



Course Catalog

*Cover your training needs for
workplace safety, HR, leadership, and more.*



All courses are developed by industry leaders and subject matter experts.



Flexible delivery via interactive group training and/or individual eLearning on-site or remote.



Easily modify Alchemy courses or create your own courses from scratch.

Workplace Safety

(English & Spanish)

- Arc Flash Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Chemical Safety: Introduction¹
- Combustible Dust
- Compressed Gas Cylinders
- Confined Spaces
- Conveyor Safety
- Emergency Preparedness
- Ergonomics
- Face Masks¹
- Fall Protection
- Fire Extinguishers: Introduction
- Fire Prevention and Protection
- GHS: Introduction
- GHS: Labels
- GHS: Labels — REFRESHER
- GHS: Pictograms and Hazards
- GHS: Pictograms and Hazards — REFRESHER
- GHS: Safety Data Sheets
- GHS: Safety Data Sheets — REFRESHER
- Hearing Protection
- Heat Stress
- Hoists and Slings
- Hot Work
- Ladder Safety
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness — REFRESHER
- Lockout / Tagout Procedures
- Lockout / Tagout Procedures — REFRESHER
- Machine Guarding
- Office Safety¹
- Personal Protective Equipment (PPE)
- Respirators: Introduction
- Root Cause Analysis: Introduction
- Slips, Trips, and Falls
- Slips, Trips, and Falls — REFRESHER

Lean Manufacturing

(English, Spanish, & Canadian French)

For Frontline Workers

- Lean: Introduction
- Lean: Waste Types
- Lean: Data Integrity
- Lean: Identifying Solutions
- Lean: 5S Overview

For Supervisors

- ABCs of Lean
- Categories of Waste
- Documenting Activities — Value Stream Mapping, Workflow Diagrams
- Examining Data — Spreadsheets, Pareto Charts, Five Whys
- Identifying Solutions — Brainstorming, Fishbone Diagrams
- Identifying Solutions — Kaizen, PDCA
- Implementing Solutions — Kanban, Performance Management Boards
- Implementing Solutions — Line Balancing, Takt Time, Pull Systems, Changeovers
- Implementing Solutions — Workplace Organization
- Verifying Solutions — Standardization, Audits
- The Alchemy of Lean Final Exam

¹: Also available in Canadian French

Human Resources

(English & Spanish)

- Active Shooter Readiness¹
- Americans with Disabilities Act
- Anger Management
- Appropriate Behavior in the Workplace
- Bullying
- Canada Leave of Absence
- COVID-19 Overview¹
- Cybersecurity: Overview¹
- Diversity & Inclusion
- Family & Medical Leave Act
- Financial Literacy: Managing Money¹
- Financial Literacy: Credit and Debt¹
- Goals and Time Management¹
- Health Screening
- Housing Basics¹
- How Diseases Spread
- Mental Wellness¹
- Office Etiquette¹
- Overcoming Bias¹
- Physical and Mental Health and Well-being
- Physical Wellness¹
- Preventing Illness at Work and at Home
- Proper Workplace Conduct
- Race & Equity¹
- Sexual Harassment
- Social Skills in the Workplace
- Substance Abuse Awareness
- Transportation Basics¹
- Workplace Etiquette¹
- Workplace Harassment and Discrimination
- Workplace Violence

The Alchemy of Leadership

(English, Spanish, & Canadian French)

Communication

- Active Listening
- Communication Basics
- Difficult Conversations
- Good First Impression
- Providing Constructive Feedback
- Receiving Feedback

Performance Management

- Anger Management
- Dealing with Difficult People
- Disciplinary Action
- Giving a Performance Evaluation
- Handling Employee Complaints
- How to Conduct an Interview

Leadership

- Behaving Like a Leader
- Building Trust
- Engaging Employees
- Follow Up and Follow Through
- Managing Change
- Valuing Differences

Teamwork

- How to Delegate
- Motivating Yourself and Others
- Teamwork

¹: Also available in Canadian French

Warehouse

(English, Spanish, & Canadian French)

- High Lift Truck Review
- Lift Truck Operator Overview
- Pallet Truck Review
- Slips, Trips, and Falls (Distribution)²

Supervisor

(English & Spanish)

- Emergency Preparedness: Active Shooter Readiness Planning
- Emergency Preparedness: Infectious Disease Plan
- Deep Cleaning Procedures
- Infectious Disease Management Programs
- Infectious Disease Prevention: Best Practices
- Infectious Disease Response: Best Practices
- Crisis Management Skills

Sustainability

(English & Spanish)

- Energy Conservation
- Environmental Management System: Overview
- Environmental Responsibility: Introduction
- Everyday Sustainability
- Hazardous Waste Awareness
- Pollution: Air, Water, Noise
- Process Waste Prevention
- Recycling Basics
- Spill Prevention
- Stormwater Runoff
- Waste Reduction
- Water Conservation

State-mandated Workplace Harassment Training

 **Premium Library** *(English & Spanish)*

State-specific workplace harassment eLearning meeting legal requirements for the following states (plus general training courses for states not listed):

- California
- Connecticut
- Delaware
- Illinois
- New York
- General Harassment Training for Employees
- General Harassment Training for Managers

²: English & Spanish only;

 Premium Libraries can be added to your Alchemy course library for an additional charge.

Transportation: PRO-TREAD

 **Premium Library** *(English; 41 of the 150+ courses include Spanish subtitles)*

150+ eLearning courses and refresher courses covering driver safety, defensive driving, warehouse & OSHA safety for all types of vehicles (heavy trucks, box trucks, cars, and light duty trucks), including:

- Accident Procedures
- Air Brakes
- Backing and Docking
- Cargo Securement
- Driver Distractions
- Emergency Maneuvers
- Fatigue Management
- Fuel Management
- Hazmat Loading & Placarding
- Hours of Service
- Log Books
- Roadside Inspections
- Rollover Prevention
- Speed Management
- Spill Response
- Trip Planning
- Winter Driving
- And 130+ more courses!

PRO-TREAD Supervisor

 **Premium Library** *(English)*

These eLearning courses meet Federal Motor Carrier Safety Act (FMCSA) legal requirements for supervisors of CDL drivers.

- Reasonable Suspicion: Alcohol
- Reasonable Suspicion: Drugs

Burmese

 **Premium Library**

Workplace safety and HR courses translated and localized into Burmese. Courses are available as eLearning or Player group-based-training.

Workplace Safety

- Ammonia Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Emergency Preparedness
- Ergonomics
- Hearing Protection
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness — REFRESHER
- Lockout/Tagout Procedures
- Lockout/Tagout Procedures — REFRESHER
- Machine Guarding
- Personal Protective Equipment (PPE)
- Slips, Trips, and Falls

 *Premium Libraries can be added to your Alchemy course library for an additional charge.*

Burmese (Continued)

 Premium Library

Human Resources

- Anger Management
- Appropriate Behavior in the Workplace
- COVID-19 Overview
- Diversity & Inclusion
- Proper Workplace Conduct
- Sexual Harassment
- Social Skills in the Workplace
- Workplace Harassment and Discrimination
- Workplace Violence

Alchemy Resources

- Group Training: Learner Basics, Remotes

Somali

 Premium Library

Workplace safety and HR courses translated and localized into Somali. Courses are available as eLearning or Player group-based-training.

Workplace Safety

- Ammonia Awareness
- Bloodborne Pathogens
- Emergency Preparedness
- Ergonomics
- Hearing Protection
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness — REFRESHER
- Lockout/Tagout Procedures
- Lockout/Tagout Procedures — REFRESHER
- Machine Guarding
- Personal Protective Equipment (PPE)
- Slips, Trips, and Falls

Human Resources

- Anger Management
- Appropriate Behavior in the Workplace
- Diversity & Inclusion
- Proper Workplace Conduct
- Social Skills in the Workplace
- Workplace Harassment and Discrimination
- Workplace Violence

Alchemy Resources

- Group Training: Learner Basics, Remotes

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Vietnamese

Premium Library

Workplace safety and HR courses translated and localized into Vietnamese. Courses are available as eLearning or Player group-based-training.

Workplace Safety

- Ammonia Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Combustible Dust
- Confined Spaces: Basics
- Conveyor Safety
- Electrical Safety
- Emergency Preparedness
- Ergonomics
- Fall Protection
- Fire Extinguishers: Introduction
- Fire Prevention & Protection
- GHS: Introduction
- GHS: Labels
- GHS: Labels – REFRESHER
- GHS: Pictograms and Hazards
- GHS: Pictograms and Hazards – REFRESHER
- GHS: Safety Data Sheets
- GHS: Safety Data Sheets – REFRESHER
- Hearing Protection
- Heat Exhaustion
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness – REFRESHER
- Lockout/Tagout Procedures
- Machine Guarding
- Personal Protective Equipment (PPE)
- Respirators: Introduction
- Slips, Trips, and Falls

Human Resources

- Appropriate Behavior in the Workplace
- Bullying
- Diversity & Inclusion
- Family and Medical Leave Act
- Proper Workplace Conduct
- Sexual Harassment
- Workplace Harassment and Discrimination
- Workplace Violence

Alchemy Resources

- Group Training: Learner Basics, Remotes

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