

Workplace AI 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 who want to apply AI to an everyday work task and check the quality of its output.
Learning objectives	Select a work task with clear inputs, limits and completion criteria. Apply information boundaries before using an AI tool. Write and revise instructions against task requirements. Evaluate output for accuracy, completeness and usefulness. Design and test a repeatable AI-assisted workflow over 90 days.
Planned outputs	A tested workflow Reusable task instructions A checking and comparison record A 90-day workflow test 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: Define the task and check the response

Choose a task worth testing

Practise	Map the task inputs and required output Record a manual baseline and completion criteria
Activity	"Before AI": participants complete a short work task manually and identify where assistance might help.
Feedback and review	Compare effort and errors; identify tasks whose results cannot yet be checked.
Application	Choose one permitted task for further testing.
Learning outcome	Define a suitable task and a baseline for comparison.
Output	A task selection sheet and baseline result.

Set boundaries before entering information

Practise	Classify sample inputs by permitted use Remove unnecessary sensitive details and identify approval needs
Activity	"What Can Go In?": groups sort fictional task materials into usable, redact-first and approval-needed cases.
Feedback and review	Explain each decision using the supplied organisation rules; identify unresolved cases.
Application	Prepare a permitted sample before using the selected tool.
Learning outcome	Apply supplied information rules and stop when permission is unclear.
Output	An input-boundary checklist.

Give instructions a colleague could follow

Practise	Specify purpose, context, constraints and output format Revise instructions after comparing results
Activity	"Same Task, Two Briefs": participants test a vague prompt and a structured version on the same material.
Feedback and review	Trace output differences to instruction changes and identify remaining ambiguity.
Application	Save the revised instructions for the selected work task.
Learning outcome	Write and refine instructions against explicit completion criteria.
Output	A reusable task prompt and revision record.

Check the answer before using it

Practise	Compare claims with supplied source material Identify omissions, unsupported statements and required corrections
Activity	"The Plausible Mistake": participants inspect a prepared AI response containing planted errors and omissions.
Feedback and review	Compare checks with the source and explain which errors a superficial read missed.
Application	Use a checking checklist before sharing work output.
Learning outcome	Evaluate a response against sources and task criteria before use.
Output	A corrected response and checking checklist.

Day 2: Build a workflow another person can repeat

Write and summarise without losing meaning

Practise	Draft for a defined audience Check a summary against the original facts and decisions
Activity	"From Notes to Update": participants turn fictional meeting notes into an update and action summary.
Feedback and review	Peers trace every decision and owner back to the notes, then flag additions or omissions.
Application	Apply the same checking method to a permitted writing task.
Learning outcome	Produce a useful draft or summary that preserves source meaning.
Output	A checked update and action summary.

Use AI to compare options

Practise	Generate options within stated constraints Compare trade-offs and identify missing information
Activity	"The Constrained Plan": participants request a plan for a fictional work problem, then challenge it with a changed constraint.
Feedback and review	Identify unsupported assumptions and revise the plan using the case facts.
Application	Use AI suggestions as inputs to a human decision.
Learning outcome	Evaluate planning options and explain the chosen action.
Output	An options comparison and decision note.

Build a workflow that can be repeated

Practise	Sequence input preparation, AI use and human checks Test the workflow against the manual baseline
Activity	"The Colleague Test": a peer follows the workflow without help; the author records errors, time and corrections.
Feedback and review	Locate missing instructions and compare quality as well as time.
Application	Revise the workflow before testing it on real permitted work.
Learning outcome	Document and test a workflow with clear checking and handover steps.
Output	A tested workflow, prompt and comparison record.

Apply, measure and revise over 90 days

Practise	Plan repeated permitted tests Define review points and conditions for stopping or revising use
Activity	"The Adoption Plan": pairs review a workflow plan against accuracy, completeness, correction effort and task frequency.
Feedback and review	Check that claimed improvements have a baseline and a consistent measurement method.
Application	Bring test records and revisions to the coaching checkpoints.
Learning outcome	Plan a 90-day workflow trial with evidence and human review.
Output	A 90-day test plan and review log.

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 the first permitted workflow test, its baseline and a record of corrections.
Day 60	Review repeated tests, failure patterns and changes to the instructions or checking steps.
Day 90	Demonstrate the workflow and report measured results, remaining limits and next applications.

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/workplace-ai-ready/>