evaluations.

Practice Assertive Communication:

- Speak up confidently during meetings and discussions.
- Learn to articulate your ideas clearly and advocate for yourself without hesitation.

3.2 Advocating for Yourself and Others

Highlight Your Contributions:

- Document and communicate your achievements to supervisors and colleagues.
- Request regular feedback to understand areas for improvement and highlight your growth.

Negotiate Fairly:

- Advocate for fair pay and promotions based on your skills and experience.
- Research industry standards to ensure that you receive compensation that reflects your expertise.

Mentor and Support Other Women:

- Offer guidance and mentorship to junior women entering the field.
- Create a supportive environment where women feel empowered to pursue technical careers.

4. Ensuring Safety and Respect in the Workplace

A safe and respectful workplace is essential for women to thrive in technical fields. Understanding legal protections and reporting mechanisms empowers women to safeguard their rights and well-being.

4.1 Understanding Workplace Protections

Women in India are protected by various laws designed to ensure safety and equality in the workplace.

Key Legal Provisions:

- **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act):**
 - » Mandates the formation of an Internal Complaints Committee (ICC) in organizations with 10 or more employees.
 - » Ensures prompt and confidential handling of harassment complaints.
- **Equal Remuneration Act, 1976:**
 - » Prohibits gender-based wage discrimination and ensures equal pay for equal work.
- **Factories Act, 1948:**
 - » Mandates safe working conditions and welfare measures for women in manufacturing environments.

4.2 Reporting Mechanisms and Redressal Options

Women facing harassment, discrimination, or unsafe work conditions should be aware of reporting procedures and support services.

Steps to Report Harassment:

- **Approach the Internal Complaints Committee (ICC):**
 - » Report incidents of harassment to the ICC established in your workplace.
 - » ICCs are required to resolve complaints within 90 days while maintaining confidentiality.
- **Escalate to the Local Complaints Committee (LCC):**
 - » If an organization does not have an ICC, complaints can be submitted to the district-level LCC.
- **File a Complaint with the National Commission for Women (NCW):**
 - » Women can seek assistance from the NCW by filing a complaint through the online portal.

4.3 Promoting a Safe and Inclusive Workplace

Advocate for Zero-Tolerance Policies:

- Encourage your organization to adopt and enforce zero-tolerance policies against harassment and discrimination.
- Promote regular awareness programs on gender sensitivity and workplace safety.

Participate in Gender Sensitization Workshops:

- Engage in workshops that promote gender sensitivity and inclusion.
- Educate colleagues about creating respectful and diverse workplaces.

5. Balancing Career and Family Responsibilities

For many women, balancing professional aspirations with family commitments remains a significant challenge. Managing work-life balance effectively allows women to pursue successful careers without compromising personal responsibilities.

5.1 Time Management and Prioritization

Set Clear Priorities:

- Identify critical tasks and focus on high-impact activities.
- Use tools like task lists, calendars, and time management apps to stay organized.

Batch Similar Tasks:

- Group similar tasks together to improve efficiency and save time.
- Allocate specific time slots for work, family, and self-care.

Delegate and Share Responsibilities:

- Engage family members in household responsibilities to create a supportive home environment.
- Seek assistance with caregiving or childcare when managing work demands.

5.2 Using Maternity and Family-Friendly Policies

Government policies and workplace initiatives support women in balancing career and family responsibilities.

Key Policies Supporting Women:

- **Maternity Benefit Act, 1961:**
 - » Provides 26 weeks of paid maternity leave for women in the formal workforce.
 - » Allows for work-from-home arrangements after the maternity leave period.
- **Childcare Support Initiatives:**
 - » Certain workplaces provide crèche facilities for working mothers.
 - » Look for Anganwadi support near you
 - » Companies may offer flexible working hours or remote work options to support work-life balance.

5.3 Creating a Sustainable Work-Life Balance**Define Boundaries:**

- Set clear boundaries between work and personal time to prevent burnout.
- Communicate these boundaries with your family and employer to ensure understanding.

Prioritize Self-Care:

- Make time for activities that promote physical and mental well-being.
- Practice mindfulness, exercise regularly, and maintain a healthy routine.

Seek Professional Support:

- If managing multiple responsibilities becomes overwhelming, seek guidance from counselors, mentors, or career coaches.

6. Creating a Strong Network of Mentors and Allies

A robust support network helps women thrive in technical fields by providing mentorship, guidance, and emotional support. Building connections with mentors, peers, and advocates opens doors to new opportunities and fosters long-term growth.

6.1 Importance of Mentorship in Technical Fields

Why Mentorship Matters:

- Provides career guidance and skill development insights.
- Helps women navigate workplace challenges and gender dynamics.
- Builds confidence and encourages goal setting.

How to Find the Right Mentor:



Seek Mentors Within Your Industry: Connect with senior women professionals who have successfully navigated similar challenges.



Join Mentorship Programs: Participate in industry-sponsored mentorship initiatives that support women in technical fields.



Engage with Alumni Networks: Leverage connections from your training institute to find mentors and role models.

6.2 Leveraging Peer Networks and Professional Associations

Peer networks and professional associations create platforms for women to exchange knowledge, share experiences, and build lasting relationships.

Top Industry Networks for Women:

- **FICCI Ladies Organization (FLO):** Empowers women entrepreneurs and professionals through mentorship and networking.
- **CII Indian Women Network (IWN):** Supports women in leadership through skill development and industry exposure.
- **NASSCOM Women in Tech (WiT):** Promotes gender diversity in the IT and technology sector.

Key Takeaways

- Overcoming gender biases and stereotypes requires confidence, skill mastery, and proactive advocacy.
- Self-advocacy and assertive communication help women claim space and build visibility in technical fields.
- Awareness of workplace protections and reporting mechanisms ensures safety and respect.
- Managing work-life balance through effective time management and family support fosters long-term success.
- Building a strong network of mentors, allies, and peer connections empowers women to thrive in male-dominated industries.



**SECTION 6:
ADVANCING TO LEADERSHIP
AND CREATING IMPACT**

ADVANCING TO LEADERSHIP AND CREATING IMPACT

Women in technical fields who advance into leadership roles not only achieve personal success but also inspire future generations, redefine workplace cultures, and promote diversity. This section outlines strategies to develop leadership skills, overcome barriers, pursue higher education, and create inclusive work environments.

1. Importance of Leadership and Career Growth

Leadership for women in technical fields promotes:



Greater Representation in Decision-Making: Ensuring diverse perspectives shape policies.



Mentorship and Role Modeling: Inspiring younger women to excel.



Inclusive Work Environments: Fostering respectful and gender-sensitive cultures.

Advancing to leadership enables women to drive lasting industry change and mentor the next generation.

2. Developing Leadership Skills

Leadership is not defined by titles but by the ability to influence and inspire change. Women in technical fields can cultivate leadership skills through strategic decision-making, communication, and problem-solving.

2.1 Core Leadership Skills



Strategic Decision-Making: Analyze complex situations and make informed decisions.



Communication and Negotiation: Present ideas effectively and advocate for resources.



Problem-Solving and Innovation: Address challenges with solution-oriented thinking.



Team Building and Collaboration: Empower diverse teams and foster knowledge-sharing.



Emotional Intelligence: Manage relationships with empathy and understanding.

2.2 Building Leadership Confidence



Lead Projects: Take ownership of technical initiatives.



Engage in Industry Forums: Share insights to build a reputation as a thought leader.



Mentor Junior Colleagues: Guide and support aspiring women professionals.



Explore Cross-Functional Roles: Broaden expertise by collaborating across departments.

2.3 Overcoming Barriers to Leadership



Pursue Certifications: Enhance expertise through leadership and technical programs.



Challenge Gender Bias: Demonstrate results to break stereotypes.



Build Networks: Connect with mentors and professional communities for guidance.

3. Pursuing Higher Education and Certifications

Higher education and specialized certifications enhance career prospects and prepare women for leadership roles.

3.1 Pathways After Vocational Training

- **Diploma to Degree (D2D):** Enroll in B.Tech/BE programs after completing a diploma.
- **Lateral Entry for ITI Graduates:** Pursue diploma programs for career advancement.
- **B.Voc (Bachelor of Vocation):** Gain industry-aligned skill-based education.
- **Postgraduate Diplomas/MBA:** Specialize in project management, operations, or technology.

3.2 Industry-Aligned Certifications

- **Project Management Professional (PMP):** Project leadership and management.
- **Six Sigma Certification:** Process improvement and quality management.
- **CISSP Certification:** Leadership in cybersecurity.
- **AI/ML Certification:** Expertise in emerging technologies.
- **Renewable Energy Certifications:** Knowledge in sustainable technologies.

4. Advocating for Gender-Inclusive Workplaces

Women in leadership roles drive inclusivity by promoting gender-sensitive policies, mentoring women, and addressing unconscious biases.

4.1 Promoting Inclusive Leadership

- **Gender-Neutral Hiring Practices:** Advocate for unbiased recruitment processes.
- **Family-Friendly Policies:** Support flexible work arrangements and maternity leave.
- **Equal Pay and Promotions:** Push for transparency in compensation structures.

4.2 Mentoring and Sponsoring Women

- **Formal Mentorship Programs:** Guide women on career growth and skill development.
- **Peer Learning Networks:** Create spaces for knowledge-sharing and collaboration.
- **Inspire Women in Non-Traditional Fields:** Share success stories to encourage participation.

4.3 Engaging Male Allies

- **Educate and Raise Awareness:** Promote gender sensitivity and diversity.
- **Encourage Allyship:** Empower male colleagues to advocate for inclusivity.
- **Recognize Inclusive Leadership:** Acknowledge leaders who promote diversity.

5. Leveraging Digital Platforms for Growth

Digital platforms empower women to build professional networks, access resources, and stay informed about industry trends.

5.1 Top Platforms for Women in Technical Fields

- **LinkedIn:** Build professional profiles and connect with industry leaders.
<https://www.linkedin.com/>
- **HerKey (formerly JobsForHer):** Access career resources and mentorship programs.
<https://www.herkey.com/>

- **SHEROES:** Join a community of women professionals and entrepreneurs.
<https://www.sheroes.com/>
- **Coursera/edX:** Enroll in specialized online courses.
<https://www.coursera.org/>
- **Skill India Platform:** Explore NSQF-aligned certification programs.
<https://www.skillindiadigital.gov.in/>

5.2 Participating in Virtual Events

Virtual conferences, webinars, and industry panels offer knowledge-sharing and networking opportunities.

Benefits:

- **Knowledge Expansion:** Stay updated on industry trends.
- **Networking Opportunities:** Connect with mentors and peers.
- **Visibility and Recognition:** Establish industry expertise.

Key Takeaways

- **Develop Core Leadership Skills:** Confidence, communication, and decision-making are essential.
- **Pursue Certifications and Higher Education:** Enhance expertise and credibility.
- **Mentor and Inspire Future Leaders:** Create a culture of growth and inclusivity.
- **Advocate for Gender Diversity:** Promote policies that support work-life balance and equal opportunities.
- **Leverage Digital Platforms for Networking:** Build visibility and engage in continuous learning.

Women who embrace these strategies not only advance their careers but also contribute to shaping more equitable and inclusive technical industries.



**SECTION 7:
CONCLUSION – SHAPING A
FUTURE OF POSSIBILITIES FOR
WOMEN IN TECHNICAL FIELDS**

CONCLUSION - SHAPING A FUTURE OF POSSIBILITIES FOR WOMEN IN TECHNICAL FIELDS

Women in India are at the forefront of a transformative movement where skill development and vocational education are unlocking new pathways for economic independence, leadership, and social change. As more women enter technical fields, they not only gain access to high-demand career opportunities but also become catalysts for creating a more inclusive and diverse workforce.

1. This manual has provided a comprehensive guide to:

- **Exploring Career Options and Skill Pathways:** Understanding the various technical programs available, including ITI, polytechnic, and NSQF-aligned certification programs.
- **Gaining Technical and Soft Skills for Success:** Building a strong foundation in technical expertise, communication, and problem-solving to excel in the workplace.
- **Navigating Gender-Specific Challenges:** Addressing biases, ensuring safety, and advocating for equal opportunities in traditionally male-dominated sectors.
- **Creating Impact Through Leadership and Advocacy:** Empowering women to take on leadership roles, mentor future generations, and drive policy change for gender inclusivity.

Building Sustainable Networks and Alliances: Establishing professional communities that support peer learning, collaboration, and collective growth.

2. Empowering Women to Lead and Inspire Change

Women who enter and excel in technical fields not only redefine gender norms but also serve as role models for the next generation. By advocating for inclusive policies, mentoring young professionals, and fostering a culture of continuous learning, they create ripples of change that extend beyond their own careers.

Long-term impact includes:

- **Increased Representation in Technical Fields:** Greater diversity in leadership roles, decision-making processes, and industry innovations.
- **Economic Empowerment and Financial Security:** Higher income levels and improved livelihoods for women and their families.
- **Stronger Communities and Social Impact:** Women who succeed in technical fields often invest back into their communities, creating a positive cycle of growth and development.

3. The Journey Ahead: Taking Action and Inspiring Progress

Success in technical fields is not just about acquiring skills—it is about taking bold steps toward shaping the future. Women equipped with technical expertise and leadership capabilities are positioned to:

- **Advocate for Systemic Change:** Influence policies that promote gender equity and workplace safety.
- **Mentor and Inspire Future Generations:** Guide young women in exploring technical careers and breaking barriers.
- **Lead Innovation and Sustainable Growth:** Contribute to emerging sectors like renewable energy, digital technologies, and green practices.

The future belongs to those who are ready to learn, lead, and create positive change. As women in India embrace skill development and technical education, they are not just transforming their own lives—they are shaping a brighter, more inclusive future for generations to come.

4. Final Call to Action:

- **Start Your Journey:** Explore skill development programs and choose a pathway that aligns with your goals.
- **Embrace Continuous Learning:** Upgrade your skills and stay future-ready in an evolving job market.
- **Support and Empower Others:** Mentor young women and advocate for gender-inclusive workplaces.
- **Build a Legacy of Impact:** Lead with confidence, inspire change, and create lasting empowerment.

By taking these steps, women can move beyond limitations, realize their full potential, and create a legacy of empowerment that transforms India's technical landscape. The journey begins now—**step forward and shape a future where every woman thrives.**

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NOTES



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Implementing Partners



About Stellantis

Stellantis, one of the world's leading automotive manufacturers, is at the forefront of innovation in sustainable mobility, including electric and hybrid vehicle technologies. As a committed industry partner of **Project INSPIRE**, Stellantis supports the mission to bridge India's skills gap by empowering youth with future-ready competencies in emerging sectors. Through this collaboration, Stellantis is helping build a workforce aligned with the automotive industry's transition toward cleaner, greener, and more advanced technologies.



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ASSIST (Asia Society for Social Improvement and Sustainable Transformation) is an self-sustaining international non-profit organization committed to promoting sustainable development and social impact through innovation, capacity-building, and collaboration. Founded in the Philippines with strong roots in India, ASSIST partners with the private sector, government, and civil society to co-create inclusive, future-ready solutions that drive lasting change.




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