



Atlas Katz Associates, Inc. (AKA) is an organization development firm specializing in all aspects of change management. AKA works with businesses to assist them in achieving success by developing high performing teams and individuals throughout the organization. We provide an opportunity for our clients to effectively and efficiently address their specific challenges and needs.

While we focus on people and how they work together we never lose sight of productivity and bottom line issues.

We have worked with organizations in the private and public sectors from small to large complex systems. Our goal is the success of our clients. AKA partners with our clients through the highest standards of ethical behavior and confidentiality. We help you identify your needs and develop winning strategies to achieve them.

Who We Are – The Founders

Jeffrey S. Atlas

Jeff Atlas is the President of AKA. He has over 25 years experience in Organization Development and Human Resources. Jeff has held executive positions with several organizations and has been an independent consultant for over 15 years. He has a Masters Degree in Organizational Behavior from Cornell University and has post graduate certificates from Penn State, the Gestalt Institute of Cleveland and the National Training Laboratories.

Irene Katz

Irene Katz is the Executive Vice President of AKA. She has a Bachelors Degree in Psychology from Long Island University, a Masters degree in Organization Development from Kean College of NJ. and post graduate course credit from Seton Hall University. Irene is listed in *Who's Who in American Colleges & Universities*. She has been a principal of TeamWorks, Inc. and a Consultant for over 15 years.



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The following are examples of training programs that can be delivered as single modules or as a complete program.

Fundamentals of Supervision

<p>Leading and Motivating People</p> <ul style="list-style-type: none"> • <i>Factors affecting employee performance.</i> • <i>Effective leadership styles.</i> • <i>Understanding the needs of others.</i> • <i>Creating a motivational work environment.</i> 	<p>Essential Communication Skills</p> <ul style="list-style-type: none"> • <i>The dynamics & components of the communication process.</i> • <i>Confirming & clarifying messages.</i> • <i>Communicating to create trust and support.</i> • <i>Responding to get results and change.</i> 	<p>Managing Work Groups</p> <ul style="list-style-type: none"> • <i>Assessing work group performance.</i> • <i>Developing group improvement strategies.</i> • <i>Managing group influences.</i> • <i>Group problem solving.</i>
<p>Improving Individual Employee Performance</p> <ul style="list-style-type: none"> • <i>Factors influencing behavior and performance.</i> • <i>Principles of behavior modification.</i> • <i>Coaching and counseling skills.</i> • <i>Conducting appraisal discussions including performance improvement plans</i> 	<p>Effective Delegation and Project Management</p> <ul style="list-style-type: none"> • <i>Roles and responsibilities of the supervisor</i> • <i>Identifying appropriate tasks to delegate</i> • <i>Conducting delegation discussions</i> • <i>Developing goals, timeliness and implementation plans for managing projects</i> 	<p>Managing Time and Work Flow</p> <ul style="list-style-type: none"> • <i>Identifying time wasters and ways to reduce gain control over time</i> • <i>Essential time management techniques</i> • <i>Developing effective work styles</i> • <i>Developing work plans and using time budgeting methods</i>



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Gaining Essential Management Skills

<p>Performance Planning and Organizing for Results</p> <ul style="list-style-type: none"> • <i>Role of the Manager in achieving work group results</i> • <i>Using a systematic approach to leading people and managing performance</i> • <i>Defining work goals and measurements</i> • <i>Developing work plans & organizing resources</i> • <i>Time and work management</i> 	<p>Monitoring and Controlling Performance Results</p> <ul style="list-style-type: none"> • <i>Using measurement techniques</i> • <i>Techniques to monitor results</i> • <i>Developing feedback mechanisms</i> • <i>Involving others in feedback mechanisms</i> • <i>Managing meetings</i> 	<p>Leadership and Motivation</p> <ul style="list-style-type: none"> • <i>Diagnosing performance problems</i> • <i>Dynamics of leadership behavior</i> • <i>Applying appropriate leadership styles</i> • <i>Understanding motivation & motivational techniques</i> • <i>Empowering subordinate supervisors</i>
<p>Communications and Interpersonal Relationships</p> <ul style="list-style-type: none"> • <i>Communication Dynamics</i> • <i>Developing interpersonal relationships</i> • <i>Communication styles</i> • <i>Effective feedback techniques</i> 	<p>Problem Solving and Decision Making</p> <ul style="list-style-type: none"> • <i>Dynamics of group problem solving</i> • <i>Problem solving methods</i> • <i>Decision making styles</i> • <i>Role of the manager as a facilitator</i> 	<p>Organization Development & Managing Change</p> <ul style="list-style-type: none"> • <i>Diagnosing organizational climate</i> • <i>Managers as change agents</i> • <i>Developing productive work environments</i> • <i>Applications and action planning</i>



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AKA Transportation Industry Clients Include:

- Amtrak
- Capital District Transportation Authority
- Dallas Area Regional Transit
- Delaware Dept. of Transportation
- Delaware River Port Authority
- Delaware Transit Corporation
- Hampton Roads Transit
- Houston Metro
- MTA - New York City Transit
- MTA Bridges & Tunnels
- New Jersey Dept. of Transportation
- New Jersey Transit Corporation
- Port Authority of New York/New Jersey
- Rhode Island Department of Transportation
- San Mateo Transit
- Utah Transit Authority

AKA Private Sector Clients include:

- American Society of Industrial Security
- AT&T
- Bristol-Myers Squibb
- C.R. Bard
- Capewell Industries
- Dow Jones
- Good Shepherd
- Hoffman-La Roche
- Imperial Weld Ring
- Johnson & Johnson
- KidsPeace
- Merck Pharmaceuticals
- National Association of Home Builders
- Novartis
- Organon, Inc.
- Regulatory Affairs Professional Society
- Roche Diagnostic Systems
- Seton Hall University