



*Ministry of cooperatives
Labour and Social Welfare*



*Iran Technical and Vocational
Training Organization*

Deputy of training
Plan and curriculums office

Competency Training standard

Title

Management Skills

Occupational group

Information Technology

International code

2512-53-103-1

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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:**Management Skills****competency description:**

You gain the key skills, best practices and behaviors of effective managers — leadership, delegation, motivation, communication and vision — as well as powerful techniques for getting the best from people. You build a blueprint for personal success using proven management models.

- Apply core management skills and techniques to deliver results
- Enhance leadership ability by developing emotional intelligence
- Communicate with, motivate and empower your team
- Delegate work to individuals and teams
- Develop a management vision for success
- Developing a strategy to motivate your team
- Scripting and applying your delegation approach
- Mapping stakeholder environment to analyze interdependencies
- Enhancing your management style with EI
- Affecting behavior with appropriate measures
- Designing effective feedback techniques

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

Course duration:

Course Duration : 42 Hours
-Theoretical: 12 Hours
-Practical: 30 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

	Title
1	Setting the stage for great management
2	Applying a model for management excellence
3	Managing with emotional intelligence (ei)
4	Motivating individuals for performance
5	The art of delegation
6	Achieving goals through people
7	A proactive approach to managing performance

Training standard
Contents analysis form

Title:	time			
	theoretical	practical	total	
Setting the stage for great management				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipments ,tools, materials ,books
Knowledge and Skill:				
-Best practices of contemporary management.				
-Identifying stakeholder needs.				
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: Applying a model for management excellence	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: -Importance of management identity. -What kind of manager do you want to be?.				
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	
Managing with Emotional Intelligence (EI)				
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Five characteristics of the effective manager. - Applying emotional intelligence day to day.				
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: Motivating Individuals for Performance	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Recognizing key motivators. - Matching motivators to individual expectations.				
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: The Art of Delegation	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Fostering commitment through effective delegation. - Getting the job done: task and process.				
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: Achieving Goals through People	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Agreeing on clear expectations. - Amplifying individual contributions through synergistic teamwork. - Helping your team work more productively.				
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: A Proactive Approach to Managing Performance	time			
	theoretical	practical	total	
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Enabling and supporting excellent performance. - Effectively managing workplace disruption.				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

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

*Required quantity for each 16 Trainees