



Agenda with Details

Nashville, TN

September 15-16, 2026

Day 1: Training Creation and Delivery



🕒 8:15 AM - 9:00 AM

Breakfast and Check-In

🕒 9:00 AM - 10:00 AM

Welcome and Introductions

- Trainer introductions, session objectives, and housekeeping.
 - Icebreaker activity: Participant introductions using Alchemy Player.
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🕒 10:15 AM - 12:15 PM

Creating Company Specific Content: Creator Hands-On Session

- **Creator – Elevating Your Training Experience:** A deep dive into Alchemy Creator, utilizing the different question options, advanced settings, translations, and more helpful tools for course creation.
 - **The Future:** Join us for a live look of our upcoming AI-powered content creation tool!
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🕒 12:15 PM - 1:15 PM

Lunch

🕒 1:15 PM - 2:15 PM

Delivering Training: What Works Best

- **Determine Training Needs:** Dive into the details of all Alchemy courses available to you and how they will meet training requirements for EHS, HR, and Food Safety departments.
- **Deliver Training:** Let's take advantage of the training methods Alchemy offers to maximize the flexibility of the many ways you can train your employees.

🕒 2:30 PM - 4:30 PM

Going Mobile to Enhance OJT and More

*Featuring Alchemy client co-presenter, **Jennifer Desjardin**, LMS Content Administrator for HP Hood LLC, sharing her client experience.*

- We'll focus on the course creation tools available and show why and how heavy users of the app have been able to reformat their 15-page SOPs, work instructions, etc. into short, interactive courses.
- Participants will break into teams and develop company-specific observations, while learning best practices in observing employees and facilitating 1-on-1 conversations.

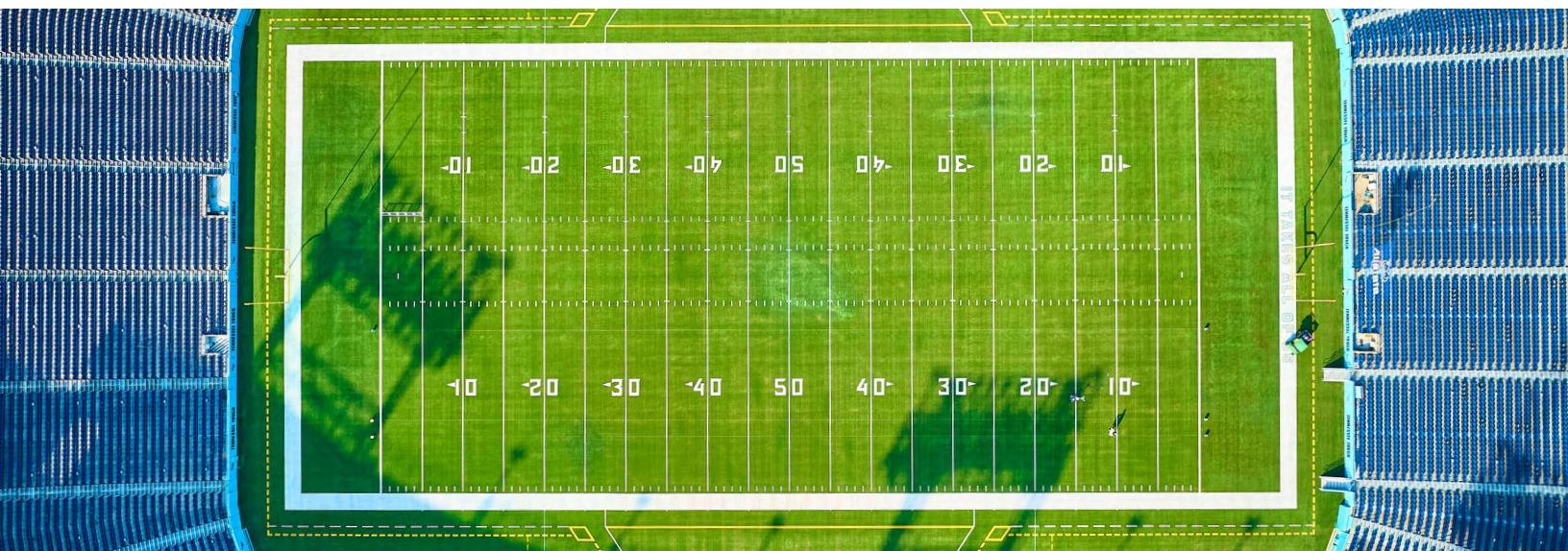
🕒 4:30 PM - 5:00 PM

Wrap-Up

We'll make a final review of the topics we covered today, take a quick look at what's ahead on day two, and field any remaining questions.

🕒 5:00 PM

Head to the Playing Field in Nissan Stadium for Fun Activities



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

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16

🕒 8:30 AM - 9:00 AM

Breakfast

🕒 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 review the other valuable tools and information in a user’s profile.

🕒 10:15 AM - 12:15 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 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.

🕒 12:15 PM - 1:15 PM

Lunch

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The workshop was well-organized and intentionally designed. The team was incredibly knowledgeable and kind, making the experience even more valuable.

—Amber H., UNFI



🕒 1:15 PM - 3:15 PM

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16

Reporting and Insights

- We'll help you learn about your reporting options, how to master your data in Excel, and best practices for scheduling reports. We'll also take a quick look at setting up charts on your **Admin Center** dashboard.
- Attendees will split up into groups and complete a series of tasks to show off their newly learned Alchemy skills.

🕒 3:15 PM - 3:45 PM

Software Roadmap Preview

Join us for a live look into the new tools, features, and capabilities we have on our roadmap, shaped by the valuable feedback from our clients!

🕒 3:45 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 conversations.
- Clients can sign up for 20-minute time slots to meet with our Product team throughout the event.
- Attendees DO NOT have to be current users of Alchemy App or familiar with Alchemy Coach/Alchemy Playbook to participate in the "Going Mobile..." session.

**Want to
join us?**

[Register Here](#)

