

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
Charisma
Client Account Management
Coaching
Coaching Yourself
Communicating Change
Competency Frameworks
Confidence
Conflict Resolution
Consultants
Conversations for Collaboration
Corporate Social Responsibility
Creative Thinking
Customer Relations
Decision Making
Delegation
Dialogue
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
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
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
Violence and Aggression
Vision and Mission
Voice Skills
Women in Management
Work-life Balance
Working from Home
Workplace Wellness