

Onboard with a Learning Plan

One effective approach to enhancing training knowledge is to have an Alchemy Champion within your organization. By creating Learning Plans, you can tailor the course content using the curriculum listed in step 3 of this document when adding learning plan activities. With the learning plan option, you can also track your employees learning with the use of learning plan reports, streamlining the effectiveness of your Alchemy Champion learning plans.



ENTER PLAN DETAILS


Use an organization-wide naming convention to start entering details for your Learning Plan. Details will be dependent on the Learning Plan type you choose. For more information on Learning Plan Options and how to create them visit the step-by-step articles below:

- [Learning Plan Options](#)
- [Create a New Fixed Date Learning Plan](#)
- [Create a New Relate Date Learning Plan](#)

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ADD A NEW LEARNING PLAN


Log into Manager, navigate to Activities, then click on ADD  to make a new Learning Plan. Name your Learning Plan to begin adding details.

- Need more details? Visit our Help Site:
- [Learning Plan Options](#)
 - [Create a New Fixed Date Learning Plan](#)
 - [Create a New Relate Date Learning Plan](#)

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ADD ACTIVITIES


Located at the bottom of the Learning Plan details page, find the Add/Remove Activities button  to customize your learning plan by searching and adding activities under the Alchemy Resources category. Tailor the course content by choosing from the curriculum paths below:

- Choose the Course Path:
- [Administrators Curriculum](#)
 - [Trainers/Facilitators Curriculum](#)
 - [Content Developer Curriculum](#)
 - [Coach Admin Add On Only Curriculum](#)
 - [Coach Copper / Silver Curriculum](#)
 - [Playbook Admin Curriculum](#)
 - [Learner Curriculum](#)

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SUBSCRIBE USERS

The last step to finalizing your Alchemy Champion learning plan is to subscribe learners to the plan. Using the  tab located you can add/remove users or add/remove groups to the plan. Your users are now ready to start their Alchemy Champion journey.

- Need more details? Visit our Help Site:
- [How to Assign Users to a Learning Plan](#)

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Help & Support

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