

# Course Catalog

*Cover your training needs for workplace safety, food 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, & Canadian French)*

- Ammonia Accident Prevention and First Aid
- Ammonia Awareness
- Arc Flash Awareness
- Asbestos Awareness
- Back Injury Prevention
- Basic First Aid
- Bloodborne Pathogens
- Chemical Safety: Introduction
- Cold Stress
- Combustible Dust
- Compressed Gas Cylinders
- Confined Spaces: Basics
- Confined Spaces: For Attendants
- Conveyor Safety
- Electrical Safety
- Emergency Preparedness
- Ergonomics
- Face Masks
- 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
- Hand and Power Tools
- Hearing Protection
- Heat Exhaustion
- Hoists and Slings
- Hot Work
- Knife Safety Basics
- Ladder Safety
- Lift Truck Safety Awareness
- Lift Truck Safety Awareness — REFRESHER
- Lockout / Tagout Procedures
- Lockout / Tagout Procedures — REFRESHER
- Machine Guarding
- Office Safety
- Personal Protective Equipment (PPE)
- Respirators: Introduction
- Slips, Trips, and Falls
- Slips, Trips, and Falls — REFRESHER

## Food Safety

*(English, Spanish, & Canadian French)*

- Air Hose Safety
- Bacteria Basics
- Basic Facility Defense
- Basic Facility Defense — REFRESHER
- CIP: Introduction
- Cleaning and Sanitizing: Dry Environment
- Cleaning and Sanitizing: Wet Environment
- Contamination, Adulteration, and Tampering: Introduction
- Dangerous Microorganisms in Food Manufacturing
- E. Coli: Overview
- Effective Record Keeping Practices
- Employee Illness Reporting
- Environmental Monitoring Basics
- Food Allergens: Introduction
- Food Allergens: Introduction — REFRESHER
- Food Allergens: Proper Handling
- Food Allergens: Proper Handling — REFRESHER
- Food Fraud: Introduction
- Food Safety Standards: Introduction
- Food Safety Standards: Introduction and BRC
- Food Safety Standards: Introduction and SQF
- Foodborne Illness and Employee Reporting
- Foreign Material Exclusion: Overview
- Foreign Material Exclusion: Employee Role
- FSMA: Introduction
- GMPs for Maintenance Personnel
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Hand Washing: Effective Techniques
- Hand Washing: Effective Techniques — REFRESHER
- Listeria and its Dangers to Food
- Maintenance Personnel GMPs
- Pasteurization: Introduction
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Pest Control: Effective Practices
- Preventing Foodborne Illness
- Preventing Food Contamination
- Preventive Controls: Overview
- Raw Milk Receiving
- Salmonella: Controlling it in Food Manufacturing
- Salmonella: Controlling it in Food Manufacturing (Poultry)
- Sanitation Theory: Overview
- Visitor Procedures
- Waste Management Procedures and Proper Disposal
- Water Hose Safety

## Human Resources

*(English, Spanish, & Canadian French)*

- Active Shooter Readiness
- Americans with Disabilities Act<sup>1</sup>
- Anger Management
- Appropriate Behavior in the Workplace
- Bullying
- Canada Leave of Absence
- COVID-19 Overview
- Cybersecurity: Overview
- Diversity & Inclusion
- Family & Medical Leave Act<sup>1</sup>
- Health Screening<sup>1</sup>
- How Diseases Spread<sup>1</sup>
- Physical and Mental Health and Well-being<sup>1</sup>
- Preventing Illness at Work and at Home<sup>1</sup>
- Proper Workplace Conduct
- Sexual Harassment
- Social Skills in the Workplace
- Substance Abuse Awareness
- Workplace Harassment and Discrimination
- Workplace Violence

## Operations

*(English, Spanish, & Canadian French)*

- Good Laboratory Practices: Overview
- Lean Manufacturing
- Root Cause Analysis: Introduction

## Warehouse

*(English & Spanish)*

- Basic Food Defense (Distribution)
- Basic Food Defense for Drivers
- Driver Food Safety SOPs — LTL Delivery Stops<sup>2</sup>
- Driver Food Safety SOPs — Maintaining Proper Temperature<sup>2</sup>
- Driver Food Safety SOPs — Pre-chilling Procedures<sup>2</sup>
- Driver Food Safety SOPs — Trailer Maintenance<sup>2</sup>
- Food Safety for Selectors — Overview
- Food Safety for Selectors — Safe Pallet Building Practices
- Food Safety SOPs — Pre-load Temperature Checks
- High Lift Truck Review
- Lift Truck Operator Overview
- Loading Food Safety SOPs — Overview
- Maintaining the Cold Chain
- Material Handling (Distribution)
- Pallet Truck Review
- Personal Hygiene (Distribution)
- Receiving Food Safety SOPs — Can Inspection
- Receiving Food Safety SOPs — Overview
- Slips, Trips, and Falls (Distribution)

## 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

1: English and Spanish only

2: English only

## Animal Welfare

*(English, Spanish, & Canadian French)*

### Cattle

- Humane Stunning Practices for Cattle
- Proper Handling and Movement of Cattle
- Transportation and Receiving
- Unloading & Receiving Cattle at Processing Facilities

### Pigs

- Humane Stunning Practices for Pigs — Captive Bolt
- Humane Stunning Practices for Pigs — CO2
- Humane Stunning Practices for Pigs — Electric
- Proper Handling and Movement of Pigs
- Unloading & Receiving Pigs at Processing Facilities

### Poultry

- Humane Euthanizing Practices for Poultry
- Humane Practices for Live Bird Processing
- Introduction to Hatchery Operations
- Monitoring Birds During Grow Out<sup>3</sup>
- Poultry Welfare During Transportation and Receiving
- Proper Catching and Handling Methods

## Alchemy Resources

*(English)*

- Alchemy Platform: Introduction
- Alchemy Platform: Setting Up Alchemy Out of the Box
- Alchemy Platform: Preparing for Your Alchemy Training Day
- Alchemy Platform: Content Customization Options
- Group Training: Learner Basics (RF Remotes)
- Alchemy Player: Using Player to Facilitate Training
- Alchemy Player: Setting Up Your Training Space
- Alchemy Player: Using Captions in Player Videos
- Alchemy Player: Managing Mid-Session Changes
- Alchemy Player: Setting Up Kiosk Mode
- Alchemy Creator: Customizing an Alchemy Course
- Alchemy Creator: Building a Course from Scratch
- Alchemy Creator: Making Creator Content Look Like an Alchemy Course
- Alchemy Creator: Publishing Content in Player and eLearning
- Alchemy Creator: Translating a Course
- Alchemy Manager: Overview
- Alchemy Manager: Creating Groups
- Alchemy Manager: Managing the User Listing
- Alchemy Manager: Validating Users
- Alchemy Manager: Organizing Courses with Custom Categories
- Alchemy Manager: Identifying Learning Plans that Work for You
- Alchemy Manager: Creating Fixed Date Learning Plans
- Alchemy Manager: Creating Relative Date Learning Plans
- Alchemy Manager: Creating Relative Repeating Learning Plans
- Alchemy Manager: Using Learning Plans to Centralize Playlists
- Alchemy Manager: Retiring and Editing Learning Plans
- Alchemy Manager: Reporting Options
- Alchemy Manager: Identifying Reports that Work for You
- Alchemy Manager: Creating and Managing Scheduled Reports
- Alchemy Manager: Learning Plan Reports
- Alchemy Manager: Using eLearning
- Alchemy Manager: Tracking Outside Training with ILT Courses
- Alchemy Manager: Building a Coach Observation
- Alchemy Manager: Coach Reports
- Alchemy Coach: Overview

## Alchemy Resources (Continued)

### (English)

- Exploring the Roles and Behaviors of a Coach
- Alchemy Coach: Facilitating a Single-User Observation
- Alchemy Coach: Facilitating a Multi-User Observation
- Alchemy Communications: Overview
- Alchemy Playbook: Overview
- Mastering Alchemy: Exam — Platform
- Mastering Alchemy: Exam — Player
- Mastering Alchemy: Exam — Creator
- Mastering Alchemy: Exam — Manager
- Mastering Alchemy: Exam — Coach

## 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

## The Alchemy of Leadership (Premium Library\*)

### (English, Spanish, & Canadian French)

Supervisor development courses that teach critical people skills and soft skills.

- Active Listening
- Anger Management
- Behaving Like a Leader
- Building Trust
- Communication Basics
- Dealing with Difficult People
- Difficult Conversations
- Disciplinary Action
- Engaging Employees
- Follow Up and Follow Through
- Giving a Performance Evaluation
- Good First Impression
- Handling Employee Complaints
- How to Delegate
- Managing Change
- Motivating Yourself and Others
- Providing Constructive Feedback
- Receiving Feedback
- Teamwork
- Valuing Differences

## Transportation: PRO-TREAD (Premium Library\*)

### (English; 20 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!

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

## **PRO-TREAD Supervisor (Premium Library\*)**

*(English)*

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

- Reasonable Suspicion: Alcohol
- Reasonable Suspicion: Drugs

## **Environmental Responsibility (Premium Library\*)**

*(English & Spanish)*

Decrease waste, increase profit, and build goodwill in your community. This library includes a toolkit for deeper engagement.

- 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

## **Food Safety Professional (Premium Library\*)**

*(English)*

Advanced courses for professionals who administer, participate, or contribute to food safety programs.

- Environmental Monitoring Program
- Risk Assessment
- Verification & Validation

## **Food Safety Inspector (Premium Library\*)**

*(English)*

Developed by International Food Protection Institute (IFPTI) for the FDA. These are the exact same courses FDA uses to train their Investigators, providing 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

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## Burmese and/or Somali (Premium Library\*)

34 food safety, workplace safety, and HR courses translated and localized into Burmese and/or 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
- Handwashing: Effective Techniques
- Handwashing: Effective Techniques — REFRESHER
- Food Allergens: Introduction
- Food Allergens: Introduction — REFRESHER
- Food Safety Standards: Introduction
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Preventing Food Contamination
- Preventing Foodborne Illness

### Animal Welfare

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

### Workplace Safety

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

### Human Resources

- Anger Management
- Appropriate Behavior in the Workplace
- Diversity & Inclusion
- Workplace Harassment and Discrimination
- Workplace Violence

### Alchemy Resources

- Group Training: Learner Basics (RF Remotes)

## Vietnamese (Premium Library\*)

46 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
- HACCP: Overview
- Hand Washing: Effective Techniques
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Pest Control: Effective Practices
- Preventative Controls: Overview
- Preventing Food Contamination
- Preventing Foodborne Illness

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## Vietnamese (Premium Library\*) (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

- Bullying
- Family and Medical Leave Act
- Proper Workplace Conduct
- Sexual Harassment
- Workplace Harassment and Discrimination

### Alchemy Resources

- Group Training: Learner Basics (RF Remotes)

## Alchemy Communications Program Topics\*

*(English, Spanish, & Canadian French)*

### Workplace Safety

- Arc Flash<sup>1</sup>
- Back Injury Prevention
- Bloodborne Pathogens
- Cold Stress<sup>1</sup>
- Compressed Gas Cylinders<sup>1</sup>
- Conveyor Safety<sup>1</sup>
- Emergency Evacuation / Response
- Eye Protection
- Fire Prevention
- GHS Pictograms
- Hearing Protection
- Heat Exhaustion
- Hoists and Slings<sup>1</sup>
- Hot Work<sup>1</sup>
- Ladder Safety
- Lockout / Tagout
- Machine Guarding
- Pedestrian Fork Lift Safety
- Repetitive Motion
- Slips, Trips, and Falls

### Food Safety

- Allergens
- Environmental Monitoring
- Foodborne Illness
- Food Defense
- Foreign Material Control
- Handwashing
- Listeria
- Personal Hygiene
- Pest Control
- Record Keeping
- Salmonella
- Water Hose Safety

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1: English and Spanish only.



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