



# Performance support ... just-in-time

The Alchemy Performance Assistant is a breakthrough support resource that provides the kind of day-by-day support that almost all employees lack. It is a huge library of practical tools, methods, tips, advice and information that enable anyone to work smarter, save time and get the job done right first time.

The premise is simple – every employee needs extensive amounts of information and skill to do their job. And no-one can ever know it all.

Alchemy Performance Assistant provides practical, down to earth 'how-to' information that all your staff can access right on the job, right when they need it. One user called it 'roll-up-your-sleeves' information that gets the job done.



- Saves expensive management time meaning greater productivity
- Using the Alchemy Performance Assistant leads to fewer errors which saves costly mistakes
- Leads to ongoing growth and learning as employees access new and better ways of doing things
- Rapid return on investment as users are equipped to solve, and learn from their day-to-day issues
- Enables managers to fulfil their delegated responsibilities with confidence, even if they involve new and unexpected challenges
- Having answers at hand lowers the stress of employees struggling with what to do next
- Your staff feel valued when they are offered good support tools, leading to loyalty and better morale
- Designed from the ground up as a practical reference and support resource
- Includes topics and sections specifically for managers and aspiring managers
- Your colleagues learn on the job by applying practical information in real situations, which is by far the most effective form of learning
- Supports your 70:20:10 strategy by adding on-demand support to your learning ecosystem
- Optional weekly tips by email which get great feedback from users

## Alchemy Performance Assistant has...

- A simple, clean and intuitive user friendly interface makes it really easy to use, and find what you want quickly – true just-in-time information
- 138 topics without the padding and 'fluff' you find in many business books
- Practical tools, tips and information that can be put into use immediately
- Contributors who are consultants and practitioners who know what actually works in practice
- Usage monitoring so you can see trends and gather information on possible training needs
- Flexible customisation, branding and integration features
- A mobile device interface optimised for touch screens
- Interfaces into other systems and LMSs
- Bookmarks and personal notes



## Topic List

360 Degree Assessments  
Action Learning  
Anger Management  
Appraisals  
Appreciative Inquiry  
Assertiveness  
Attendance Management  
Bereavement  
Body Language  
Budgeting  
Bullying and Harrassment  
Business Writing  
Change  
Change Design  
Change - Strategic Facilitation  
Charisma  
Client Account Management  
Coaching  
Coaching Yourself  
Communicating Well as a Group  
Communicating Change  
Competency Frameworks  
Confidence  
Conflict Resolution  
Consultants  
Conversations for Collaboration  
Corporate Social Responsibility  
Creative Thinking  
Customer Relations  
Culture  
Decision Making  
Delegation  
Difficult Conversations  
Difficult People  
Disability  
Discipline and Grievance  
Dismissal  
Diversity and Inclusion  
Drugs and Alcohol  
Dyslexia  
E-Learning  
Email at Work  
Emotional Intelligence  
Employee Engagement  
Employment Contracts  
Empowerment  
Ethics in Business  
Event Management  
Facilitation  
Feedback  
Financial Terms Glossary  
Goal Setting  
Handling the Media  
Health and Safety  
Health Habits  
Humour  
Influencing  
Information Security  
Innovation  
Internal Communications  
Interviewing - Getting that Job  
Interviewing - Successful Selection  
Intuition in Business  
Leadership  
Leading Beyond Authority  
Learning  
Learning Organisations  
Listening Skills  
Management Tools and Models  
Managing Upwards  
Managing Your Career  
Marketing  
Mediation  
Meetings  
Memory  
Menopause in the Workplace  
Mental Toughness  
Mentoring  
Mind Mapping  
Minute Taking  
Motivation  
Negotiation  
Networking  
NLP  
Nonviolent Communication  
Occupational Health  
Organisation Development  
Pay  
Performance Management  
Performance Manage People  
Personal Brand  
Personal Energy  
Political Intelligence  
Posture and Comfort  
Presentations  
Problem Solving  
Process Improvement  
Programme Management  
Project Management  
Psychological Contracts  
Psychological Health at Work  
Psychometric Testing  
Public Relations  
Quality  
Questioning Skills  
Rapport  
Reading Efficiently  
Recruitment  
Redundancy - Getting it Right  
Redundancy Survivors  
Report Writing  
Risk Management  
Sales Skills  
Social Media for Managers  
Solutions Focus Approach  
Spirit at Work  
Spiritual Intelligence  
Storytelling for Business  
Strategy  
Stress Management  
Succession Planning  
Talent Management  
Teambuilding  
Teams - Virtual and Remote  
Telephone Skills  
Time Management  
Training - How to Make it Pay  
Training Delivery  
Transactional Analysis  
Trust in the Workplace  
Values  
Violence and Aggression  
Vision and Mission  
Voice Skills  
Women in Management  
Work-life Balance  
Working from Home  
Workplace Wellness