



**Atlantic Consultants**

*Leading Your Company to Success*

**Workforce Training Fund  
Express Program**

**Course List 2025**  
*Atlantic Consultants*



# “Employees Join Companies, but Leave Managers”

John Maxwell, *Developing the Leader within You*

## Gallop Engagement Research tells us:

- Only 32% of employees are actively engaged.
- Disengagement impacts
  - *Customer loyalty*
  - *Profits*
  - *Employee Productivity*
  - *Retention*
  - *Quality*



*For over 40 years Atlantic Consultants has provided training and coaching to enable managers to create engagement. We look forward to helping your company.*



# Workshop Pricing

<b>Course Duration</b>	<b>Investment</b>	
	<b>w/out Workforce Grant</b>	<b>Saved with Workforce Grant</b>
<b>2-Hour Seminar</b>	<b>\$2,500</b>	<b>\$300 - \$600</b>
<b>3-Hour Workshop with 1 hour Lab per cohort</b>	<b>\$6,300</b>	<b>\$750-\$1,500</b>
<b>4-Hour Workshop with 1 hour Lab per cohort</b>	<b>\$7,500</b>	<b>\$900-\$1,800</b>
<b>(2) 4-Hour Workshops with (2)1-hour Labs per cohort</b>	<b>\$15,000</b>	<b>\$1,800-\$3,600</b>



# For Over 40 Years Our Customized Training has Helped Managers and Leaders Engage Their Staffs

- Understanding what motivates/de-motivates employees
- Having strong Emotional Intelligence to manage themselves as well as manage others
- Driving and managing change
- Keep people energized, productive and engaged by communicating effectively:
  - Listening
  - Giving Constructive Feedback
  - Setting Clear and Realistic expectations
  - Having Courageous Conversations



# WorkForce Training Fund Express Program Grant Qualifications

- Companies of under 100 MA employees may apply.
- Grant funds are limited to \$15,000 per company per calendar year.
- For employees to participate in the Express Programs trainees must be:
  - Full-time or part-time payroll employees of the company
  - 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)



# 2-Hour Virtual Seminars



## Communication Skills for Leaders and Managers

<p><b>Workshop goal:</b></p>	<p><i>Only 7% of U.S. workers strongly agree that communication is accurate, timely and open.</i></p> <p><i>Poor communication impacts productivity and engagement.</i></p> <p><i>This workshop will help you communicate effectively.</i></p> <p><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Effective use of body language, tone, words</li> <li>• How to send a clear message</li> <li>• How to listen actively             <ul style="list-style-type: none"> <li>• 6 Step model (FLAIRS)</li> </ul> </li> <li>• How to give constructive feedback             <ul style="list-style-type: none"> <li>• 6 Step model (SPAIRS)</li> </ul> </li> <li>• Create Proactive Habits for better communication</li> </ul>
<p><b>Seminar Time:</b></p>	<p>2-Hour Virtual Seminar</p>
<p><b>Class size:</b></p>	<p>10-30 people</p>



## 2-Hour Virtual Seminar

### Time Management for Managers and Leaders

<b>Workshop goal:</b>	<p><i>Poor time management impacts effective management of self and others.</i></p> <p><i>Most people defer to the urgent and important without proactively focusing on the important, but not urgent.</i></p> <p><i>This workshop will help you manage your time effectively.</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"><li>• The four quadrants of managing time</li><li>• Strategies for maximizing your highest priorities</li><li>• Strategies for preventing crisis that detour your time</li><li>• Create Proactive Habits to manage time more effectively.</li></ul>
<b>Seminar Time:</b>	2-Hour Virtual Seminar
<b>Class size:</b>	10-30 people





## How To Create and Manage Effective Meetings

<b>Workshop goal:</b>	<p><i>Ineffective meetings impact engagement and productivity. This workshop will help you create effective meetings.</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"><li>• The tools to create and manage effective meetings by acquiring the skills to:<ul style="list-style-type: none"><li>○ Plan an agenda</li><li>○ Keeping meeting upbeat and efficient</li><li>○ Deliver, facilitate, and follow up</li><li>○ Get feedback from participants</li></ul></li></ul>
<b>Seminar Time:</b>	2-Hour Virtual Seminar
<b>Class size:</b>	10-30 people



## Stress Management for Managers and Leaders

<b>Workshop goal:</b>	<p><i>The biggest impact of stress is in a manager's productivity and staff engagement.</i></p> <p><i>This workshop will help you manage your stress.</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"><li>• To identify stress makers/busters, and amygdala hijack</li><li>• To develop a repertoire of stress preventors and stress buster strategies including:<ul style="list-style-type: none"><li>○ Time management</li><li>○ Proactive stress prevention habits</li><li>○ Positive mindset</li></ul></li></ul>
<b>Seminar Time:</b>	2-Hour Virtual Seminar
<b>Class size:</b>	10-30 people



## 2-Hour Virtual Seminar

### How to Deal with Difficult People

<p><b>Workshop goal:</b></p>	<p><i>An ability to deal with difficult people creates confidence, enables higher productivity and engagement. This workshop will give you skills, tips and confidence for dealing with with difficult people with confidence.</i></p> <p><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Understand differing mindsets</li> <li>• When/how to address difficult conversations</li> <li>• Manage body language to set positive tone</li> <li>• How to ask powerful questions to engage in solutions</li> </ul>
<p><b>Seminar Time:</b></p>	<p>2-Hour Virtual Seminar</p>
<p><b>Class size:</b></p>	<p>10-30 people</p>



# **3-Hour Workshops** *with a Follow up 1-hour lab*

To help fine-tune learning  
Experiential Small Group  
*1 month post workshop*



# Seasoned Managers

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

## Emotional Intelligence: Self-Management Skills

<b>Workshop goal:</b>	<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><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"> <li>• Tools to understand and develop strategies for increasing your emotional intelligence relating to Self-Management.</li> <li>• To Create Proactive habits to implement learning</li> </ul> <p>Prework: EA Assessment free with the book, "Emotional Intelligence 2.0" Bradberry and Greaves</p>
<b>Workshop Time:</b>	(1) 3-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



# Senior Managers

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

## Emotional Intelligence: Relationship-Management Skills

<b>Workshop goal:</b>	<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><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"> <li>• Tools to understand and develop strategies for increasing your emotional intelligence relating to Relationship Management.</li> <li>• Create Proactive habits to implement learning</li> </ul> <p>Pework: EA Assessment free with the book, “Emotional Intelligence 2.0” Bradberry and Greaves</p>
<b>Workshop Time:</b>	(1) 3-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



# **4-Hour Workshops** *with a Follow up 1-hour lab*

To help fine-tune learning  
Experiential Small Group  
*1 month post workshop*



**Leaders**

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

**Coaching Skills for Leaders: Creating Engagement**

<b>Workshop goal:</b>	<p><i>Only 30% of employees are engaged.</i></p> <p><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Understanding the 12 elements of engagement</li> <li>• The Role of leader in creating engagement</li> <li>• Identifying actions and habits to re-enforce engagement</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	Follow up breakout group 2-4 weeks after workshop to help people fine tune learning 2 total hours-1 hour per cohort of 5-8 people.
<b>Class size:</b>	6-16 people





**Leaders**

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

**Strategic Communication for Leaders to Create Engagement**

<b>Workshop goal:</b>	<p><i>The most important communication skill of leaders and managers is creating clear expectations and direction.</i></p> <p><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Identify what communication navigates or derails engagement</li> <li>• Learn how to communicate strategically to master the 12 Elements of Engagement.</li> <li>• Learn proactive and reactive communication strategies</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



**Leaders**

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

**Strategic & Effective Communication with Customers**

<b>Workshop goal:</b>	<p><i>It cost 6x as much to find new customers than retain them.</i></p> <p><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Understand the mindset of the customer.</li> <li>• When/How to address difficult conversations with customers..</li> <li>• Manage body language to set positive tone</li> <li>• How to ask powerful questions to engage customers in solutions</li> <li>• How to get to a win/win solution.</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



**Leaders**

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

**Leading Change**

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



**Leaders**

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

**How to Have Courageous Conversations**

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



**Leaders**

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

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

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



## Leaders or Seasoned Managers

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

# Coaching and Management Skills to Lead and Create Engagement

<b>Workshop goal:</b>	<p><i>Only 32% of employees are actively engaged. Disengagement impacts customer loyalty; profits employee productivity and retention</i></p> <p><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Understanding Gallops 12 elements of engagement</li> <li>• Implementing management skills and practices that create employee engagement.</li> <li>• Committing to a mindset/role model of a manager who evokes engagement</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



# Senior Managers and Leaders

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

## Stress Management for Managers and Leaders

<b>Workshop goal:</b>	<p><i>The biggest impact of stress is in productivity; quality and engagement.</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"> <li>• To identify stress makers/busters, and amygdala hijack</li> <li>• To develop a repertoire of stress preventors and stress buster strategies including:             <ul style="list-style-type: none"> <li>○ Meditation</li> <li>○ Positive mindset</li> <li>○ Proactive habits</li> <li>○ Time management.</li> </ul> </li> <li>• Create Proactive Habits to implement learning</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



# Senior Managers and Leaders

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

## Time Management for Managers and Leaders

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





# Managers

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

### Communication Skills for Leaders and Managers

<b>Workshop goal:</b>	<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><b>Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Effective use of body language, tone, words</li> <li>• Send a clear message</li> <li>• Listen actively             <ul style="list-style-type: none"> <li>• 6 Step model (FLAIRS)</li> </ul> </li> <li>• Constructive feedback             <ul style="list-style-type: none"> <li>• 6 Step model (SPAIRS)</li> </ul> </li> <li>• Create Proactive Habits to implement learning</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



## Senior Managers

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

# How To Create and Manage Effective Meetings

<b>Workshop goal:</b>	<p><i>Why do most people think meetings are a waste of time?</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"> <li>• The tools to create and manage effective meetings by acquiring the skills to:             <ul style="list-style-type: none"> <li>○ Plan an agenda</li> <li>○ Deliver, facilitate, and follow up assigned roles so that meetings are more engaging and productive.</li> </ul> </li> <li>• Create Proactive Habits to implement learning</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



# Senior Managers

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

## Managing Change

<b>Workshop goal:</b>	<p><i>Why do 70% of change initiatives fail?</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"> <li>• How to effectively managing their reports and their reaction to change</li> <li>• Understand the role of resistance in change</li> <li>• Understand the alignment and communication necessary to drive change.</li> <li>• Align your department to the overall Strategic Plan</li> <li>• Help people adapt to change.</li> <li>• Create Proactive habits to implement learning</li> </ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>2 total hours-1 hour per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people



# **(2) 4-Hour Workshops** *with a Follow up 2-hour lab*

To help fine-tune learning  
Experiential Small Group  
*1 month post workshop*



## Seasoned Managers

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

### Management: How to Build a High-Performance Team

<b>Workshop goal:</b>	<p><i>Why do many teams lack cohesion, productivity, collaboration?</i></p> <p><b><u>Participants will learn</u></b></p> <ul style="list-style-type: none"> <li>• Characteristics of a high performing team</li> <li>• Five dysfunctions of a team</li> <li>• Understanding unique contribution of each team member</li> <li>• Understanding key communication challenges and styles within a team</li> <li>• Understand how to leverage Diversity: understanding challenges and opportunity</li> <li>• Understand how to Create a culture of collaboration</li> <li>• Create a team mission, vision, values, and goals (S.M.A.R.T. goals)</li> <li>• Create Proactive habits to implement learning</li> </ul>
<b>Workshop Time:</b>	(2) 4-hour workshops
<b>Lab time:</b>	<p>Follow up breakout group 2-4 weeks after workshop to help people fine tune learning</p> <p>4 total hours-2 hours per cohort of 5-8 people.</p>
<b>Class size:</b>	6-16 people