

Work 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 preparing to enter or re-enter work, with an employee application option for participants building workplace reliability.
Learning objectives	Prioritise tasks against deadlines and agreed completion criteria. Demonstrate clear questions, progress updates and handovers. Resolve a simulated work problem within defined responsibility. Present strengths using specific examples of contribution. Implement a 90-day job-search or workplace practice plan.
Planned outputs	A weekly task plan A communication and handover checklist A personal evidence profile A 90-day practice plan
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: Make your work dependable

From effort to agreed expectations

Practise	Compare assumptions with a work brief Define observable signs of a completed task
Activity	"The Unclear Assignment": pairs attempt a short brief, then agree what a satisfactory result must contain.
Feedback and review	Compare the first outputs with the brief; identify which missing agreement caused rework.
Application	Use a completion checklist before accepting a real task.
Learning outcome	Agree task expectations before starting work.
Output	A task completion checklist.

Turn a task list into a delivery plan

Practise	Prioritise competing requests Plan milestones and report a likely delay
Activity	"The Busy Morning": teams order a set of requests, then revise the plan when a deadline changes.
Feedback and review	Compare choices, consequences and escalation points; test one revised plan.
Application	Schedule the next week of work or job-search actions.
Learning outcome	Produce a task plan with priorities, deadlines and an escalation point.
Output	A weekly task plan.

Ask early and keep others informed

Practise	Practise clarification questions Deliver concise progress updates and handovers
Activity	"Message Relay": pairs clarify a task, report a problem and hand it to a new colleague using a written note.
Feedback and review	The receiving colleague identifies what they can act on and what is missing.
Application	Use the revised message structure in the next work conversation.
Learning outcome	Communicate the task, status, problem and required next action.
Output	A communication and handover checklist.

Take ownership without guessing

Practise	Diagnose a delivery problem Choose an action within authority and escalate the rest
Activity	"The Missed Delivery": groups handle a disrupted task and explain their next action to a supervisor.
Feedback and review	Separate facts from assumptions; compare the cost of silence, guessing and timely escalation.
Application	Identify the escalation route for a real workplace or job-search obstacle.
Learning outcome	Propose a justified next step and request help when authority is limited.
Output	A problem and escalation record.

Day 2: Demonstrate what you can contribute

Replace broad claims with evidence

Practise	Identify examples from work, study or community roles Connect an action to an observable result
Activity	"Show Me the Evidence": pairs challenge vague strengths and rewrite each with a concrete example.
Feedback and review	Check whether the example demonstrates the claimed strength without exaggeration.
Application	Adapt the strongest examples for a CV or development conversation.
Learning outcome	Present a strength through a specific action and result.
Output	A personal evidence profile.

Make your contribution clear in conversation

Practise	Structure an interview or development response Ask questions that clarify role expectations
Activity	"The Conversation Rehearsal": participants practise an interview or manager conversation, receive feedback and repeat it.
Feedback and review	Observers identify specific evidence, unanswered questions and unclear wording.
Application	Rehearse one upcoming interview or workplace conversation.
Learning outcome	Deliver a relevant response and ask a useful follow-up question.
Output	A revised conversation guide and peer feedback.

Deliver when the brief changes

Practise	Clarify and complete a simulated assignment Adapt to a change and hand over the result
Activity	"The Working Day": teams receive a brief, a mid-task change and a final handover deadline.
Feedback and review	Compare the agreed criteria with the result; trace errors to planning, communication or checking.
Application	Select one behaviour to repeat in the next real assignment.
Learning outcome	Complete and hand over a task against agreed criteria after a change.
Output	A completed work sample and handover record.

Turn practice into a 90-day routine

Practise	Choose a job-search or workplace goal Schedule practice and evidence reviews
Activity	"The First Week": participants plan an initial action, rehearse it with a partner and book review checkpoints.
Feedback and review	The partner checks whether the action, evidence and review date are specific enough to follow.
Application	Start the first action within the participant's chosen week and bring evidence to coaching.
Learning outcome	Produce a realistic 90-day practice plan with feedback checkpoints.
Output	A 90-day plan and accountability agreement.

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 a completed task or job-search attempt and feedback on clarity and reliability.
Day 60	Compare repeated attempts and revise the task, communication or interview approach.
Day 90	Demonstrate a workplace handover or interview response and present the next practice plan.

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/work-ready/>