Agenda for the Week | All Times CDT

Tuesday, June 24th

Time	Topic
9:00 AM – 11:00 AM	**Alchemy Player**
1:00 PM – 3:00 PM	**Alchemy Creator**

Wednesday, June 25th

Time	Topic
9:00 AM – 11:00 AM	**Alchemy Manager:** Users and Courses Listings
1:00 PM – 3:00 PM	**Alchemy Manager:** Groups, Learning Plans, and Reporting

Thursday, June 26th

Time	Topic
9:00 AM – 11:00 AM	**Alchemy Coach**
1:00 PM – 3:00 PM	**Alchemy Playbook**

Tuesday, June 24th | Alchemy Player

Time (CDT)	Topic	Description
9:00 AM	**Opening**	Welcome to the Intertek Alchemy Training Seminar! We are excited to have you join us over the next 3 days to learn more about our solutions and how they can help optimize your training program. We are going to focus this morning on the actual delivery of your training program with Alchemy Player.
9:10 AM	**Delivering Training with Alchemy Player**	Alchemy Player is a powerful tool that enables highly-productive training sessions. Learn when to leverage each of the delivery methods (group training and kiosk); what options you have for selecting users, courses and languages; and tips for setting up and facilitating a successful group training session.
10:40 AM	**Discovering Premium Libraries**	In addition to the Alchemy courseware and your company-specific courses, you also have the opportunity to expand your course library with our premium libraries including: The Alchemy of Leadership (supervisor training), Workplace Harassment, Food Safety Manager, and more!
10:50 AM	**Closing**	We'll wrap up the morning by sharing additional resources available to you and allocating time for any remaining questions.

Tuesday, June 24th | Alchemy Creator

Time (CDT)	Topic	Description
1:00 PM	Opening	The focus for Wednesday afternoon will be customizing your training program with Alchemy Creator. We'll have our SMEs share best practices for developing courses that engage, resonate, and prepare your employees for their roles within your organization.
1:05 PM	PowerPoint: Time-saving Tips, Tricks, and More...	We'll use this time to share best practices for creating your next training course. You'll learn how to master the art of PowerPoint with simple ways to ensure your message is communicated clearly and effectively, as well as best practices for creating your next training course.
1:35 PM	Navigating Alchemy Creator	Alchemy Creator is full of great features to help your training course shine. We'll take you on a tour of our course-authoring tool to help you understand how to access and navigate all the bells and whistles.
1:55 PM	The Nuts and Bolts of Creating a Course with Alchemy Creator	Here you'll learn how to take your existing presentations and turn them into a custom course with Alchemy Creator. We'll cover different slide types; how to add photos, videos, and audio files; and inserting questions and remediation loops.
2:30 PM	Optimizing Your Creator Courses	Now that you understand how to create courses in Alchemy Creator, we'll cover best practices for optimizing their impact. We'll share the importance of incorporating company-specific elements, ensuring comprehension and retention with questions and remediation loops, and how to easily translate your courses in up to 84 languages.
2:45 PM	Building Your Course Library	You've made some amazing courses for your employees; now what? See how to preview your courses and add them into your course library in Alchemy Manager for your next training session.
2:55 PM	Closing	We'll wrap up the day by sharing additional resources available to you and allowing time for any remaining questions.

Wednesday, June 25th | Alchemy Manager: Users and Courses Listings

Time (CDT)	Topic	Description
9:00 AM	Opening	Wednesday will focus on the features and benefits of Alchemy Manager for managing users, accessing your course library, developing Learning Plans, and running training reports. The morning topics are geared toward new users of Alchemy Manager, while the afternoon will cover more advanced topics.
9:05 AM	What's New in Alchemy Manager?	Intertek Alchemy's engineering and product teams work around the clock to make Alchemy Manager user-friendly and add features most requested by our clients. During this time, we'll share with you some of the recent enhancements to Manager.
9:20 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 tools and information are in a user's profile.
10:00 AM	Accessing Your Course Library	Take some time to get to know and understand your course library. We'll help you learn how to preview courses and illustrated scripts, show you how to add different types of courses, and provide an overview of utilizing eLearning capabilities.
10:45 AM	Closing	We'll wrap up the morning by sharing additional resources available to you and allowing time for any remaining questions.

Wednesday, June 25th | Alchemy Manager: Groups, Learning Plans, and Reports

Time (CDT)	Topic	Description
1:00 PM	Opening	Wednesday afternoon will build on Manager's morning session. We'll recap what's new in Manager, help you create groups and Learning Plans, and take a deeper dive into reporting.
1:05 PM	What's New in Alchemy Manager?	Intertek Alchemy's engineering and product teams work around the clock to make Alchemy Manager user-friendly and add features most requested by our clients. During this time, we'll share with you some of the recent enhancements to Manager.
1:20 PM	Implementing Groups & 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 trainings. Come learn about the various 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.
2:15 PM	Reporting	This is where we help you learn about your reporting options, how to mastermind your data in Excel, and best practices for scheduling reports. We'll also take a quick look at setting up charts on your dashboard.
2:50 PM	Closing	We'll wrap up the afternoon by sharing additional resources available to you and allowing time for any remaining questions.

Thursday, June 26th | Alchemy Coach

Time (CDT)	Topic	Description
9:00 AM	Opening	Now that you've become experts with Alchemy Creator, Manager, and Player we are going to focus on Alchemy Coach! We designed this tool to help validate that what you are training in the classroom becomes what employees are practicing on the floor.
9:05 AM	Coach Terminology & Understanding the Basics	Alchemy Coach is a powerful tool that opens the doors for 1-on-1 communication between frontline employees and their management staff. Learn when to leverage facilitating a single-user or a multi-user observation.
9:45 AM	Getting Creative	Intertek Alchemy prides itself on the flexibility of adding your own company-specific information, and observations are no different! Here, you will learn how to copy our off-the-shelf observations and fine-tune them as needed to better suit your facility's specific needs. Or you can start building observations from scratch, turning any checklist you currently fill out with a clipboard and pen into an easy-to-use Coach observation.
10:30 AM	Live Demo of Coach	We'll provide a look at the user experience of working with Alchemy Coach in real time! We'll look at functionality for your employees and complete actual observations within the app. Then we'll highlight reporting options and make sure we're answering your burning questions about all things Coach!
10:50 AM	Closing	We'll wrap up the morning by sharing additional resources available to you and allowing time for any remaining questions.

Thursday, June 26th | Alchemy Playbook

Time (CDT)	Topic	Description
1:00 PM	Opening	Welcome to the final session of the Intertek Alchemy Training Seminar! We are going to close the loop today with Alchemy Playbook! This is the tool we designed to help facilitate OJT; to help your employees learn important information right in the working environment.
1:10 PM	Alchemy Playbook Overview	Alchemy Playbook is a the perfect tool that opens the doors to not only help facilitate on-the-floor training, but also keep track of employees' skills and qualifications.
1:25 PM	Creating Playbook Courses	Building on the flexibility of adding your company-specific information, creating your own courses and qualifications is no different! We'll demonstrate how easy it is to turn the page on boring paper SOPs and digitize them.
2:05 PM	All Things Qualifications: Setup and Facilitation	Now that we have a good sense of how to create our own Playbook courses, let's bundle all this required training into qualifications so we can easily track the progress of employees becoming certified to run a piece of machinery or do a certain task.
2:50 PM	Closing	We'll wrap up the afternoon by sharing additional resources available to you and allowing time for any remaining questions.