



INTERTEK ALCHEMY TRAINING SEMINAR

# AGENDA

## Tuesday, October 5 | Alchemy Creator Morning Sessions

Time	Session Title	Session Description
10:00 AM CT	Opening Session	<p>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.</p> <p>The focus for Tuesday will be customizing your training program with Alchemy Creator. We'll have our SME's share best practices for developing courses that engage, resonate, and prepare your employees for their role within your organization.</p>
10:10 AM CT	PowerPoint: Time-saving Tips, Tricks, and More...	Join Intertek Alchemy's Senior Content Designer to learn 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.
10:50 AM CT	Navigating Alchemy Creator	Alchemy Creator is full of great features to help your training course shine. During this session, 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.
11:10 AM CT	The Nuts and Bolts of Creating a Course with Alchemy Creator	Attend this session to 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.
11:50 AM CT	Optimizing Your Creator Courses	Now that you understand how to create a course in Alchemy Creator, this session will help you learn 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 translate your courses in up to 84 languages.
12:30 PM CT	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.
12:50 PM CT	Closing Session	We'll wrap up the day by sharing additional resources available to you and allocating time for any remaining questions.

## Tuesday, October 5 | Alchemy Creator Afternoon Sessions

Time	Session Title	Session Description
2:00 PM CT	Opening Session	<p>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.</p> <p>The focus for Tuesday will be customizing your training program with Alchemy Creator. We'll have our SME's share best practices for developing courses that engage, resonate, and prepare your employees for their role within your organization.</p>
2:10 PM CT	PowerPoint: Time-saving Tips, Tricks, and More...	Join Intertek Alchemy's Senior Content Designer to learn 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.
2:50 PM CT	Navigating Alchemy Creator	Alchemy Creator is full of great features to help your training course shine. During this session, 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.
3:10 PM CT	The Nuts and Bolts of Creating a Course with Alchemy Creator	Attend this session to 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.
3:50 PM CT	Optimizing Your Creator Courses	Now that you understand how to create a course in Alchemy Creator, this session will help you learn 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 translate your courses in up to 84 languages.
4:30 PM CT	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.
4:40 PM CT	Closing Session	We'll wrap up the day by sharing additional resources available to you and allocating time for any remaining questions.

## Wednesday, October 6 | Alchemy Manager Beginner Sessions

Time	Session Title	Session Description
10:00 AM CT	Opening Session	<p>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 courses are geared toward new users of Alchemy Manager, while the afternoon will cover more advanced sessions.</p> <p>We'll also highlight our mobile applications, Coach and Playbook, for digitizing employee observations, providing on-the-job training, and accessing worker qualifications for specific tasks.</p>
10:10 AM CT	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 session, we'll share with you some of the recent enhancements including updates to the Manager dashboard, the addition of Smart Reports, improvements to the user interface, and notification features.
10:30 AM CT	Navigating the Alchemy Manager Dashboard	The Alchemy Manager dashboard helps keep you "in the know" with your training activities. Attend this session to learn what components make up the dashboard, how to customize it to meet your needs, and what help features are available to you.
10:50 AM CT	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 understand what other valuable tools are in a user's profile.
11:20 AM CT	Accessing Your Course Library	Take some time to get to know/understand your course library. During this session, we'll help you learn how to preview courses and illustrated scripts, add new courses, and get an overview of your learning plans.
11:50 AM CT	Reporting 101	Record-keeping and reports are key to maintaining audit-readiness at your plant. Join this session to understand Alchemy's reporting options and leave with the ability to identify the right report for the right need. We'll cover the different types of reports and when to use them.

## Wednesday, October 6 | Alchemy Manager Beginner Sessions

Time	Session Title	Session Description
12:20 PM CT	Coach & Playbook	If you are looking to up your OJT training and coaching game, you will not want to miss this quick overview of our mobile applications — Alchemy Coach and Alchemy Playbook. Coach is an award-winning tool for digitizing supervisor-employee observations to promote interactions and help facilitate corrective actions. Playbook is our newest solution geared toward standardizing and simplifying OJT training, while giving you the ability to find qualified workers instantly should a line go down.
12:35 PM CT	Closing Session	We'll wrap up the morning by sharing additional resources available to you and allocating time for any remaining questions.

## Wednesday, October 6 | Alchemy Manager Advanced Sessions

Time	Session Title	Session Description
2:00 PM CT	Opening Session	<p>Wednesday afternoon will take Manager beginner users and turn them into pros. We'll recap what's new in Manager, help you create groups and learning plans, and take a deeper dive into reporting.</p> <p>You'll also have the opportunity to learn more about our mobile applications, Coach and Playbook. These solutions help digitize employee observations, provide on-the-job training, and enable you to access worker qualifications for specific tasks.</p>
2:05 PM CT	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 session, we'll share with you some of the recent enhancements including updates to the Manager dashboard, the addition of Smart Reports, improvements to the user interface, and notification features.

## Wednesday, October 6 | Alchemy Manager Advanced Sessions

Time	Session Title	Session Description
2:35 PM CT	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.
3:35 PM CT	Reporting 201	Now that you know how to run the basic reports in Alchemy Manager, it's time to become a reporting master! This session will help you learn advanced reporting options, how to mastermind your data in Excel, as well as, best practices for scheduling notifications and plant-level reporting tools.
4:15 PM CT	Coach & Playbook	If you are looking to up your OJT training and coaching game, you will not want to miss this quick overview of our mobile applications - Alchemy Coach and Alchemy Playbook. Coach is an award-winning tool for digitizing supervisor-employee observations to promote interactions and help facilitate corrective actions. Playbook is our newest solution geared toward standardizing and simplifying OJT training, while giving you the ability to find qualified workers instantly should a line go down.
4:30 PM CT	Closing Session	We'll wrap up the afternoon by sharing additional resources available to you and allocating time for any remaining questions.

## Thursday, October 7 | Alchemy Player Morning Sessions

Time	Session Title	Session Description
10:00 AM CT	Opening Session	<p>Welcome to the third and final day of the Intertek Alchemy Training Seminar! Now that you've become experts with Alchemy Creator and Alchemy Manager, we are going to focus today the actual delivery of your training program with Alchemy Player.</p> <p>You'll also have the opportunity to learn about our some additional course libraries that you can take advantage of.</p>
10:10 AM CT	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-based, eLearning, and kiosk); what options you have for selecting users, courses and languages; and how you can access quick reports to clarify misunderstood content.
12:45 PM CT	Discovering Premium Libraries	In addition to the Alchemy courseware and your creator courses, you also have the opportunity to expand your course library with our Premium Libraries including: The Alchemy of Leadership (supervisor training), Environmental Responsibility, Food Safety Manager, and more!
12:50 PM CT	Closing Session	We'll wrap up the afternoon by sharing additional resources available to you and allocating time for any remaining questions.

## Thursday, October 7 | Alchemy Player Afternoon Sessions

Time	Session Title	Session Description
2:00 PM CT	Opening Session	<p>Welcome to the third and final day of the Intertek Alchemy Training Seminar! Now that you've become experts with Alchemy Creator and Alchemy Manager, we are going to focus today the actual delivery of your training program with Alchemy Player.</p> <p>You'll also have the opportunity to learn about our some additional course libraries that you can take advantage of.</p>
2:10 PM CT	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-based, eLearning, and kiosk); what options you have for selecting users, courses and languages; and how you can access quick reports to clarify misunderstood content.
4:45 PM CT	Discovering Premium Libraries	In addition to the Alchemy courseware and your creator courses, you also have the opportunity to expand your course library with our Premium Libraries including: The Alchemy of Leadership (supervisor training), Environmental Responsibility, Food Safety Manager, and more!
4:50 PM CT	Closing Session	We'll wrap up the afternoon by sharing additional resources available to you and allocating time for any remaining questions.