



# Distribution 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
- Good Laboratory Practices: Overview
- 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
- Root Cause Analysis: Introduction
- Slips, Trips, and Falls
- Slips, Trips, and Falls — REFRESHER

# 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)

1: English & Spanish only; 2: English only

# Food Safety

*(English, Spanish, & Canadian French)*

- Air Hose Safety
- 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
- Dangerous Microorganisms — REFRESHER
- E. coli: Controlling it in Food Manufacturing
- Environmental Monitoring: Basics
- Food Allergens: Introduction
- Food Allergens: Introduction — REFRESHER
- Food Allergens: Proper Handling
- Food Allergens: Proper Handling — REFRESHER
- Food Fraud: Introduction
- Food Safety Matters
- Food Safety Standards: Introduction
- Food Safety Standards: Introduction and BRC
- Food Safety Standards: Introduction and SQF
- Foodborne Illness: Introduction
- Foodborne Illness: Prevention
- Foodborne Illness — REFRESHER
- Foreign Material Exclusion: Overview
- Foreign Material Exclusion: Employee Role
- FSMA: Introduction
- HACCP: Overview
- HACCP: Overview — REFRESHER
- Hand Washing: Effective Techniques
- Hand Washing: Effective Techniques — REFRESHER
- Listeria: Understanding the Dangers to Food
- Maintenance GMPs
- Pasteurization: Introduction
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Pest Control: Effective Practices
- Pest Control: Effective Practices — REFRESHER
- Preventing Foodborne Illness
- Preventing Food Contamination
- Preventing Food Contamination — REFRESHER
- Preventive Controls: Overview
- Raw Milk Receiving: Process Overview
- Record Keeping: Effective Practices
- Record Keeping: Effective Practices — REFRESHER
- Salmonella: Controlling it in Food Manufacturing
- Salmonella and Campylobacter: Controlling them in Food Manufacturing (Poultry)
- Sanitation Theory: Overview
- Visitor Procedures
- Waste Management Procedures and Proper Disposal
- Water Hose Safety

# Quality

*(English, Spanish, & Canadian French)*

- Food for Feed
- Food Labels
- Gluten Free Manufacturing
- Halal Manufacturing
- Kosher Manufacturing
- Label Claims
- Organic Manufacturing
- Statistical Process Control: Overview
- Traceability: Introduction

# 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>
- Financial Literacy: Managing Money
- Financial Literacy: Credit and Debt
- Goals and Time Management
- Health Screening<sup>1</sup>
- Housing Basics
- How Diseases Spread<sup>1</sup>
- Mental Wellness
- Office Etiquette
- Overcoming Bias
- Physical and Mental Health and Well-being<sup>1</sup>
- Physical Wellness
- Preventing Illness at Work and at Home<sup>1</sup>
- Proper Workplace Conduct
- PWFA and PUMP: Introduction<sup>1</sup>
- Race & Equity
- Sexual Harassment
- Social Skills in the Workplace
- Substance Abuse Awareness
- Transportation Basics
- Workplace Etiquette
- Workplace Harassment and Discrimination
- Workplace Violence

# 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

<sup>1</sup>: English & Spanish only; <sup>2</sup>: English only

# 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

# Transportation: Supervisors

 **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

# Transportation: Drivers

 **Premium Library** *(English; 59 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
- Ammonia Awareness<sup>3</sup>
- Automobiles - Avoiding Fixed Objects<sup>3</sup>
- Automobiles - Defensive Driving<sup>3</sup>
- Avoiding Fixed Objects<sup>3</sup>
- Avoiding Fixed Objects - Medium Duty Truck
- Avoiding Roadside Collisions
- Back Injury Prevention<sup>3</sup>
- Backing and Docking - Medium Duty Truck

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

*3: Includes Spanish subtitles*

# Transportation: Drivers (Continued)

 **Premium Library** (English; 59 of the 150+ courses include Spanish subtitles)

- Backing and Docking Enhanced<sup>3</sup>
- Basic Vehicle Controls
- Bloodborne Pathogens<sup>3</sup>
- Box Cutting<sup>3</sup>
- CARB
- CDL Basics
- COVID-19 What Drivers Need to Know<sup>3</sup>
- CSA Overview
- Cargo Handling
- Cargo Securement
- Communication - Medium Duty Truck<sup>3</sup>
- Communication Enhanced
- Confined Space
- Coupling Uncoupling<sup>3</sup>
- Customs Security Awareness
- DVIR Pre Post Trip Inspections
- Defensive Driving - Medium Duty Truck
- Defensive Driving Enhanced
- Driver Disqualifications
- Driver Distractions<sup>3</sup>
- Driver Distractions - Medium Duty Truck
- Driver Qualifications<sup>3</sup>
- Driver Wellness<sup>3</sup>
- Drug and Alcohol Awareness
- Drug and Alcohol Clearinghouse - What Drivers Need to Know
- Emergency Maneuvers
- Emergency Response Plans<sup>3</sup>
- Environment
- Fatigue Management<sup>3</sup>
- Fatigue Management - A Guide for Families
- Fifth Wheel
- Fire Prevention<sup>3</sup>
- Flatbed Safety
- Forklift Fundamentals<sup>3</sup>
- Forklift Operations<sup>3</sup>
- Forklift Propane and Battery Replacement<sup>3</sup>
- Fuel Island Procedures
- Fuel Management
- Hand Truck Safety<sup>3</sup>
- Hazard Awareness<sup>3</sup>
- Hazard Awareness - Medium Duty Truck
- Hazmat Communication Rules
- Hazmat Driving and Parking Rules<sup>3</sup>
- Hazmat Loading and Placarding
- Hazmat Security Awareness
- Heat Illness<sup>3</sup>
- Hours of Service
- Hours of Service - No Sleeper
- Hours of Service Updated Provisions - 2020
- IBT - Avoiding Fixed Objects
- IBT - Backing and Docking
- IBT - Basic Vehicle Controls
- IBT - Defensive Driving
- IBT - Driver Distractions
- IBT - Fatigue Management
- IBT - Hours of Service
- IBT - Intersections
- IBT - Left Turns
- IBT - Pre-Trip Inspection
- IBT - Rear End Collision Avoidance
- IBT - Right Turns
- IBT - Space Management
- IBT - Speed Management
- IBT - Winter Driving
- Identification and Diagnosis of Malfunctions
- Intermodal Equipment Inspections
- Introduction to Electronic Logging Devices
- Ladder Safety (Transportation)<sup>3</sup>
- Lane Changes and Intersections<sup>3</sup>
- Lift Gate Safety<sup>3</sup>
- Lockout Tagout
- Log Books
- Longer Combination Vehicles
- Mounting and Dismounting
- Night Driving
- Night Driving - Medium Duty Truck
- PRO-DEFENSE - MDT - An Approach to Safe Driving<sup>3</sup>

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3: Includes Spanish subtitles

# Transportation: Drivers (Continued)

 **Premium Library** (English; 59 of the 150+ courses include Spanish subtitles)

- PRO-DEFENSE - MDT - Distractions<sup>3</sup>
- PRO-DEFENSE - MDT - Effective Communication<sup>3</sup>
- PRO-DEFENSE - MDT - Essential Planning<sup>3</sup>
- PRO-DEFENSE - MDT - Evaluating Space<sup>3</sup>
- PRO-DEFENSE - MDT - Fatigue Management<sup>3</sup>
- PRO-DEFENSE - MDT - Navigating Hazards<sup>3</sup>
- PRO-DEFENSE - MDT - Speed Management<sup>3</sup>
- PRO-DEFENSE An Approach to Safe Driving<sup>3</sup>
- PRO-DEFENSE Distractions<sup>3</sup>
- PRO-DEFENSE Effective Communication<sup>3</sup>
- PRO-DEFENSE Essential Planning<sup>3</sup>
- PRO-DEFENSE Evaluating Space<sup>3</sup>
- PRO-DEFENSE Fatigue Management<sup>3</sup>
- PRO-DEFENSE Navigating Hazards<sup>3</sup>
- PRO-DEFENSE Speed Management<sup>3</sup>
- Pallet Jacks<sup>3</sup>
- Parking Lots
- Personal Protective Equipment<sup>3</sup>
- Pre-Trip Inspection Without Exercises<sup>3</sup>
- Pre-Trip Inspections Enhanced<sup>3</sup>
- Preventative Maintenance
- Railroad Safety
- Rear End Collision Avoidance
- Rear End Collision Avoidance - Medium Duty Truck
- Road Rage
- Roadside Inspections<sup>3</sup>
- Rollover Prevention
- Safe Lifting<sup>3</sup>
- Safe Lifting Driver
- Safe Operation of Manual Pallet Jacks<sup>3</sup>
- Safe Operation of Trailer Doors<sup>3</sup>
- Safely Raising and Lowering Landing Gear
- Sanitary Transportation Act - What Drivers Need to Know
- Seat Belts
- Seat Belts - Medium Duty Truck
- Security Awareness
- Skid Control
- Sleep Apnea
- Slips, Trips and Falls<sup>3</sup>
- Space Management - Medium Duty Truck
- Space Management Enhanced<sup>3</sup>
- Space Management Workshop
- Speed Management - Medium Duty Truck
- Speed Management Enhanced
- Spill Response
- Summer and Mountain Driving
- Tanker Pre-Trip
- Tanker Rollovers
- Terminal Trucks
- Tire Chains - HDT MDT
- Trailer Loading/Unloading Procedures
- Transporting Lithium Batteries<sup>3</sup>
- Trip Planning
- Truckers Against Trafficking<sup>3</sup>
- Urban Driving - HDT
- Urban Driving - MDT
- Visual Search
- Visual Search - Medium Duty Truck
- Whistle Blower Protection<sup>3</sup>
- Winter Driving
- Winter Driving - Medium Duty Truck
- Winter Driving - No Chains
- Workplace Awareness<sup>3</sup>
- Yard Driving Skills

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

3: Includes Spanish subtitles

# The Alchemy of Leadership

 **Premium Library** (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

 **Premium Library** (English & Spanish)

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

- California<sup>4</sup>
- Connecticut
- Delaware
- Illinois
- New York
- General Harassment Training for Employees
- General Harassment Training for Managers

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

4: Also available in group-based training.



# Food Safety Professional

 Premium Library (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

# 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. 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

# Burmese

 Premium Library

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

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

# Burmese (Continued)

## 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

## Premium Library

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
- Personal Hygiene: Basics
- Personal Hygiene: Basics — REFRESHER
- Preventing Food Contamination

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

# Somali (Continued)

## 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

## Premium Library

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

## Workplace Safety

- Ammonia Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Combustible Dust
- Confined Spaces: Basics
- Conveyor Safety
- Electrical Safety
- Emergency Preparedness
- Ergonomics

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

# Vietnamese (Continued)

## Workplace Safety

- 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

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