



ATLANTIC CONSULTANTS

WORKFORCE GRANT OFFERINGS

TO HELP YOUR COMPANY GROW AND
RETAIN MANAGERS, LEADERS AND
AN ENGAGED WORKFORCE

The biggest challenge for companies in 2023 is to attract, engage and retain top talent.

Research has shown that the [Gallup poll](#) is still correct in what engages employees. People join companies but leave managers. You will note that almost every one of the factors is connected to a leader's ability to communicate, inspire, and constructively address challenges. That's exactly the skills our workshops teach.

If you want to keep your workforce engaged it's important to develop the skills in managers and leaders to do that

Atlantic Consultants is here to help.

As experts in leadership our programs are geared to develop and strengthen management and leadership skills. Geared for the professional, each program has a format that is highly interactive, skill building and has a supplemental coaching lab.

And to make it affordable for you to get top tier training for low-cost investment. we have partnered with the [Massachusetts WorkForce Training Fund Express](#)

Most of the workshop training through the Workforce Grant will cost you between 20% and 50% of a typical training investment.

We would love to talk with you more about the options we have created to attract, train, and retrain an engaged workforce. We can even help you apply if you like.

See our varied options below and let's discuss what is right for your managers and leaders ASAP so you can attract and retain the talent you need to grow your business.

Approved Course Offerings through Workforce Training Fund Express

Color coded key

Leadership Skills
Management Skills
Communication Skills
Meeting Management Skills
Self-Management Skills

Stress and Time Management for Managers and Leaders

Workshop goal:	Participants will learn to identify stress makers/busters, and amygdala hijack and to develop a repertoire of stress preventors and stress buster strategies including: <ul style="list-style-type: none">• Meditation• Positive mindset• Proactive habits• Time management.
Workshop Time:	<i>Appropriate for both managers and leaders.</i> (1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$7,500
Estimated cost to you with Work Force Grant:	\$100 - \$3750

Emotional Intelligence for Leaders/Managers: Self and Relationship Management Skills

Workshop goal:	Participants will learn: Tools to understand and develop strategies for increasing your emotional intelligence including: <ul style="list-style-type: none">• Self-Awareness• Self- Management• Relationship-Awareness• Relationship Management. <i>Pework: EA Assessment free with the book, <u>Emotional Intelligence 2.0 Bradberry and Greaves</u> Appropriate for seasoned managers or leaders.</i>
Workshop Time:	(2) 4-hour workshops
Lab time:	4 total hours; 2 hours per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$14,200
Estimated cost to you with Work Force Grant:	\$100 - \$7100

Communication Skills

Workshop goal:	Participants will learn: <ul style="list-style-type: none">• Body language, tone, words• How to Send a clear Message• How to Listen Actively:<ul style="list-style-type: none">○ 6 Step model (FLAIRS)• How to give Constructive Feedback:<ul style="list-style-type: none">○ 6 Step model (SPAIRS) <i>Appropriate for managers</i>
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$7,500
Estimated cost to you with Work Force Grant:	\$100 - \$3750

How To Have Courageous Conversations

Workshop goal:	Participants will learn the skills and confidence to address large impact issues like: <ul style="list-style-type: none">• Values• Culture• Customer satisfaction• Product delivery• Engagement Teams avoid difficult conversations because they do not have the skills to manage them.
Workshop Time:	<i>Appropriate for seasoned leaders</i> (1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$7,500
Estimated cost to you with Work Force Grant:	\$100 - \$3750

How To Create and Manage Effective Meetings

Workshop goal:	Participants will learn the tools to create and manage effective meetings by acquiring the skills to: <ul style="list-style-type: none">• Plan an agenda• Deliver, facilitate, and follow up assigned roles so that meetings are more engaging and productive.
Workshop Time:	<i>Appropriate for new or seasoned managers.</i> (1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$7,500
Estimated cost to you with Work Force Grant:	\$100 - \$3750

Essential Management Skills for New Managers to Create Engagement

Workshop goal:	Participants will learn the different skills that are needed to create employee engagement. <ul style="list-style-type: none">• Understanding 12 elements of engagement• Committing to a mindset/role model of a manager who cares• Asking powerful Questions to evoke engagement. <i>Appropriate for managers and leaders</i>
Workshop Time:	(1) 3-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$5750
Estimated cost to you with Work Force Grant:	\$100 - \$2900

How To Create & Manage Effective Meetings & Courageous Conversations for Managers

Workshop goal:	Participants will learn the different skills are needed to facilitate 2 kinds of meetings: <ul style="list-style-type: none">• Task/information/accountability meetings• Culture/values engagement/customer changing meetings. This course will breakdown: <ul style="list-style-type: none">• The why and the how to facilitate these 2 very different meeting types.• Identify why courageous conversations are valuable to a workplace.• Identify the impact when these are avoided. The course will teach how to create a mindset and structure to enable them. <i>Appropriate for seasoned managers</i>
Workshop Time:	(2) 4-hour workshops
Lab time:	4 total hours; 2 hours per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$14,200
Estimated cost to you with Work Force Grant:	\$100 - \$7100

DISC Understanding Yourself and Others

Workshop goal:

Participants will learn how to identify their own and others' strengths and challenges with each unique personality and communication style. Teams will learn how the composite team style impacts company results; culture; communication etc.

Topics include:

- Identifying and understanding each style.
- Learning how to modify your style to positively impact communication and address conflict.
- How do the collective styles of our leadership team impact culture?
 - Driving Results Culture
 - Innovative Fun culture
 - Collaborative Team culture
 - Analytic Detail Culture

All participants must have a DISC WOL Assessment (\$550 per person, 10 people maximum). Course cost will vary based on the number of participants.

Appropriate for managers or leaders

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-10 people

Cost without WorkForce Grant:

\$7,500

Cost of DISC Assessments (10 people)

\$5,500

Total Cost without the Workforce Grant:

\$13,000

Estimated cost to you with Work Force Grant:

\$100 - \$6500



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What is a Leader?

Workshop goal:

Participants will learn:

- How to Identify your Leadership Style,
- Strengths and Challenges
- Incorporate your leadership vision, values, and missions to create a more compelling leadership presence.

Appropriate for leaders

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$7,500

Estimated cost to you with Work Force Grant:

\$100 - \$3750

Leading Change

Workshop goal:

Participants will learn:

- Why Change Fails
- Creating best practices in driving and creating change
- How to develop the key strategies of
- Alignment
- Execution
- Reassurance

Appropriate for leaders

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$7,500

Estimated cost to you with Work Force Grant:

\$100 - \$3750



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Managing Change

Workshop goal:

Participants will learn how to:

- Manage their reports and their Reaction to Change
- Understanding the role of resistance in change
- Understanding Alignment and Communication necessary to drive change.
- Align your department to the overall Strategic Plan
- Helping people adapt to change.

Appropriate for managers

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$7,500

Estimated cost to you with Work Force Grant:

\$100 - \$3750

Managing Others

Workshop goal

Participants will learn how to:

- Set Expectations
- Give Feedback
- Give Recognition
- Implement strategies to leverage the 12 Factors
- Improve their Emotional Intelligence

Appropriate for managers

Workshop Time:

(2) 4-hour workshops

Lab time:

4 total hours; 2 hours per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$14,200

Estimated cost to you with Work Force Grant:

\$100 - \$7100



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Management Stages to Develop Employees (Situational Leadership)

Workshop goal:	Participants will learn how to use the 4 quadrants of Situational Leadership to customize their management to each of the 4 stages of development in employees from new employees to seasoned ones and when to use which style. <i>Appropriate for managers.</i>
Workshop Time:	(2) 4-hour workshops
Lab time:	4 total hours; 2 hours per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$14,200
Estimated cost to you with Work Force Grant:	\$100 - \$7100

Management: How to Build a High-Performance Team

Workshop goal:	Participants will learn: <ul style="list-style-type: none">• Characteristics of a high performing team• Five dysfunctions of a team• Understanding unique contribution of each team member• Understanding key communication challenges and styles within a team• Understand how to leverage Diversity: understanding challenges and opportunity• Understand how to Create a culture of collaboration• Create a team mission, vision, values, and goals (S.M.A.R.T. goals) <i>Appropriate for managers</i>
Workshop Time:	(2) 4-hour workshops
Lab time:	4 total hours; 2 hours per cohort of 5-8 people
Class size:	6-16 people
Cost without WorkForce Grant:	\$14,200
Estimated cost to you with Work Force Grant:	\$100 - \$7100

Newest Courses

Coaching Skills for Leaders: Strategic Communication to Create Engagement

Workshop goal:

Participants will learn:

- How can we communicate and engage people in our vision, mission, values and goals
- What can we do to maximize the 12 Elements of Engagement
- How we can Challenge / Coach people to create engagement
- How we can Hold People Accountable with Constructive Feedback (SPAIRS)
- What do we do as leaders to navigate or derail success.

Appropriate for leaders

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$7,500

Estimated cost to you with Work Force Grant:

\$100 - \$3750

Coaching Skills for Leaders: Creating Engagement

Workshop goal:

Participants will learn:

- The Role of leader in Creating Engagement
- Emotional Intelligence for greater impact
- How to work with Personality Styles
- How to ask Powerful Questions to create engagement.
- How to Listen Deeply

Appropriate for leaders

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$7,500

Estimated cost to you with Work Force Grant:

\$100 - \$3750



Coaching Skills for Leaders: Creating your Leadership Strategic Plan

Workshop goal:

Participants will learn:

- How to set their Leadership Strategic Plan
- How to articulate Mission, vision, values
- How to Create Leadership SMART Goals
- How to Challenge Assumptions
- How to Identify Blind spots
- How to hold themselves and each other accountable
- Action Planning

Appropriate for leaders

Workshop Time:

(1) 4-hour workshop

Lab time:

2 total hours; 1 hour per cohort of 5-8 people

Class size:

6-16 people

Cost without WorkForce Grant:

\$7,500

Estimated cost to you with Work Force Grant:

\$100 - \$3750



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Essential Management Skills for Managers: Communication Skills for Managers

Workshop goal:	Participants will learn: <ul style="list-style-type: none">• Setting expectations• Sending a clear message• Listening to Concerns• Giving Constructive Feedback with a call to Action <i>Appropriate for leaders</i>
Workshop Time:	(1) 2-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-20 people
Cost without WorkForce Grant:	\$4,200
Estimated cost to you with Work Force Grant:	\$100 - \$2400

Essential Management Skills for Managers: Creating Employee Engagement

Workshop goal:	Participants will learn: <ul style="list-style-type: none">• Understanding 12 elements of engagement• Demonstrating and committing to mindset/role model/ behavior and habits of a manager who creates engagement. <i>Appropriate for leaders</i>
Workshop Time:	(1) 2-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-20 people
Cost without WorkForce Grant:	\$4,200
Estimated cost to you with Work Force Grant:	\$100 - \$2400

Addendum

The 12 Elements of Great Managing

To identify the elements of worker engagement, Gallup conducted many thousands of interviews in all kinds of organizations, at all levels, in most industries, and in many countries. These 12 statements – the Gallup Q¹² – emerged from Gallup's pioneering research as those that best predict employee and workgroup performance.

1. I know what is expected of me at work.
2. I have the materials and equipment I need to do my work right.
3. At work, I have the opportunity to do what I do best every day.
4. In the last seven days, I have received recognition or praise for doing good work.
5. My supervisor, or someone at work, seems to care about me as a person.
6. There is someone at work who encourages my development.
7. At work, my opinions seem to count.
8. The mission or purpose of my company makes me feel my job is important.
9. My associates or fellow employees are committed to doing quality work.
10. I have a best friend at work.
11. In the last six months, someone at work has talked to me about my progress.
12. This last year, I have had opportunities at work to learn and grow.

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Training Grant Application Process

Let us do the work for you.

By providing Atlantic Consultants with company information, we can take care of the entire process for you.

Here is the cycle of the Grant application.



We will walk you through the entire process and take care of all the details so you can focus on training.

Investment for Application Assistance: **\$100**

Eligibility Requirements

Program Guidelines

- Companies of under 100 MA employees may apply.
- Only organizations that contribute to the Workforce Training Fund are eligible to take part in WTFP grant programs. (Please Note: All private, for-profit employers that are required to contribute to the Unemployment Insurance Trust Fund in Massachusetts contribute to the Workforce Training Fund as do some non-profits. Non-profits that select the [contributory method](#) to finance Unemployment Insurance are eligible. Non-profits that select the [reimbursable method](#) are paying a discounted rate that does not include a contribution to the WTFP and therefore are not eligible. No federal, state or local government entities contribute and therefore are not eligible to take part in any grant-funded training.)
- A copy of a [Certificate of Good Standing from the Massachusetts Department of Revenue](#) that is less than 6 months old must be provided by applicants prior to being considered for a grant. In the case of a consortium application, any company with employees to be trained must also provide the certificate before an application will be considered.
- Applicants must also be in full compliance with all obligations to the Department of Unemployment Assistance, Department of Industrial Accidents, and any other obligations to the Commonwealth of Massachusetts.
- Applicants or their training providers who have been debarred from doing business with the Commonwealth of Massachusetts or the Federal Government are not eligible to participate in Workforce Training Fund Programs.
- Companies must be in operation, with employees, long enough to have at least two full years of financial statements available for review to be considered for a grant.
- Grant funds are limited to \$20,000 per company per calendar year and \$3,000 per employee per course.
- All trainees must be full-time or part-time payroll employees of the company receiving an Express Program grant and must be employed in Massachusetts. (Trainees are not required to live in Massachusetts.)
- Contractors or employees of other firms (e.g., temps) are not eligible to participate in grant-funded training.
- Eligible employers are encouraged to apply at any time for funding that is right sized to their current needs. Companies with 100 or fewer employees working in Massachusetts may apply and receive more than one Express Program grant at a time, up to a total of \$20,000 in new grant funds per calendar year.



About Us

Since 1982, **our mission** has been to help leaders and their companies reach their highest aspirations by providing coaching, training, and facilitation. For more than 40 years, Atlantic Consultants has specialized in the growth and sustainability of businesses both large and small by creating an internal corporate culture focused on leadership, organizational excellence, engagement, and customer focus. Our services have produced award-winning results, fostering the development of emerging and established leaders as well as their respective teams, enabling our clients to reach the next stage of their success.

Bonni Carson DiMatteo, CMC, MS, Co-Founder, President



Bonni Carson DiMatteo is co-founder and president of Atlantic Consultants. As a speaker, trainer, coach, consultant, entrepreneur, and family business owner she has worked with family-owned businesses, entrepreneurs, Fortune 500 executives, and mid-sized businesses for over 40 years. She specializes in helping leaders and companies navigate each stage of the entrepreneurial life cycle through leadership and organizational development, strategic, succession and exit planning.

Bonni DiMatteo's expertise as a coach, consultant, speaker and trainer helps businesses and business leaders set and accomplish goals, manage change, enhance communication within a company, and unify the company toward a common vision and mission.

Valerie Vigoda, Senior Consultant



Valerie Vigoda is a leadership trainer and business coach. With over 25 years of experience as a leader and an educator, Valerie works with organizations in several industries including health care, manufacturing, and education. She helps leaders to engage their team members in ways that maximize their effectiveness, productivity, and fulfillment.

Valerie travels the country speaking on the topic of leadership development to over 5,000 people per year. She is known for her upbeat engaging and interactive style of presenting. Her most popular workshop topics include: How to Deal with Difficult People, Qualities of a Great Leader, Teambuilding and Coaching, Communicate with Tact and Diplomacy.

Lorri Lofvers, Management Consultant



Lorri is an enthusiastic mentor, trainer, role model and coach for leaders and teams. An excellent communicator, facilitator and leader, she is goal-driven and brings a wealth of experience and tools for guiding and developing managers and meeting organizational needs.

A versatile manager, Lorri has over 25 years' experience leading business and systems change projects, defining and implementing strategy, improving processes, introducing new methods, and increasing organizational effectiveness. Her work spans financial services, healthcare, education, manufacturing, retail, insurance, and nonprofits. With her extensive consulting background and internal product management, customer service, and operational leadership roles, Lorri readily relates to clients and champions their unique goals.



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