SKILLSLAB
Training Provider

EVENT BROCHURE

Performance Management and Accountability for Leaders

Upcoming Training Event

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Skillslab Training Provider
Skills for Tomorrow's World

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Course Description

Course Overview

The **Performance Management and Accountability for Leaders** course is a comprehensive, theory-driven leadership development program designed to equip new and emerging managers with a clear, structured understanding of how to manage performance and build accountability within their teams. The course focuses on the leadership principles, frameworks, and decision logic that enable managers to set expectations, monitor results, and reinforce responsibility in a consistent and fair manner.

For first-time managers, performance management is often one of the most challenging aspects of leadership. Many new leaders struggle to balance people management with results delivery, particularly when accountability conversations are unclear or uncomfortable. This **leadership training for new managers** provides practical clarity on how performance management supports trust, engagement, and sustainable results, creating immediate value in the workplace by improving alignment, transparency, and execution.

Key Outcomes

By the end of this program, participants will be able to:

- By the end of this program, participants will be able to explain the principles of effective performance management and leadership accountability
- By the end of this program, participants will be able to define clear performance expectations for teams and individuals
- By the end of this program, participants will be able to distinguish between responsibility, accountability, and authority
- By the end of this program, participants will be able to apply structured approaches to monitoring and reviewing performance
- By the end of this program, participants will be able to conduct objective and fair performance discussions

- By the end of this program, participants will be able to recognize common performance management mistakes made by new managers
- By the end of this program, participants will be able to address underperformance using a constructive leadership approach
- By the end of this program, participants will be able to reinforce accountability without damaging motivation or trust
- By the end of this program, participants will be able to align individual performance with team and organizational goals
- By the end of this program, participants will be able to demonstrate stronger leadership confidence in managing results

Who Should Attend

This **new manager leadership course** is suitable for professionals who are responsible for managing people, performance, and outcomes, including:

- First-time managers and newly promoted leaders
- Supervisors and assistant managers
- Team leaders and unit heads
- High-potential employees preparing for leadership roles
- Professionals transitioning from technical or specialist roles into management
- Employees in operations, administration, human resources, finance, and project teams
- Managers seeking structured **management skills training** related to performance and accountability

Prerequisites: No prerequisites. Basic experience in a supervisory or managerial role is recommended.

Course Outline by Modules

The course is delivered over **five days**, with each day focusing on a core element of performance management and leadership accountability.

Day 1: Foundations of Performance Management for Leaders

- The purpose of performance management in modern organizations
- The leader's role in driving performance and results
- Linking performance management to organizational strategy
- Accountability as a leadership responsibility, not a control mechanism
- Common challenges faced by first-time managers

Day 2: Setting Expectations and Defining Accountability

- Translating organizational goals into team expectations
- Defining clear roles, responsibilities, and outcomes
- Understanding ownership and accountability at work
- Avoiding ambiguity in performance expectations
- Building fairness and consistency in goal setting

Day 3: Monitoring Performance and Providing Feedback

- Structured approaches to tracking performance
- Using objective indicators to assess results
- The role of feedback in performance improvement
- Timing and frequency of performance discussions
- Managing difficult conversations with professionalism

Day 4: Managing Underperformance and Reinforcing Standards

- Identifying early signs of underperformance
- Root causes of performance gaps
- Leadership approaches to corrective action
- Maintaining motivation while enforcing standards
- Documentation and consistency in performance decisions

Day 5: Sustaining Accountability and Performance Culture

- Embedding accountability into daily leadership behavior

- Aligning performance management with organizational values
- Encouraging ownership and self-accountability in teams
- Reviewing outcomes and learning from performance results
- Personal leadership action plan for performance management

Methodology

This **leadership fundamentals course** is delivered using a primarily theoretical and structured learning approach. The program emphasizes leadership concepts, performance management frameworks, and accountability models through instructor-led explanations and guided discussions. Simplified cases and short examples are used to illustrate concepts without relying on intensive workshops or role-playing exercises. Interaction is balanced between individual reflection and light group discussions to reinforce understanding while respecting the knowledge-based nature of the course. Training materials include summary sheets, a comprehensive workbook, simple performance templates, and a practical leadership toolkit for post-course reference. Minimal pre-work or optional follow-up support may be provided upon request only.

Assessment & ROI

Assessment during the course is conducted within the sessions through short quizzes, guided questions, recap checks, and facilitated discussions. These methods ensure participants understand core concepts and can articulate how they apply to real managerial situations.
Measurement of return on investment is typically conducted by the client organization using internal systems such as key performance indicators, manager evaluations, performance reviews, and leadership behavior assessments. **Internal measurement is managed by the client organization and is outside the scope of our delivery.** Optional follow-up or reinforcement sessions may be arranged upon request.

Instructor Profile

Instructor assignment depends on the delivery date and city. We work with a global pool of trainers. Please contact us to confirm the most suitable available instructor for this course based on schedule and location.

Conclusion

The **Performance Management and Accountability for Leaders** program equips first-time managers, supervisors, and team leaders with the knowledge and confidence needed to manage performance effectively and reinforce accountability in a fair and consistent manner. As a focused **first-time manager training** and **supervisor leadership program**, it strengthens leadership capability, improves results, and supports a culture of ownership and transparency. The course can be delivered onsite, online, or in a blended format, with flexible duration options. Participants receive a **certificate of completion**, demonstrating their commitment to leadership development. Contact us to tailor this program to your organization's performance goals and management framework.

Contact Us

To secure your place or request further information about this event, please contact us:

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