



Markaad shaqo
timaadid, u fiirso
kugu xeeran. U fiirso
wax aan caadi ah

Equipment
Safety

intertek
alchemy

Ff The Alchemy of Leadership
Follow Up and Follow Through

About This Module
To be an effective leader, it's important to follow through on the promises you make and equally important to follow up with the people you've made those promises.

Premium Libraries



INSTRUCTION

WORKPLACE EXERCISES

အပြင်သက်တားသော
ရိုးအားအလွှမ်းမားသော
များအတွက် အန္တရာယ်
ကုမ္ပဏီအတွက် စရိတ်
စေနိုင်သောကြောင့်
အဆိုးသက်တိုက် ထုတ်
အတွင်း တေးအန္တရာယ်
ကွယ်ရန် ရည်ရွယ်ပါသည်။

PREVENTING WORKPLACE HARASSMENT

The following is a partial list of violations:

- Unwanted Sexual Advances
- Offering benefits in exchange for sexual favors
- Reprimands after a negative response to sexual advances



အစားအ
တည့်မျှ နှင့်
ထုတ်ကုန်
ဓာတ်မြင်
ပါဝင်တာ
ကျွန်ုပ် အ
ကု အား

Risk Management Matrix

	1	2	3	4
IMPACT	1	2	3	4
	2	4	1	

LIKELIHOOD

The Intertek Alchemy standard library includes a comprehensive catalog of training courses covering workplace safety, food safety, human resources, operations, life skills, and more. Clients can supplement their standard course library by adding Premium Libraries.

Each of the libraries listed below can be added for an additional annual fee for each worksite. Your Intertek Alchemy representative can provide more detail on pricing.

The Alchemy of Leadership

(English, Spanish, & Canadian French)

20-course eLearning library that teaches new and emerging supervisors the people skills they need to be effective leaders.

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

State-mandated Workplace Harassment Training

(English & Spanish)

State-specific eLearning courses to meet state regulations governing the training requirements for workplace harassment and discrimination.

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

Food Safety Professional

(English)

14.5 hours of advanced eLearning courses for professionals who administer, participate, or contribute to food safety programs.

- Environmental Monitoring Program
- Risk Assessment
- Verification & Validation

*Also available in group-based training.

Food Safety Inspector

(English)

Developed by International Food Protection Institute (IFPTI) for the FDA. These are the exact same courses FDA uses to train their Investigators. This 19-course library can provide supervisors/managers clarity on regulatory requirements and the focus of FDA inspections.

- Allergens
- Biological Hazards
- Biosecurity
- Environmental Hazards
- HACCP
- Imports
- Inspections, Complaints, & Enforcement
- Integrated Food Safety System
- Investigation Principles
- Labeling
- Personal Safety
- Preventive Controls
- Public Health Principles
- Recalls
- Regulatory Foundations
- Sampling
- Sanitation Practices
- Traceability
- Transportation

ABA Baking Basics 101

(English & Spanish)

This eLearning course and exam from American Bakers Association introduces the fundamentals for new baking facility employees to hone their craft.

- ABA Baking Basics 101

Burmese

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

Food Safety

- Basic Facility Defense
- Basic Facility Defense — REFRESHER
- Dangerous Microorganisms in Food Manufacturing
- Food Allergens: Introduction
- Food Allergens: Proper Handling
- Food Allergens: Proper Handling — REFRESHER
- Food Safety Standards: Introduction
- Foodborne Illness: Prevention
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Handwashing: Effective Techniques
- Handwashing: Effective Techniques — REFRESHER
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Preventing Food Contamination

Burmese (Continued)

Animal Welfare

- Humane Practices for Live Birds Processing
- Unloading and Receiving Pigs at Processing Facilities

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

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

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

Food Safety

- Basic Facility Defense
- Basic Facility Defense — REFRESHER
- Dangerous Microorganisms in Food Manufacturing
- Food Allergens: Introduction
- Food Allergens: Introduction — REFRESHER
- Food Safety Standards: Introduction
- Foodborne Illness: Prevention
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Handwashing: Effective Techniques
- Handwashing: Effective Techniques — REFRESHER
- Handwashing: Effective Techniques — REFRESHER
- Preventing Food Contamination

Somali (Continued)

Animal Welfare

- Humane Practices for Live Birds Processing
- Unloading and Receiving Pigs at Processing Facilities

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

Vietnamese

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

Food Safety

- Basic Facility Defense
- Food Allergens: Introduction
- Food Allergens: Proper Handling
- Food Safety Standards: Introduction and SQF
- Foodborne Illness: Prevention
- HACCP: Overview
- Hand Washing: Effective Techniques
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Pest Control: Effective Practices
- Preventative Controls: Overview
- Preventing Food Contamination

Vietnamese (Continued)

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

Transportation Supervisor

(English)

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

- Reasonable Suspicion: Alcohol
- Reasonable Suspicion: Drugs

Transportation: PRO-TREAD

(English; *indicates 41 courses with Spanish subtitles)

150+ eLearning courses covering driver safety, defensive driving, warehouse & OSHA safety for heavy trucks, box trucks, cars, and light duty trucks.

- Accident Procedures*
- Air Brakes
- Avoiding Fixed Objects*
- Avoiding Roadside Collisions
- Back Injury Prevention
- Backing and Docking*
- Cargo Securement
- CDL Basics
- Communication Enhanced
- Coupling and Uncoupling*
- COVID-19: What Drivers Need to Know*
- CSA Overview
- Defensive Driving Enhanced*
- Driver Distractions*
- Driver Qualifications*
- Driver Wellness*
- Drug and Alcohol Awareness
- Emergency Maneuvers
- Fatigue Management*
- Fuel Management
- Fifth Wheel
- Flatbed Safety
- Fuel Island Procedures
- Hazmat Loading & Placarding
- Heat Illness*
- Hours of Service*
- Lane Changes and Intersections*
- Lift Gate Safety
- Log Books
- Longer Combination Vehicles
- Mounting and Dismounting
- Night Driving
- Pallet Jacks
- Parking Lots
- Pre-Trip Inspection Without Exercises*
- Pre-Trip Inspections Enhanced*
Roadside Inspections*
- Rollover Prevention
- Safe Lifting
- Safe Operation of Trailer Doors
- Safely Raising and Lowering Landing Gear
- Sanitary Transportation Act – What Drivers Need to Know
- Skid Control
- Sleep Apnea
- Space Management Enhanced*
- Space Management Workshop
- Speed Management
- Spill Response
- Summer and Mountain Driving
- Tanker Pre-Trip
- Tanker Rollovers
- Tire Chains – HDT / MDT
- Trailer Loading / Unloading Procedures
- Trip Planning
- Truckers Against Trafficking*
Whistle Blower Protection*
- Winter Driving
- **And 90+ more courses!**