



SLT People Leadership Toolkit

Short, practical sessions to help senior leaders manage people, performance, culture and change with confidence.

A focused extension of retained HR support

These sessions are not designed to be a generic training catalogue. They are grouped around the core people responsibilities that sit with senior leaders: leading well, managing performance, handling employee issues, creating inclusive cultures and leading through change.

How the sessions work

- **Focused and practical:** usually around one hour, with selected topics expanded into longer workshops where deeper discussion, case studies or exercises would add value.
- **Tailored to each client:** content can reflect the client's structure, policies, culture and live people priorities.
- **Built for SLTs:** designed to increase leadership confidence, commercial awareness and consistency in people decisions.
- **Flexible delivery:** individual modules, a short pathway, or a blended programme across several months.

The five focused areas

1. Leading People Well	2. Managing Performance and Accountability
Building confidence in everyday leadership, conversations, communication and trust.	Helping leaders set standards, review progress and address underperformance consistently.
3. Handling Employee Relations Confidently	4. Creating Inclusive and Supportive Workplaces
Supporting fair, consistent decisions when sensitive people issues arise.	Helping leaders create a culture where people feel respected, supported and able to perform.
5. Leading Through Change and Growth	Recommended Pathways
Equipping SLTs to lead change, protect engagement and support growth.	Clients can choose individual sessions or ask us to recommend a focused pathway based on current business need.

Short SLT Training Modules

A practical menu of people leadership sessions, grouped by business need rather than topic overload.

Leading People Well	Focus	Typical length
New Manager / SLT Essentials	Setting expectations, boundaries, delegation, feedback and early confidence.	1-2 hrs
Giving and Receiving Feedback	Practical techniques for clear, constructive and timely feedback.	1 hr
Difficult Conversations	Preparing, structuring and closing challenging conversations well.	1-2 hrs
Coaching and Developing People	Using better questions to build ownership, learning and accountability.	1 hr
Leadership and Management Skills	The difference between leading and managing, and when each is needed.	1-2 hrs
Building Trust and Strong Working Relationships	Strengthening credibility, communication and team dynamics.	1 hr

Managing Performance and Accountability	Focus	Typical length
Performance Management	Managing standards, evidence, follow-up and fairness in day-to-day performance.	1-2 hrs
Probation Reviews	Making probation purposeful, consistent and legally safer.	1 hr
Appraisals / PDR Conversations	Making reviews meaningful, honest and development-focused.	1-2 hrs
Capability Management	Understanding capability, support, expectations and next steps.	1-2 hrs
Human vs Financial KPIs	Balancing commercial measures with people, culture and behaviour indicators.	1 hr
Succession Planning and Talent Development	Identifying future capability and reducing key-person risk.	1-2 hrs

Handling Employee Relations Confidently	Focus	Typical length
Employee Relations Best Practice	Helping leaders know when to act, record, escalate and seek support.	1-2 hrs
Disciplinary and Grievance Essentials	Understanding fair process, consistency and common risks.	1-2 hrs
Workplace Investigations	Planning, questioning, evidence, notes and fair conclusions.	2-3.5 hrs
Absence Management	Return-to-work conversations, patterns, support and business impact.	1-2 hrs
Mental Health Conversations	Opening supportive conversations and knowing when to signpost or escalate.	1-2 hrs
DSAR Awareness for Managers	Recognising DSARs and understanding practical data-handling responsibilities.	1 hr
Recruitment and Interview Skills	Consistent questioning, fair scoring and avoiding common hiring risks.	1-2 hrs



Short SLT Training Modules continued

Creating Inclusive and Supportive Workplaces	Focus	Typical length
Equality, Diversity and Inclusion	Understanding fair treatment, bias and everyday inclusive leadership.	1-2 hrs
Sexual Harassment Prevention	Manager responsibilities, early action and creating safer workplaces.	1 hr
Reasonable Adjustments and Disability Confidence	Identifying barriers, practical adjustments and supportive conversations.	1 hr
Menopause and Neurodiversity Awareness	Building understanding and confidence to support individual needs.	1-2 hrs
Flexible Working and Family Friendly Rights	Balancing statutory rights, consistency and operational impact.	1 hr
Creating an Inclusive Workplace	Moving inclusion from policy to behaviour and team culture.	1-2 hrs

Leading Through Change and Growth	Focus	Typical length
Managing Through Business Change	Helping leaders communicate change and support teams through uncertainty.	1-2 hrs
Change Management for Leaders	Leading alignment, engagement and practical adoption.	1-2 hrs
Engagement and Retention	Understanding why good people stay and what leaders can influence.	1-2 hrs
Managing Hybrid and Remote Teams	Communication, trust, performance and connection across working patterns.	1 hr
Onboarding and Induction Best Practice	Creating a confident, consistent start for new employees.	1 hr
Conflict Resolution	Recognising tension early and resolving issues constructively.	1-2 hrs

Suggested pathways

Client need	Recommended pathway
New or inexperienced SLT	New Manager / SLT Essentials, Difficult Conversations, Feedback, Performance Management
Performance or accountability concerns	Performance Management, Appraisals / PDRs, Capability Management, Human vs Financial KPIs
Increasing ER issues	Employee Relations Best Practice, Disciplinary and Grievance Essentials, Workplace Investigations
Absence, wellbeing or support needs	Absence Management, Mental Health Conversations, Reasonable Adjustments and Disability Confidence
Growth, restructure or cultural change	Change Management for Leaders, Engagement and Retention, Succession Planning
Culture and inclusion focus	EDI, Sexual Harassment Prevention, Menopause and Neurodiversity Awareness

To discuss a tailored pathway for your SLT, contact The Affable Partnership Ltd.