

# Intertek Alchemy Rolling Roadshow Session Details

Atlanta, GA | April 1-2, 2025

## Day 1: Make Alchemy Make Sense – Understanding the Training Lifecycle



🕒 8:30 AM - 9:00 AM

### Breakfast

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🕒 9:00 AM - 9:30 AM

### Welcome & Introductions

- Trainer introductions, session objectives, and housekeeping.
  - Icebreaker activity: Participant introductions.
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🕒 9:30 AM - 12:00 PM

### Alchemy Lifecycle: Understanding the Training Process

- 1. Determine Training Needs:** We'll dive into the details of all Alchemy courses available to you and how they will meet training requirements for your EHS, HR, and food safety departments.
- 2. Assigning Training:** Now that we understand our training requirements and the supporting courseware, let's utilize Alchemy's tools to assign these training requirements.
- 3. Deliver Training:** With training assigned, we'll review how best to take advantage of the many training delivery methods Alchemy supports that offer flexibility and help maximize the completion rate.
- 4. Report Back on Training and Fill the Gaps:** It's time to evaluate training results and fill in identified knowledge gaps.

🕒 12:00 PM - 1:00 PM

## Lunch

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🕒 1:00 PM - 4:00 PM

## Creating Company-Specific Content (choose one)

### Creator Hands-On Session

- **Alchemy Creator – Elevating Your Training Experience:** A deep dive into Alchemy Creator, utilizing the different question options, advanced settings, translations, and many more helpful tools for course creation.

### Mobile Apps Hands-On Session

- **Alchemy Coach:** Participants will break into small teams and develop company-specific observations, while learning best practices in observing employees and facilitating 1-on-1 conversations.
  - **Alchemy Playbook:** This breakout session will focus on the creation tools available for you to utilize in Playbook and help you understand why and how heavy users of the app have reformatted their 15-page SOPs, Work Instructions, etc. into short, interactive courses.
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🕒 4:00 PM - 4:45 PM

## Put-it-into-Practice Project

Time to show us what you got! Attendees will split up into groups and complete a series of tasks to show off their newly learned Alchemy Training System skills.

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🕒 6:30 PM

## Atlanta Hawks vs. Portland Trailblazers

We have a private suite at State Farm Arena and invite you to join us for late-season NBA action! This comfortable setting and great vantage point with food and drinks will provide a relaxed environment for you to connect with Alchemists and fellow Alchemy clients.



# Day 2: Good to Great – Developing a True Understanding of Alchemy’s Products



🕒 8:30 AM - 9:00 AM

## Breakfast

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🕒 9:00 AM - 10:00 AM

## Understanding User Profiles

Alchemy Manager gives you multiple options for setting up users based on their roles and needs. We’ll walk you through how to set up/validate new users and help you understand what other valuable features and information are in a user’s profile.

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🕒 10:00 AM - 10:15 AM

## Break

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🕒 10:15 AM - 12:00 PM

## Implementing Groups and Learning Plans

Groups and Learning Plans are essential elements to any successful training program. They help you keep your employees organized when managing orientation, refresher, and make-up training. You’ll learn about the several types of Learning Plans you can create in Alchemy Manager to keep your training program on schedule. We’ll share strategies for developing Learning Plans by job role, shift, and plant.

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🕒 12:00 PM - 1:00 PM

## Lunch

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🕒 1:00 PM - 2:00 PM

## Making the Most of Your Group Training

Alchemy Player is a powerful tool that enables highly productive training sessions. Learn when and how to leverage options you have for selecting users, courses, and languages and get tips for setting up and facilitating a successful group training session.

🕒 2:00 PM - 3:15 PM

## Reporting and Insights

We'll help you learn about your reporting options, how to master your data in Excel, as well as best practices for scheduling reports. We'll also take a quick look at setting up charts on your **Admin Center** dashboard.

🕒 3:15 PM - 4:00 PM

## Closing

As our time together ends, we'll go through a comprehensive review of Alchemy's resources and training events available to help you to continue to advance your skills with the Alchemy Training System.

### Notes:

- Account managers will be available for any specific questions outside of the main agenda throughout the event. You can break away for private consultations.
- Attendees DO NOT have to be current users of or familiar with Alchemy Coach/Alchemy Playbook to participate in the Mobile Apps session.

# Want to join us?

[Register Here](#)