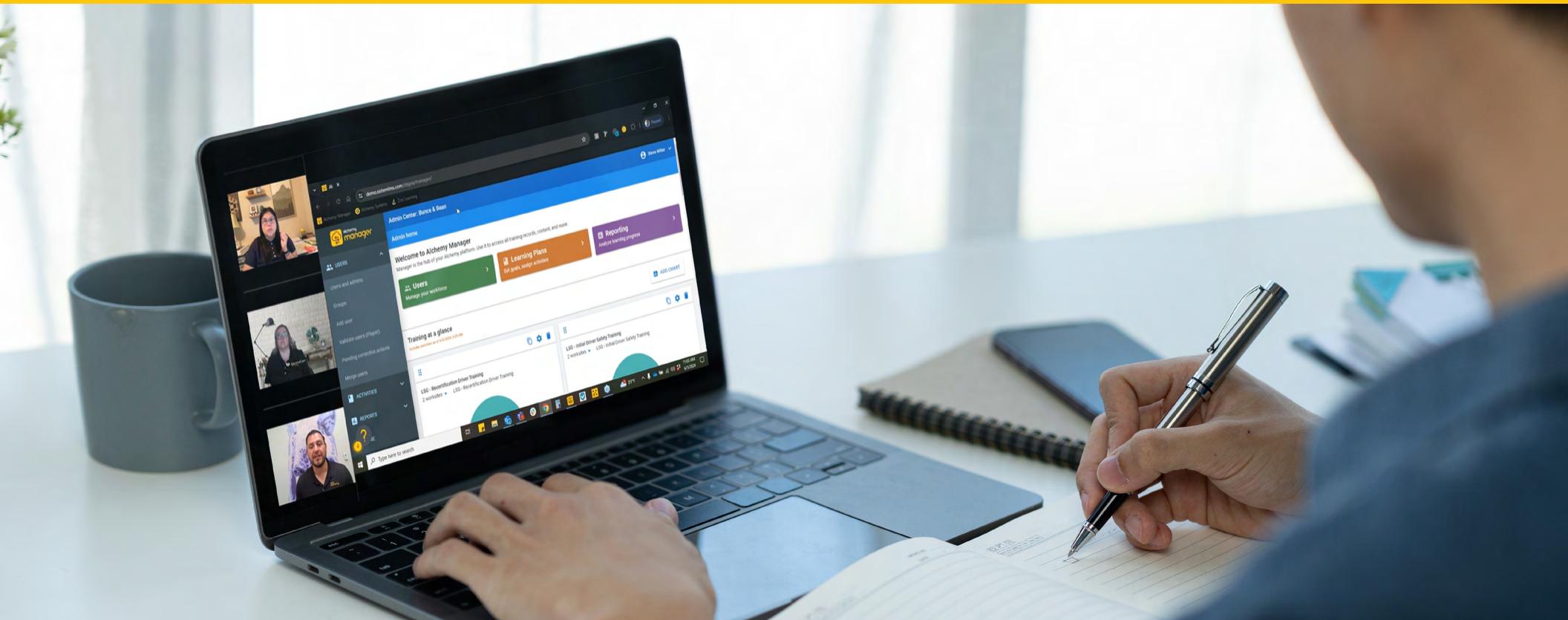


# Client Training Seminar Session Details

*June 2026*



## Agenda for the Week | All Times CDT

### Tuesday, June 2nd

Time	Session
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9:00 AM – 12:00 PM	Intertek Alchemy App
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1:00 PM – 3:00 PM	Alchemy Creator
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### Wednesday, June 3rd

Time	Session
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9:00 AM – 11:00 AM	Alchemy Manager: User/Course Listings and Reporting
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1:00 PM – 3:00 PM	Alchemy Manager: Groups, Learning Plans, and Learning Plan Reporting
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### Thursday, June 4th

Time	Session
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9:00 AM – 11:00 AM	Alchemy Player
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2:00 PM – 3:00 PM	Open Office Hour
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## Tuesday, June 2nd | Intertek Alchemy App

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 focusing this morning on the execution of your training with Intertek Alchemy App.
9:10 AM	Intertek Alchemy App Overview	The new Intertek Alchemy App provides access to both Alchemy Coach and Alchemy Playbook to streamline, simplify, and reinforce more consistent frontline work. This app helps you ensure your training becomes execution on your plant floor.
9:35 AM	From Binders to Tablets: Standardizing SOPs, Work Instructions, and More	Intertek Alchemy prides itself on the flexibility of adding your own company-specific information, and this extends to observations and job-specific training. You will learn how to edit our off-the-shelf observations to better suit your facility's specific needs and how to build observations from scratch. We'll also show you how to create custom, job-specific training courses. You'll see how easy it is to replace those boring paper SOPs with interactive, digital learning.
10:20 AM	Closing the Skills Gap: Executing a Collaborative OJT Strategy	Now, let's bundle this required job-specific training together with observations to create job qualifications so we can easily track the progress of employees becoming certified to run a piece of machinery or do a certain task.
11:10 AM	Operational Readiness: Leveraging the Alchemy Skills Matrix for Workforce Readiness	Alchemy App helps you track and manage workforce qualifications through its digital skills matrix. This tool is designed to replace manual tracking and provide real-time visibility into production readiness. We'll demonstrate how to use this qualification matrix and other reports directly related to activities done within the app.
11:50 AM	Closing	We'll wrap up the morning by sharing additional resources available to you and allowing time for any remaining questions.

## Tuesday, June 2nd | Alchemy Creator

Time (CDT)	Topic	Description
1:00 PM	Opening	The focus for Tuesday 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 3rd | Alchemy Manager: User/Course Listings and Reporting

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.
9:40 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.
10:00 AM	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.
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 3rd | Alchemy Manager: Groups, Learning Plans, and Learning Plan Reporting

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.
1:15 PM	Learning Plans	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 best practices for easing your administration and strategies for developing learning plans by job role, shift, and plant.
1:50 PM	Groups	Groups are an essential element for any successful training program. They help you streamline your efforts and keep your employees organized when managing orientation, refresher, and make-up trainings.
2:25 PM	Learning Plan Reporting	Being able to accurately report on Learning Plans is critical to compliance for internal and external auditing purposes. We'll use this time to cover the many Learning Plan reports, when and how to use them, and customizing them with filters for your own needs.
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 4th | Alchemy Player

Time (CDT)	Topic	Description
9:00 AM	Opening	Welcome to the final day of the Intertek Alchemy Training Seminar! 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.

## Thursday, June 4th | Open Office Hour

Time (CDT)	Topic	Description
2:00 PM	<b>Helping with Your Questions</b>	We covered a lot of ground this week! If you have lingering questions, we're here for you. Bring your questions about any of our products and our team of account managers will help provide greater product understanding and best practices for optimizing your Alchemy Training System.