



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

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



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

Workshop goal:	<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>Participants will learn:</p> <ul style="list-style-type: none">• Effective use of 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)• Create Proactive Habits for better communication
Seminar Time:	2-Hour Virtual Seminar
Class size:	10-30 people



2-Hour Virtual Seminar

Time Management for Managers and Leaders

<p>Workshop goal:</p>	<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><u>Participants will learn:</u></p> <ul style="list-style-type: none"> • The four quadrants of managing time • Strategies for maximizing your highest priorities • Strategies for preventing crisis that detour your time • Create Proactive Habits to manage time more effectively.
<p>Seminar Time:</p>	<p>2-Hour Virtual Seminar</p>
<p>Class size:</p>	<p>10-30 people</p>



2-Hour Virtual Seminar

How To Create and Manage Effective Meetings

Workshop goal:	<p><i>Ineffective meetings impact engagement and productivity. This workshop will help you create effective meetings.</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○ Keeping meeting upbeat and efficient○ Deliver, facilitate, and follow up○ Get feedback from participants
Seminar Time:	2-Hour Virtual Seminar
Class size:	10-30 people



Stress Management for Managers and Leaders

Workshop goal:	<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><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">○ Time management○ Proactive stress prevention habits○ Positive mindset
Seminar Time:	2-Hour Virtual Seminar
Class size:	10-30 people



2-Hour Virtual Seminar

How to Deal with Difficult People

<p>Workshop goal:</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>Participants will learn:</p> <ul style="list-style-type: none"> • Understand differing mindsets • When/how to address difficult conversations • Manage body language to set positive tone • How to ask powerful questions to engage in solutions
<p>Seminar Time:</p>	<p>2-Hour Virtual Seminar</p>
<p>Class size:</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

Workshop goal:	<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>Prework: EA Assessment free with the book, "Emotional Intelligence 2.0" Bradberry and Greaves</p>
Workshop Time:	(1) 3-hour workshop
Lab time:	<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>
Class size:	6-16 people



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>Prework: EA Assessment free with the book, “Emotional Intelligence 2.0” Bradberry and Greaves</p>
Workshop Time:	(1) 3-hour workshop
Lab time:	<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>
Class size:	6-16 people



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

Strategies for How to Deal with Difficult People

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

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) 4-hour workshop
Lab time:	<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>
Class size:	6-16 people



Leaders

4-Hour Workshop
with 1 hour Lab per cohort

Strategic Communication for Leaders to Create Engagement

Workshop goal:	<p><i>The most important communication skill of leaders and managers is creating clear expectations and direction.</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • Identify what communication navigates or derails engagement • Learn how to communicate strategically to master the 12 Elements of Engagement. • Learn proactive and reactive communication strategies
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
Class size:	6-16 people



Leaders

4-Hour Workshop
with 1 hour Lab per cohort

Strategic & Effective Communication with Customers

Workshop goal:	<p><i>It cost 6x as much to find new customers than retain them.</i></p> <p>Participants will learn:</p> <ul style="list-style-type: none"> • Understand the mindset of the customer. • When/How to address difficult conversations with customers.. • Manage body language to set positive tone • How to ask powerful questions to engage customers in solutions • How to get to a win/win solution.
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
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:	<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>
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 • Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
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 • Create Proactive Habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
Class size:	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

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) 4-hour workshop
Lab time:	<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>
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. • Create Proactive Habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
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:	<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>
Class size:	6-16 people



Managers

4-Hour Workshop with 1 hour Lab per cohort

Communication Skills for Leaders and 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) • Constructive feedback <ul style="list-style-type: none"> • 6 Step model (SPAIRS) • Create Proactive Habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
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:	<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>
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"> • How to effectively managing their reports and their reaction to change • Understand the role of resistance in change • Understand the alignment and communication necessary to drive change. • Align your department to the overall Strategic Plan • Help people adapt to change. • Create Proactive habits to implement learning
Workshop Time:	(1) 4-hour workshop
Lab time:	<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>
Class size:	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

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:	<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>
Class size:	6-16 people