



Atlantic Consultants

Leading Your Company to Success

**Workforce Training Fund
Express Program**

Course List
Atlantic Consultants



WorkForce Training Fund Express Program Grant Qualifications

- **Companies of under 100 MA employees may apply.**
- **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 MA)**
- **More information can be found at [Commonwealth Corporation - Express Program Guidelines \(commcorp.org\)](http://commcorp.org)**



Workshop Pricing

Course Duration	Investment	
	w/out Workforce Grant	With Workforce Grant
3-Hour Workshop <i>with 1 hour Lab per cohort</i>	\$6,000	50%-100% covered
4-Hour Workshop <i>with 1 hour Lab per cohort</i>	\$7,500	50%-100% covered
(2) 4-Hour Workshops <i>with (2)1-hour Labs per cohort</i>	\$14,750	50%-100% covered



3-Hour Workshops *with 1-hour Lab per cohort*



Senior Managers

3-Hour Workshop with 1 hour Lab per cohort

Emotional Intelligence: Relationship Management Skills

Workshop goal:	<p><i>Emotional Intelligence impacts a leader’s ability to inspire following; create engagement; foster group norms by their ability to manage relationships positively.</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • Tools to understand and develop strategies for increasing your emotional intelligence relating to Relationship Management. • Create Proactive habits to implement learning <p>Pework: EA Assessment free with the book, "Emotional Intelligence 2.0" Bradberry and Greaves</p>
Workshop Time:	(1) 3-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Seasoned Managers

3-Hour Workshop
with 1 hour Lab per cohort

Emotional Intelligence: Self Management Skills

<p>Workshop goal:</p>	<p><i>Emotional Intelligence self management impacts a leader's ability to inspire following; create engagement; foster group norms by their ability to role model</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • Tools to understand and develop strategies for increasing your emotional intelligence relating to Self-Management. • To Create Proactive habits to implement learning <p>Pework: EA Assessment free with the book, "Emotional Intelligence 2.0" Bradberry and Greaves</p>
<p>Workshop Time:</p>	<p>(1) 3-hour workshop</p>
<p>Lab time:</p>	<p>2 total hours; 1 hour per cohort of 5-8 people</p>
<p>Class size:</p>	<p>6-16 people</p>



Senior Managers

3-Hour Workshop *with 1 hour Lab per cohort*

Essential Management & Communication Skills for Managers

Workshop goal:	<p><i>A leader's ability to communicate effectively impacts engagement and productivity.</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • How to Set Expectations with a clear message • How to Listen to Concerns • How to Give Constructive Feedback with a call to Action • How to Create Proactive habits to implement learning
Workshop Time:	(1) 3-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Leaders or Seasoned Managers

3-Hour Workshop
with 1 hour Lab per cohort

Coaching and Management Skills to Lead and Create Engagement

Workshop goal:	<p><i>Only 32% of employees are actively engaged. Disengagement impacts customer loyalty; profits employee productivity and retention</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • Understanding Gallops 12 elements of engagement • Implementing management skills and practices that create employee engagement. • Committing to a mindset/role model of a manager who evokes engagement
Workshop Time:	(1) 3-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Leaders

3-Hour Workshop
with 1 hour Lab per cohort

Coaching Skills for Leaders: Creating Engagement

Workshop goal:	<p><i>Only 30% of employees are engaged.</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • Understanding the 12 elements of engagement • The Role of leader in creating engagement • Identifying actions and habits to re-enforce engagement
Workshop Time:	(1) 3-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



4-Hour Workshops *with 1-hour Lab per cohort*



Managers

4-Hour Workshop *with 1 hour Lab per cohort*

Communication Skills for Managers

Workshop goal:	<p><i>Only 7% of U.S. workers strongly agree that communication is accurate, timely and open. Impact of poor Communication is low productivity and engagement.</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • Effective use of Body language, tone, words • Send a clear Message • Listen Actively <ul style="list-style-type: none"> • 6 Step model (FLAIRS) • Learn Constructive Feedback <ul style="list-style-type: none"> • 6 Step model (SPAIRS)
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Senior Managers

4-Hour Workshop
with 1 hour Lab per cohort

How To Create and Manage Effective Meetings

Workshop goal:	<p><i>Why do most people think meetings are a waste of time?</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • 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. • Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Senior Managers

4-Hour Workshop *with 1 hour Lab per cohort*

Managing Change

Workshop goal:	<p><i>Why do 70 % of change initiatives fail?</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • Managing 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. • Creating Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Leaders

4-Hour Workshop
with 1 hour Lab per cohort

How to Have Courageous Conversations

Workshop goal:	<p><i>Teams avoid difficult conversations because they do not have the skills to manage them.</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • The skills and confidence to address large impact issues like <ul style="list-style-type: none"> • Values • Culture • Customer satisfaction • Product delivery • Engagement • To Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Leaders

4-Hour Workshop
with 1 hour Lab per cohort

Leading Change

Workshop goal:	<p><i>Why do 70% of Change initiatives fail?</i></p> <p><u>Participants will learn how to:</u></p> <ul style="list-style-type: none"> • Utilize best practices in driving and creating change including: • Develop the key strategies of <ul style="list-style-type: none"> • Alignment • Execution • Reassurance • Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Leaders

4-Hour Workshop
with 1 hour Lab per cohort

Strategic Communication for Leader to Create Engagement

Workshop goal:	<p><i>Gallop finds that the most important communication of leaders and managers is creating clear expectations and direction.</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • Communicate and engage people in our vision, mission, values and goals. • Maximize the 12 Elements of Engagement. • Hold People Accountable for mastery of change • Constructive Feedback (SPAIRS) • Identify what communication navigates or derails engagement
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Leaders

4-Hour Workshop
with 1 hour Lab per cohort

**Coaching Skills for Leaders:
Creating your Leadership Strategic Plan**

Workshop goal:	<p><i>Leadership needs to be grounded in values a mission and a vision.</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • How to set your Leadership Strategic Plan • How to articulate Mission, vision, values • How to Create Leadership SMART Goals • How to set realistic milestones • Creating Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Senior Managers and Leaders

4-Hour Workshop
with 1 hour Lab per cohort

Stress Management for Managers and Leaders

Workshop goal:	<p><i>The biggest impact of stress is in productivity; quality and engagement.</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • To identify stress makers/busters, and amygdala hijack • 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. • To Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



Senior Managers and Leaders

4-Hour Workshop
with 1 hour Lab per cohort

Time Management for Managers and Leaders

Workshop goal:	<p><i>Most people defer to the urgent and important without proactively focusing on the important, but not urgent.</i></p> <p><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • The four quadrants of managing time • Strategies for maximizing quadrant 2 • Create Proactive habits to manage time more effectively. • To Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	2 total hours; 1 hour per cohort of 5-8 people
Class size:	6-16 people



(2) 4-Hour Workshops
with (2) 1-hour Labs per cohort



Seasoned Managers

(2) 4-Hour Workshops
with (2) 1-hour Labs per cohort

Management: How to Build a High-Performance Team

Workshop goal:	<p><i>Why do many teams lack cohesion productivity, collaboration?</i></p> <p><u>Participants will learn</u></p> <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) • Create Proactive habits to implement learning
Workshop Time:	(2) 4-hour workshops
Lab time:	4 total hours; 2 hours per cohort of 5-8 people
Class size:	6-16 people