

Define the work before choosing the programme.

For L&D, HR and in-house training practitioners planning leadership, team or internal capability development. This brief supports an initial discussion and internal planning; the written proposal confirms the final scope and terms.

Choose the development need.

Leaders and managers

Self-leadership, influence, coaching, people development and follow-through. Discuss a programme, masterclass or coaching journey based on the workplace gap.

Teams and functions

Ownership, handovers, working agreements, communication and cross-functional performance.

Internal trainers and L&D

Workshop design, AI-assisted design, digital delivery, reusable internal learning and management of the L&D function.

My own development

Employed in-house practitioners can book individual places across the Bridge-Maker programmes, including MWS and TrainerX, or request a private company class. Availability and entry requirements are confirmed before booking.

Private internal L&D classes.

Programme	Published duration and focus
CLEAR	1 or 2 days. AI essentials for L&D; the second day adds hands-on application.
NEXTGEN Trainer	1 or 2 days. Digital delivery for in-person, online and blended learning.
TrainerX	2 days. AI-assisted programme design, learning materials and trainer judgement.
TrainerZ	2 days. Structured, reusable learning from internal expertise.

These internal L&D classes are commissioned for one company at a time. Leadership formats, dates, venue, group size and fees are agreed in the proposal. Individual bookings are arranged separately.

Start with a situation.

[BRIDGE Sight](#) offers a workplace reflection. [Leadership Gap Map](#) explores Maxwell programmes for yourself or a company. [The BRIDGE finder](#) explores Soo Hoo's programmes and simulations. Discuss the result with Soo Hoo; a tool suggestion is not a confirmed solution.

Develop the function you are responsible for.

The **Professional Diploma in L&D Management** and **Professional Degree in L&D Management** are issued by [City University](#). Both comprise six in-person days, short online lessons and a workplace capstone. Assessment and completion requirements are confirmed in the written proposal; these programme titles do not establish academic degree equivalence or a separate recognition claim.

Executive foundation • Professional Diploma

For executives and coordinators, with no prerequisites. Covers the training cycle, coordination, handling requests, materials, learner experience and monthly reporting. Capstone: a complete training cycle at work with an evidence pack.

Leading the function • Professional Degree

For managers and those stepping up to lead L&D. Covers strategy alignment, needs analysis, learning architecture, trainer quality, evaluation and the annual plan. Capstone: a needs-analysis report and a one-year learning plan covering calendar, budget and resources.

Confirm in the proposal.

- The workplace issue, participants' roles and number of people.
- Objectives, programme scope, tangible outputs and how work will be reviewed.
- Dates, delivery format, venue, online lessons and between-session workload.
- Assessment method, completion requirements and any recognition information needed by your organisation.
- Fees, payment terms, resources, cancellation or rescheduling conditions and responsibilities.
- Who supports workplace application, when progress is reviewed and what evidence can be shared.

Evidence and procurement.

Use the [procurement profile](#) for Soo Hoo's method, relevant experience and credentials. The [transfer example](#) reports client-observed behaviour at six months; it does not establish measured financial impact or sole causation. Ask for evidence appropriate to your proposed work.

Private organisational programmes do not require Academy admission, Authority services or team membership. Your written proposal governs the engagement; Academy Incubator terms do not apply.

Send what is stuck.

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Blank workplace capstone planning template

Make the intended change inspectable.

This is a planning aid, not City University's official assessment rubric, a completed participant project or a result claim. Agree the assessment requirements before using it for a programme submission. Use descriptions that you have permission to share.

1. The workplace situation

What is stuck? Who is affected? What does it prevent?

2. The starting evidence

What example, observation or record shows the current position? Note its source and limits.

3. The capability and work to develop

What should people be able to do? What outline, activity, learning plan or other work will you produce?

4. Practice, feedback and revision

Who will review the work? What will they examine? Keep the first version, feedback and revision.

5. Application and follow-up

Where will the work be tried? Who supports it? When will you review what changed?

6. Evidence boundary

What can your evidence establish, and what remains untested? Separate attendance, satisfaction, demonstrated skill and workplace change.
