

AI Consultant Ready

Programme outline: confirmed exercises, outputs and coaching tasks. Cohort dates: To be determined.

Facilitator	Soo Hoo Yoon Hunn facilitates the programme and group coaching.
Who it is for	People exploring an AI service for small businesses who need to define the client problem, scope and delivery process.
Learning objectives	Diagnose a client task and separate symptoms from a testable problem. Evaluate whether AI is appropriate within the client's constraints. Define a pilot scope, acceptance criteria and proposal. Construct and test a small demonstration using permitted information. Demonstrate a client handover and plan a 90-day pilot.
Planned outputs	A scoped pilot proposal A small demonstration A test record A client handover guide
Confirmed format	Two days plus 90-day implementation. WhatsApp peer coaching, half-day group coaching on days 30, 60 and 90, and graduation on day 90.
Confirm before booking	Daily times, venue, group size, entry requirements, preparation, equipment and any paid accounts. See the programme page for the current fee and booking terms.

Day 1: Define the client problem before the solution

Discover the work behind the request

Practise	Map the current process and recurring difficulty Ask for examples, constraints and existing measures
Activity	"The Client Wants AI": pairs conduct a discovery interview using a supplied small-business case.
Feedback and review	Separate the client's requested tool from the work problem and missing evidence.
Application	Use the question guide in a real or practice discovery conversation.
Learning outcome	Produce a client problem statement supported by discovery evidence.
Output	A discovery guide and current-process map.

Choose a problem AI can usefully address

Practise	Compare AI and simpler process options Evaluate data access, error consequences and human review needs
Activity	"Choose the Pilot": teams compare three possible interventions against the same client constraints.
Feedback and review	Challenge the chosen option and identify circumstances where it should not proceed.
Application	Explain the rationale before proposing an AI service.
Learning outcome	Justify a bounded use case or recommend another approach.
Output	A use-case decision record.

Define the limits before making a promise

Practise	Define deliverables, exclusions and dependencies Set acceptance criteria against a baseline
Activity	"The Expanding Brief": participants scope a pilot and respond to an additional client request.
Feedback and review	Check which promises can be tested and which depend on client action.
Application	Use the scope to prevent unagreed work and unclear acceptance.
Learning outcome	Produce a pilot scope with testable success criteria.
Output	A scope and acceptance checklist.

Make the proposal assessable

Practise	Connect the service to the client problem State stages, effort assumptions and client responsibilities
Activity	"The Proposal Review": peers act as clients and question a short pilot proposal, including the draft price basis.
Feedback and review	Identify vague deliverables, missing dependencies and unsupported return claims.
Application	Revise the proposal before a real client discussion.
Learning outcome	Present a scoped proposal with clear assumptions and next steps.
Output	A draft pilot proposal and pricing assumptions.

Day 2: Test a small solution and prepare the handover

Build the smallest useful demonstration

Practise	Build one bounded workflow with permitted sample data Document inputs, outputs and human decisions
Activity	"One Task, One Demo": participants create a small demonstration for the scoped case and show the output to a peer.
Feedback and review	Compare the demonstration with the client's task and remove unnecessary features.
Application	Use the demo to gather specific feedback, not to claim production readiness.
Learning outcome	Demonstrate a bounded workflow against the pilot scope.
Output	A demonstration and workflow record.

Test failure as well as success

Practise	Test normal, incomplete and misleading inputs Record errors, limits and required human intervention
Activity	"The Awkward Input": peers test each demonstration with varied cases and record the observed results.
Feedback and review	Distinguish a repeatable failure from a one-off result; decide what to revise or stop.
Application	Use acceptance tests before any client pilot decision.
Learning outcome	Evaluate a demonstration against defined test cases and limits.
Output	A test record and issue list.

Hand over a service the client can operate

Practise	Explain operating steps and checking responsibilities Define support boundaries and a manual fallback
Activity	"The Client Takes Over": a peer operates the workflow using only the handover instructions and asks support questions.
Feedback and review	Identify where the client needed help and clarify who owns each decision.
Application	Revise handover and support terms before a client trial.
Learning outcome	Demonstrate a handover with operating, checking and escalation instructions.
Output	A handover guide and support boundary statement.

Run a pilot and review the evidence

Practise	Plan discovery, permission, testing and review milestones Define evidence for continuing, revising or stopping the pilot
Activity	"The Pilot Decision": participants present the scope, demonstration and tests, then receive a peer readiness review.
Feedback and review	Identify unmet dependencies and separate demonstrated results from intended benefits.
Application	Start only the authorised pilot actions and bring evidence to coaching.
Learning outcome	Produce a 90-day pilot plan with clear dependencies and decision points.
Output	A pilot plan, evidence log and next-step recommendation.

Apply and review over 90 days

Use these tasks to prepare for each coaching session. Agree how to apply them to your goal with Soo Hoo.

Day 30	Bring discovery evidence, a scoped pilot proposal and permission or access dependencies.
Day 60	Review demonstration tests, client feedback where available and changes to the scope.
Day 90	Present the pilot evidence, handover materials, unresolved limits and a next-step recommendation.

Between sessions, test your chosen actions and record attempts, feedback and revisions. The programme does not guarantee jobs, income, clients, business growth or professional certification.

Programme details: <https://riseupasiasia.com/ai-consultant-ready/>