



**Atlantic Consultants**

*Leading Your Company to Success*

# **Training Workshops**

**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 Our Customized Coaching & Training To Help 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
- Leadership Presence

**We offer a wide range of trainings in both  
Virtual and In-Person formats.**



# 2-Hour Virtual Seminars



## 2-Hour Virtual Seminar

# Communication Skills for Leaders and Managers

<b>Seminar goal:</b>	<p><i>Only 7% of U.S. workers strongly agree that communication is accurate, timely and open. Poor communication impacts productivity and engagement.</i></p> <p><b><u>Participants will be introduced to:</u></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>• Steps for Listening Skills</li><li>• Steps for Effective feedback</li></ul>
<b>Seminar Time:</b>	2-Hour Virtual Seminar
<b>Class size:</b>	10-40 people



## 2-Hour Virtual Seminar

### Time Management for Managers and Leaders

<b>Seminar goal:</b>	<p><i>Poor time management impacts effective management of self and others. Most people defer to the urgent and important without proactively focusing on the important, but not urgent.</i></p> <p><b><u>Participants will be introduced to:</u></b></p> <ul style="list-style-type: none"><li>• The four quadrants of managing time</li><li>• Steps for maximizing your highest priorities</li><li>• Steps for preventing crisis that detour your time</li></ul>
<b>Seminar Time:</b>	2-Hour Virtual Seminar
<b>Class size:</b>	10-40 people



## 2-Hour Virtual Seminar

### 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 be introduced to:</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>	10-40 people



## 2-Hour Virtual Seminar

### Stress Management for Managers and Leaders

<b>Seminar goal:</b>	<p><i>The biggest impact of stress is in a manager's productivity and staff engagement.</i></p> <p><b><u>Participants will be introduced to:</u></b></p> <ul style="list-style-type: none"><li>• Identifying stress makers/busters, and amygdala hijack</li><li>• 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>	10-40 people





## 2-Hour Virtual Seminar

### How to Deal with Difficult People

<b>Seminar goal:</b>	<p><i>An ability to deal with difficult people creates confidence, enables higher productivity and engagement.</i></p> <p><b><u>Participants will be introduced to:</u></b></p> <ul style="list-style-type: none"><li>• Identifying differing mindsets</li><li>• When/how to address difficult conversations</li><li>• Managing body language to set positive tone</li><li>• How to ask powerful questions to engage in solutions</li></ul>
<b>Seminar Time:</b>	2-Hour Virtual Seminar
<b>Class size:</b>	10-40 people



# 3-Hour Workshops

*With a 1-hour Coaching Lab  
1 month post workshop*



## Seasoned Managers

**3-Hour Workshop**  
*1 Coaching Lab per cohort*

### Strategies for How to Deal with Difficult People

<b>Workshop goal:</b>	<p><i>An ability to deal with difficult people creates confidence, improved management skills and enables higher productivity and engagement.</i></p> <p><b><u>Participants will learn:</u></b></p> <ul style="list-style-type: none"><li>• Understand different difficult personality styles</li><li>• Understand how that can trigger your response</li><li>• Develop different strategies and action plans to address difficult people productively.</li><li>• Achieve better management competence by managing difficult people</li></ul>
<b>Workshop Time:</b>	(1) 3-hour workshop
<b>Coaching 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



## Seasoned Managers

**3-Hour Workshop**  
*1 Coaching Lab per cohort*

# Emotional Intelligence: Self-Management Skills

<b>Workshop goal:</b>	<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> <b><u>Participants will learn:</u></b> <ul style="list-style-type: none"><li>• Tools to understand and develop strategies for increasing your emotional intelligence relating to Self-Management.</li></ul> Pework: EA Assessment free with the book, "Emotional Intelligence 2.0" Bradberry and Greaves
<b>Workshop Time:</b>	(1) 3-hour workshop
<b>Coaching 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



## Senior Managers

## 3-Hour Workshop *1 Coaching 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></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>Coaching 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



# 4-Hour Workshops

*With a 1-hour Coaching Lab  
1 month post workshop*



## Leaders

**4-Hour Workshop**  
*1 Coaching Lab per cohort*

### Coaching Skills for Leaders: Creating Engagement

<b>Workshop goal:</b>	<i>Only 30% of employees are engaged.</i> <b><u>Participants will learn:</u></b> <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>Coaching 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

*1 Coaching 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><u>Participants will learn:</u></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>Coaching 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 *1 Coaching 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><u>Participants will learn:</u></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>Coaching 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

*1 Coaching 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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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 1 Coaching 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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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 *1 Coaching Lab per cohort*

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

<b>Workshop goal:</b>	<i>Leadership needs to be grounded in values a mission and a vision.</i> <b><u>Participants will learn:</u></b> <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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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 or Seasoned Managers

**4-Hour Workshop**  
*1 Coaching 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><u>Participants will learn:</u></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>Coaching 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



## Senior Managers and Leaders

**4-Hour Workshop**  
*1 Coaching 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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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



## Senior Managers and Leaders

**4-Hour Workshop**  
*1 Coaching 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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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

*1 Coaching 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><u>Participants will learn:</u></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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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





## Senior Managers

## 4-Hour Workshop *1 Coaching 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><li>○ Get feedback from participants</li></ul></li></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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



## 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></ul>
<b>Workshop Time:</b>	(1) 4-hour workshop
<b>Coaching 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



# 8-Hour (Full Day) Workshops

*With a 2-hour Coaching Lab  
1 month post workshop*



## Seasoned Managers

## 8-Hour (Full Day) Workshops

*2 Coaching 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></ul>
<b>Workshop Time:</b>	8-Hour (Full Day) workshop
<b>Coaching Lab time:</b>	Follow-up breakout group 2-4 weeks after workshop to help people fine tune learning 4 total hours-2 hours per cohort of 5-8 people.
<b>Class size:</b>	6-16 people



## Workshop Pricing

Course Duration	Investment
<b>2-Hour Virtual Seminar</b>	<b>\$2,500</b>
<b>3-Hour On site Workshop <i>with 1-hour Coaching Lab</i></b>	<b>\$6,300</b>
<b>4-Hour On site Workshop <i>with 1-hour Coaching Lab</i></b>	<b>\$7,500</b>
<b>All day 8 Hour On site Workshop <i>with 2-hour Coaching Lab</i></b>	<b>\$15,000</b>



# Elevate Your Leadership. Empower Your Team!



**Bonni DiMatteo**



**[bcd@atlanticconsultants.com](mailto:bcd@atlanticconsultants.com)**



**(781)552-9300**

**Contact us today to get started to  
achieve greater results  
tailored to your organization's goals.**