CONTENTS

120 scenarios

Work schedules and arrangements

001 Working location 10
002 Daily starting times 10
003 Four-day or five-day week 11
004 Weekend staffing 11
005 Office layout 12
006 Meeting arrangements 12
007 After-hours communication 13
008 Lunch breaks 13
009 Quiet working periods 14
010 Shift scheduling notice 14

Employee benefits and development

011 Annual staff benefit 15
012 Commuting benefit 15
013 Training delivery 16
014 Learning budget 16
015 New employee support 17
016 Staff lunch support 17
017 Employee wellness funding 18
018 Employee recognition 18
019 Team-building activity 19
020 Holiday staffing incentive 19

Housing and apartment living

021 Building improvement budget 20
022 Parcel deliveries 20
023 Visitor parking 21
024 Pet policy 21
025 Rooftop use 22
026 Quiet hours 22
027 Shared outdoor space 23
028 Maintenance requests 23
029 Building entry 24
030 Rent payment schedule 24

Transport and commuting

031 Vacant land near shops 25
032 Bus service expansion 25
033 Street redesign 26
034 Transit fare policy 26
035 School travel support 27
036 Parking near a busy station 27
037 Winter transport priority 28
038 Carpool support 28
039 Downtown delivery policy 29
040 Commuter facilities 29

Schools, education and childcare

041 School learning investment 30
042 New practical subject 30
043 After-school program 31
044 School uniform decision 31
045 Parent-teacher meetings 32
046 Student trip 32
047 Childcare opening hours 33
048 School meal policy 33
049 School calendar change 34
050 Support for adult learners 34

Parks, sport and recreation

051 New recreation facility 35
052 Park upgrade 35
053 Dog recreation space 36
054 Pool timetable 36
055 Recreation fees 37
056 Community fitness schedule 37
057 Underused tennis courts 38
058 Park seating investment 38
059 Trail development 39
060 Youth recreation space 39

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CONTENTS

120 scenarios

Libraries and community services

061 Library opening hours 40
062 Library space 40
063 Library collection funding 41
064 Community notice system 41
065 Community centre investment 42
066 Finding volunteer opportunities 42
067 Support for newcomers 43
068 Public service appointments 43
069 Mobile community services 44
070 Community learning priority 44

Shopping, business and customer service

071 Store opening hours 45
072 Checkout improvement 45
073 Loyalty reward 46
074 Shopping delivery option 46
075 Payment policy 47
076 Customer assistance 47
077 Local market schedule 48
078 Reusable shopping bags 48
079 Restaurant service style 49
080 Local business support 49

Environment and local sustainability

081 Waste collection investment 50
082 Neighbourhood planting 50
083 Litter reduction 51
084 Home energy support 51
085 Water-saving priority 52
086 Reusable cup scheme 52
087 Food surplus program 53
088 Repair and reuse support 53
089 Green transport incentive 54
090 Local environmental information 54

Health, accessibility and public safety

091 Clinic service expansion 55
092 Community wellbeing program 55
093 Street safety improvement 56
094 Public beach investment 56
095 School crossing safety 57
096 Emergency preparedness funding 57
097 Traffic near the school gate 58
098 Accessible public information 58
099 Support for older residents 59
100 Restaurant menu information 59

Technology and communication

101 Public internet investment 60
102 Neighbourhood news delivery 60
103 Service notifications 61
104 Public consultation method 61
105 Workplace computer upgrades 62
106 Learning new technology 62
107 Digital privacy policy 63
108 Local newspaper format 63
109 Event registration system 64
110 Shared office communication 64

Events, culture and public activities

111 Community celebration budget 65
112 Public cultural funding 65
113 Historic building use 66
114 Annual company celebration 66
115 Museum visitor policy 67
116 Outdoor event timetable 67
117 Community fundraising 68
118 Community film program 68
119 Community holiday activity 69
120 Tourism promotion 69

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001 Working location

THE QUESTION Your company is reviewing how staff work. Management asks which arrangement you would prefer, and why.

A Work from home three days weekly

1 No commute saves hours every week
I live 50 minutes from the office, so three home days give me about five extra hours a week to rest, cook or study.

2 Fewer distractions at home
At home I can concentrate on a long report without constant interruptions, so I finish it faster and make fewer mistakes.

3 Lower travel and living costs
I would spend less on gas, parking and restaurant lunches. For a family on a tight budget, that adds up to hundreds of dollars a year.

B Work in the office every weekday

1 Teamwork is easier face to face
When we sit together, a quick question gets an answer in one minute, instead of waiting hours for a chat reply.

2 A clear line between work and home
At home I tend to keep working late. An office lets me leave, relax and switch off properly in the evening.

3 Better support for new colleagues
A new hire can watch experienced staff, ask questions and learn the company culture much faster than through video calls.

POWER WORDS commute · distractions · work-life balance · company culture

002 Daily starting times

THE QUESTION Your workplace starts at 9:00 a.m. every day. Management wants to know whether staff should be allowed to choose their own starting time.

A Allow flexible starting times

1 Staff can avoid rush-hour traffic
Someone who starts at 10 skips the worst congestion, arrives calmer and spends less time stuck on a bus or in a car.

2 Parents can handle school drop-offs
A flexible start lets a mother or father take the kids to school first, instead of rushing or asking a neighbour for help.

3 People work when they feel sharpest
Early birds can do demanding tasks at 7 a.m., while night owls work better later. Overall productivity goes up.

B Keep the same starting time for everyone

1 Everyone is available at the same time
Customers and colleagues know exactly when to reach us, so questions are answered quickly and nothing gets delayed.

2 Meetings are simple to schedule
If everyone arrives at nine, we can hold a team meeting first thing, without checking six different calendars.

3 It feels fair to all employees
With one rule for everyone, nobody feels a colleague is getting special treatment, which keeps morale and trust high.

POWER WORDS flexible hours · rush hour · productivity · morale

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003 Four-day or five-day week

THE QUESTION A manufacturing company can reorganize its week without changing total hours. Employees are asked which schedule they would rather have.

A Four longer workdays with unchanged weekly hours

1 A full extra day off every week
A three-day weekend lets me book medical appointments, run errands and still have two full days to spend with family.

2 Fewer trips to work
Commuting four days instead of five saves fuel and travel time, which matters a lot to staff who live far away.

3 More time for studying or a second job
A free weekday gives students and part-time entrepreneurs a block of time to study or build a small business.

B Five shorter workdays with unchanged weekly hours

1 Shorter days are less tiring
Working eight hours instead of ten reduces fatigue, so people stay alert and make fewer errors, especially in a factory.

2 Easier to manage childcare
Daycare usually closes around 6 p.m. A shorter workday lets parents pick up their children without paying for extra hours.

3 A steady, predictable routine
Working every weekday keeps a familiar rhythm. People sleep, eat and exercise at regular times, which helps their health.

POWER WORDS compressed workweek · fatigue · childcare · routine

004 Weekend staffing

THE QUESTION A hospital gift shop and café needs staff on Saturdays and Sundays. The manager asks employees how weekend shifts should be assigned.

A Use a rotating weekend roster

1 The burden is shared equally
When everyone takes a turn, no one feels trapped with every weekend, and the roster is clearly fair.

2 Shifts are always covered
A fixed rotation guarantees enough people each weekend, even if nobody would choose to come in.

3 Everyone can plan ahead
With the rotation published months early, staff can book trips and family events around their weekend shifts.

B Let employees volunteer for weekend shifts

1 People who want weekend work get it
Some employees, like students, prefer weekend hours. They will work happily and are less likely to call in sick.

2 Better morale for everyone else
Staff who keep their weekends free for family are more satisfied, so they stay longer with the company.

3 Extra pay can attract volunteers
If weekend shifts earn a bonus, enough people will sign up, and the manager does not have to force anyone.

POWER WORDS rotating roster · volunteer · shift · fair treatment

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005 Office layout

THE QUESTION Your company is moving to a new office. Staff are asked what kind of workspace they think would suit the team best.

A Create an open-plan workspace

1 Communication happens naturally
In an open space I can overhear useful updates and ask a colleague a quick question without booking a meeting.

2 Lower building costs
One large room needs fewer walls and doors, so renting and heating the space costs the company less money.

3 A friendly, team-focused atmosphere
Seeing colleagues all day builds trust and makes it easier for new employees to feel part of the group.

B Create small enclosed workrooms

1 Fewer interruptions
With a door that closes, I can finish detailed tasks like budgets or coding without being pulled away every few minutes.

2 Private conversations stay private
Phone calls with clients or talks about salary need privacy, which an open room simply cannot offer.

3 Less noise and stress
Constant chatter and ringing phones are tiring. A calmer room lowers stress and helps people concentrate.

POWER WORDS open-plan · privacy · concentrate · collaboration

006 Meeting arrangements

THE QUESTION A marketing team often misses deadlines because of poor communication. The manager asks the team how meetings should be organized.

A Hold a short daily team meeting

1 Problems are caught early
A ten-minute check-in each morning shows who is stuck, so the team can fix small issues before they become delays.

2 Everyone stays aligned
Short, frequent updates keep priorities clear, so nobody spends a week working on something that has already changed.

3 Short meetings are easy to focus on
Standing for ten minutes keeps people alert and to the point, unlike a long meeting where attention fades.

B Hold one longer weekly team meeting

1 More time left for real work
One meeting a week means people are not interrupted every morning, so they can finish tasks instead of just discussing them.

2 Complex topics get enough discussion
A long session allows the team to compare ideas, solve problems and agree on a plan, which ten minutes cannot do.

3 Better preparation
When the meeting is only once a week, people prepare their reports and questions in advance, so the time is used well.

POWER WORDS deadline · stay aligned · check-in · agenda

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