

## Training Roadmap: Assess Training Needs and Resources

Define specific needs for your organization and who will help you get there. Think of things like; skills your employees need to be successful, quality standards, potential and upcoming audits, what resources are available within your own organization, if any, and familiarize yourself with Alchemy content to help establish.

Task	Done	Action Required
<b>Establish training needs for all job types and roles</b>	<input type="checkbox"/>	Define what skills are organization-wide skills, or skills that are meant for all exempt and/or non-exempt employees.
<b>Establish training needs for specific job types and roles</b>	<input type="checkbox"/>	Define what skills are specific for certain roles.
<b>Perform gap analysis</b>	<input type="checkbox"/>	Identify training needs through a thorough review of Alchemy courseware and your organizations' training content. Noting which languages are available for the courses, if applicable.
<b>Perform gap analysis of language needs, if applicable.</b>	<input type="checkbox"/>	After performing a gap analysis on courseware in your organization's primary language, review the needs for additional languages and identify which courses may need translating.
<b>Identify your training team</b>	<input type="checkbox"/>	Now that you have identified what your training needs and courses are, build your training program team. Define roles such as; training facilitators, coaches, content creators, subject matter experts and who will manage the Alchemy Manager system.
<b>Begin establishing communication:</b> <i>Make announcements</i>	<input type="checkbox"/>	Announce the program. Use them ahead of launching your training program to build excitement. An example includes a countdown near common areas including break rooms and time clocks.

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## Training Roadmap: *Create a Training Action Plan*

Now that you identified training gaps and your training team, it's time to start establishing the action items required to bring your training program to fruition.

Task	Done	Action Required
<b>Review and purchase necessary technology</b>	<input type="checkbox"/>	Decide what devices are required for your program. Examples include dedicated training desktop, laptops, and/or other mobile devices, etc.
<b>Develop training timelines</b>	<input type="checkbox"/>	Finding time to train can be difficult, but establishing training timelines can help you stick to your training dates. Think of the different types of training your program will include such as refresher training, on the job training, and group based training. Consider piloting the program with one department, then factor in time to make adjustments along the way before an organization-wide roll-out.
<b>Establish best practices</b>	<input type="checkbox"/>	Establishing simple organization-wide practices from the initial inception of your program will help avoid future clean-up of your Alchemy Manager site. Determine practices and communicate them, some important ones include creating a naming convention for Manager, and developing a cadence for regular Manager maintenance.
<b>Structure your program: groups</b>	<input type="checkbox"/>	Alchemy Manager is equipped to organize your learners by creating groups. This gives you the option to arrange worksites and individuals into groups how you see fit for your training needs. Groups can be subscribed to learning plans.
<b>Structure your program: learning plans</b>	<input type="checkbox"/>	Alchemy Manager is equipped to organize your learning activities by creating learning plans. With four learning plan options, decide what makes sense for your training needs.
<b>Start TODAY!</b>	<input type="checkbox"/>	Start working on Alchemy components today! This allows for a hands-on approach that gives you ample time to get to know the training components.

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## Training Roadmap: *Revisit and Revise*

After Launching your training program it's important to revisit it and make revisions where necessary. It is also important to keep up the momentum and have a plan for succession.

Task	Done	Action Required
<b>Keep up the momentum!</b>	<input type="checkbox"/>	Continue to communicate training wins across your organization including your frontline employees, leadership and team managers. Reinforce training by establishing team meetings, make training initiatives visible with posters, newsletters and emails.
<b>Manager Maintenance</b>	<input type="checkbox"/>	As mentioned before, establish a regular cadence to ensure your Manager site is up to date with current Users, Groups, Learning Plans and that you are running on the latest version of the Alchemy Component.
<b>Alchemy Champion Succession</b>	<input type="checkbox"/>	Ensure that you have a plan for succession. Include other Alchemy Champions at your organization to ensure retirements and resignations don't affect your training program.
<b>Assess your training program</b>	<input type="checkbox"/>	Define metrics to measure program success. For example, use a target number for course completions within a specific time frame. Review Manager reports to determine which you will use to accomplish this. Then use those to review your program for potential areas of improvement and growth.

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