



*Ministry of cooperatives  
Labour and Social Welfare*



*Iran Technical and Vocational  
Training Organization*

Deputy of training  
Plan and curriculums office

# Competency Training standard

## Title

**Developing Your Leadership Voice for  
Presence and Impact**

**Occupational group  
Information Technology**

**International code**

2513-53-136-1

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**Revision Process:**

- Scientific content
- According to market
- Equipment
- Tools

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## **Definitions:**

### **Job standard:**

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes “The Occupational standard”

### **Training standard:**

The Training Map for achieving the Job’s subset Competencies.

### **Job title:**

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

### **Job description:**

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job’s relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

### **Course duration:**

The minimum of time which is required to achieve the training objects.

### **Admission requirements:**

The minimum of competencies and abilities which are obligatory for a potential admission.

### **Evaluation:**

The process of collecting evidence and judgment about whether a competency is achieved or not.

Include: written examination, practical examination

### **Required Qualifications for Trainers:**

The minimum of Trainer’s technical and vocational abilities which the trainer is required to have.

### **Competency:**

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

### **Skill:**

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

### **Attitude:**

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

### **Safety:**

The cases which doing or not doing something can cause harm or accident

### **Environmental Consideration:**

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

**competency title:****Developing Your Leadership Voice for Presence and Impact****competency description:**

You learn to develop your authentic leadership voice and the confidence to lead in daily situations and during periods of change. You also learn techniques for engaging, inspiring and motivating others; handling challenging conversations; and achieving greater success. Apply core management skills and techniques to deliver results.

- Adopt a strategic process and a framework for leading change.
- Communicate effectively to successfully implement change.
- Apply a strategic approach to communication and planning.
- Inspire and motivate others to support change.
- Skillfully handle challenging situations.
- Evaluating your current personal communication areas for growth.
- Discovering personal factors that affect communications outcomes.
- Practicing organizational change stories to connect with stakeholders.
- Crafting effective messages.
- Evaluating stakeholders to customize your communications strategy.
- Identifying best practices to lead and sustain change.

minimum degree of education: Computer or IT related Bachelor  
 minimum physical and mental ability: Working with computer  
 prerequisite skills: - - -

**Course duration:**

*Course Duration : 28 Hours*

*-Theoretical: 12 Hours*

*-Practical: 16 Hours*

*-Apprenticeship: ... Hours*

*-Project: ... Hours*

**Evaluation : (%)**

**Written:25%**

**Practical:65%**

**Work ethics:10%**

**Required Qualifications for Trainers:**

Computer or IT related Bachelor with 2 years' experience

**competency training standard**

**tasks**

	<b>Title</b>
1	Introduction and Overview
2	Uncovering the Leader in You
3	Applying Leadership Objectives
4	Refining Your Personal Communication
5	Sustaining Your Change Initiative
6	Progressing From Theory to Practice

Training standard  
Contents analysis form

<b>Title:</b>	time			
	theoretical	practical	total	
Introduction and Overview				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:  -Communicating as the key to leadership. -Reviewing key communication skills. -Inspiring change. -Building a model for leadership communications.				
Attitude:				
Speed and accuracy in doing the right thing				
Health & Safety:				
Compliance with safety protection in the workplace				
Environmental Consideration:				
Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b>	time			
	theoretical	practical	total	
Uncovering the Leader in You				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill:				
-Looking in the mirror.				
-The Persuasive Leader.				
-The Honest Leader.				
Attitude:				
Speed and accuracy in doing the right thing				
Health & Safety:				
Compliance with safety protection in the workplace				
Environmental Consideration:				
Compliance with environmental protection				



Training standard  
Contents analysis form

Title:	time			
	theoretical	practical	total	
Applying Leadership Objectives				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b>  - Communicating to achieve results. -Developing communication outcomes. -Improving your political game.				
<b>Attitude:</b>  Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b>  Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b>  Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b> Refining Your Personal Communication	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill:  - Employing nonverbal skills for greater impact. -Crafting compelling messages. -Exploring communication styles. -Rallying your team.				
Attitude:  Speed and accuracy in doing the right thing				
Health & Safety:  Compliance with safety protection in the workplace				
Environmental Consideration:  Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b> Sustaining Your Change Initiative	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b>  - Triggering change is just the beginning. -Dealing with difficult conversations.				
<b>Attitude:</b>  Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b>  Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b>  Compliance with environmental protection				

Training standard  
Contents analysis form

<b>Title:</b> Progressing From Theory to Practice	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
<b>Knowledge and Skill:</b>  - Identifying your personal target. -Building a campaign. -Clarifying your short- and long-term priorities. -Combining tactics to maximize presence and impact. -Encouraging others to take action -Transferring your skills from class to workplace.				
<b>Attitude:</b>  Speed and accuracy in doing the right thing				
<b>Health &amp; Safety:</b>  Compliance with safety protection in the workplace				
<b>Environmental Consideration:</b>  Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software...) form

\*Required quantity for each 16 Trainees