

SHAI™ Action Pack

SKU: SH-ACTION

Version: 1.0

Target buyer: A person actively moving through employment, training, applications, benefits, transport or housing tasks who needs a repeatable execution system.

Doctrine: Evidence before conclusion.

Boundary: Not legal, medical, financial or trade advice.

Purpose

The Action Pack moves beyond “what should I do?” into controlled execution. It helps you maintain one master record of what you have checked, what remains missing, what was submitted and what happened next. It is deliberately designed to reduce duplicate effort, missed follow-ups and unsupported claims.

1. Master readiness board

Choose a target role/program/outcome and fill one row per hard requirement.

Requirement	Evidence state	Evidence/source	Barrier	Intervention	Next action	Due date	Result

Allowed evidence states: - REQUIREMENT_MET - REQUIREMENT_MISSING - EVIDENCE_NEEDED - TRAINABLE GAP - LOGISTICS BARRIER - OPTIONAL PREFERENCE - UNKNOWN

Do not use a hidden “readiness score.” A list of explicit requirements is more useful than a number nobody can inspect.

2. Employment / training evidence inventory

Work history

For each role: - employer; - job title; - location; - dates you can support; - duties you actually performed; - equipment/tools you actually used; - supervisor/reference availability; - evidence available.

Training / credentials

For each credential: - exact name; - issuer; - issue date; - expiry date; - certificate/card/document available; - target roles that actually require or value it; - source proving the requirement.

Transferable skill translation

Write the real task first, then translate it without exaggerating.

What I actually did: _____

Skill demonstrated: _____

Evidence: _____

Target-role relevance: _____

Never invent years of experience, certifications or duties to make a resume look stronger.

3. Opportunity qualification sheet

Employer/provider: _____

Role/program: _____

Official source: _____

Checked: _____

Deadline: _____

Requirements met: _____
Missing: _____
Unknown: _____
Trainable: _____
Transport/location issue: _____
Documents required: _____

Decision: apply now / prepare first / ask a question / not a fit / re-check later

4. Application tracker

Organization	Role/program	Source	Deadline	Submitted	Follow-up	Interview	Result

A submitted application is not an offer. An interview is not an offer. An expression of interest is not secured funding.

5. Resume truth audit

Review every line of the resume.

Ask: 1. Can I explain this statement in an interview? 2. What evidence supports it? 3. Is the date accurate? 4. Am I claiming a credential or licence I do not hold? 5. Am I confusing “exposure to” with “qualified to operate”? 6. Is the skill relevant to the target role? 7. Did I use language that implies management/supervision I did not perform?

Mark unsupported claims and rewrite them before submitting.

6. Interview preparation

STAR evidence bank

Situation: _____
Task: _____
Action I personally took: _____
Result: _____
What I learned: _____

Prepare examples for: - safety; - teamwork; - conflict; - learning quickly; - reliability; - problem solving; - a mistake and correction; - working under pressure.

Do not memorize a fake script. Build accurate evidence you can speak naturally about.

7. Funding / benefit navigation

Program: _____
Responsible provider: _____
Official URL: _____
Published eligibility: _____
Possible fit? yes / no / unclear
Evidence required: _____
Prepared: yes / no
Submitted: yes / no
Approved: yes / no
Disbursed/received: yes / no

Keep these states separate. Program existence, eligibility possibility and cash in hand are different facts.

8. Driver / transport readiness

Licence stage: _____
Target-role requirement: _____
Official source: _____
Road test / training needed: _____
Vehicle access: _____
Public/community transport option: _____
FIFO/travel logistics: _____

Do not store full driver's licence numbers in this worksheet.

9. Housing / maintenance action sheet

System/appliance: _____
Brand/model: _____
Symptom: _____
Hazard present? _____
Recall checked? _____
Official/manual source: _____
Safe maintenance step: _____
Professional escalation: _____

Stop for gas, fire/smoke, sparking/mains electrical, carbon monoxide, refrigerant, hazardous materials, structural or high-risk pressure-system work.

10. Follow-up log

Date	Organization/person	Method	What I asked	What they confirmed	Evidence/link	Next follow-up

Keep the record factual. Do not record sensitive information you do not need.

11. Weekly action review

At the end of each week:

Moved forward: _____
Still blocked: _____
New evidence: _____
Assumption disproved: _____
Money spent: _____
Was it necessary/verified first? _____
Next three actions: _____

If you have ten “next actions,” you do not have priorities. Choose the three actions most likely to remove a real barrier.

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