

Rolling Roadshow Session Details

Austin, TX | April 7-8, 2026

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



🕒 8:15 AM - 9:00 AM

Breakfast and Check-In Begin

🕒 9:00 AM - 10:00 AM

Welcome and Introductions

- Trainer introductions, session objectives, and housekeeping.
 - Icebreaker activity: Participant introductions the Alchemy way.
 - Alchemy software product roadmap brief review
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🕒 10:10 AM - 12:30 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, let's utilize Alchemy's tools to assign all the training to meet these requirements.
- 3. Deliver Training:** With training assigned, we'll review how best to take advantage of the many training delivery methods Alchemy offers that provide 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.

🕒 12:30 PM - 1:30 PM

Lunch

🕒 1:30 PM - 4:00 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.
 - Attendees will split up into groups and complete a series of tasks to show off their newly learned Alchemy skills.
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🕒 4:00 PM - 4:15 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 2, and field any remaining questions.

🕒 5:45 PM

Boarding for Boat Cruise on Lady Bird Lake in Downtown Austin



Day 2: Good to Great – Deepening Our Understanding of Alchemy’s Products



🕒 8:15 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 to understand what other valuable tools and information are in a user’s profile.

🕒 10:10 AM - 11:45 AM

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.

🕒 11:45 AM - 12:45 PM

Lunch

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Super valuable information!! Enjoyed the hands on learning! Everyone’s personality was amazing and super helpful with questions. And the plus of it all was the baseball game!!

—J. Cortes, Cargill



🕒 12:45 PM - 2:30 PM

Creating Company-Specific Content

We'll dive deep into Alchemy Creator, utilizing the different question options, advanced settings, translations, and many more helpful tools for course creation.

🕒 2:40 PM - 4:25 PM

Going Mobile to Enhance OJT and More

- Participants will break into teams and develop company-specific observations, while learning best practices in observing employees and facilitating 1-on-1 conversations.
- 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.

🕒 4:30 PM - 5:00 PM

Closing

As our time together ends, we'll present a sneak preview of a new product coming later this year and review 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.
- 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](#)