What Would You Do? Help Document

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WHAT WOULD YOU DO? Help

OVERVIEW
This is a real world Simulation Designer for businesses and organizations to focus and train their employees/members to better understand and emulate the goals and cultural aspirations of the organization. The game can present and score up to 8 different behaviors. We are using the term ‘behaviors’ in a somewhat generic sense to refer to actions, habits, traits, characteristics, attributes, features, or organization tenets which you’ll identified as the training focus of your game. Defining the behaviors, you want your players to clearly understand is perhaps the most important part of your game design. The very popular book “7 Habits of Highly Effective People” by Stephen Covey is an example of a set of life behaviors we all might aspire to adopt. In the same way, most organizations work diligently to communicate the habits and behaviors they would like to reinforced and strengthened within the mindset of their employees/members. The What Would You Do? game is an exceptional tool to help you communicate your organization’s defined behaviors.

Since this is a Simulation Designer it can be used to create multiple games for different groups in your organization. For example: a version for the sales force, another for telemarketing, and yet another for finance and so on. Each one featuring behaviors that you are trying to reinforce with those groups.

The What Would You Do? game allows you to enter up to 30 real life scenarios, as well as 2 to 5 alternative responses for each scenario. Each response can be scored differently. Your players or teams work through each scenario selecting the one best response to acquire the highest score.

Game Features Include:
- Track up to 8 behaviors.
- Select from 2 to 5 options (A – E) for each scenario.
- Select from the number of scenarios (3 – 30) to play.
- Ability to award an array of points for each multiple choice response.
- Ability to award points for multiple behavior responses in each scenario.
- Special “What Would You Do?” tab on the PowerPoint Ribbon Bar.
- Database option tracks games with name, scores and responses.
- Ability to create a review report of just the responses selected within a single game.
- Popup for detailed descriptions of behaviors during game play.
- Ability to customize game flow after a response is chosen.
- Built-in player feedback at end of game.

DEVELOPING YOUR What Would You Do? GAME
Below is an ordered list of things you’ll do to develop a simulation game for your organization:
1. Define your organization’s focus behaviors; also create a detailed description of exactly what this behavior looks like within your organization.
2. Learn to navigate around the game using the buttons and the What Would You Do Ribbon Bar.
3. Decide the features to include in your game. These might include, No. of focus behaviors, No. of game scenarios, No. responses per scenario, Database reports generated, Game buttons needed. Each of these features can be configured within the game setup.
4. Develop real world scenarios and multiple choice responses (Up to 5 per scenario).
5. Use the game’s scoring grid to award response points for each scenario. Different points can be assigned to each response. For example, let’s image your creating a scenario which focuses on an individual’s effort to foster teamwork within the organization. You decide to award various points for each of five different responses (A- 1pt., B- 4pts. C- 0 pts., D- 3pts., E- 2pts.,) OR points can also be awarded for multiple behaviors (habits, traits etc.) within each scenario (For example: For response “A” you might award a point for “Team Focus” as well as a point for “Customer Centric”).

Let’s now take a closer look at each of the above game development activities!

**DEFINING YOUR FOCUS BEHAVIORS (The most important part of your game!)**

Chances are good that your organization has already defined key behaviors they would like each employee or members to aspire to. However, you’ll not only want to define each key behavior (Example: Work as a Team), but also create a detailed description of exactly what this behavior looks like within your organization. This means you’ll not only define the behavior, but provide a detailed description of exactly what this behavior looks like within your organization. Using the game setup, you’ll be able to incorporate your detailed description of each behavior right into the game itself. This means it will be available to players as they work through the scenarios.

Here’s a look at where you’ll be entering the detailed description of each behavior.

There is the button on the setup to open/edit the Definitions popup (See entire setup popup below)
LEARNING TO NAVIGATE AROUND THE GAME
When you open your What Would You Do? game, you’ll see a new menu tab entitled What Would You Do? found within your PowerPoint menus and shown below.

THE RIBBON BAR

The ribbon bar provides options that can be used while in PowerPoint edit mode. Here is what they do (From left to right):

- **Run** - Starts the PowerPoint in Slideshow mode. A popup lets you choose between starting a new game or resuming the current game.
- **Open** – Opens the main game setup. See below for setup options.
- **Clear Current Grid** – Clears just the scoring grid for the slide you are currently editing.
- **Total Current Grid** – Adds zeros to blank cells and totals all columns and rows for the slide you are currently editing. *You must total all grids prior to starting a game!*  
- **Clear All Grids** – Clears all the scoring grids in the game. Use with caution as this could undo some of your work.
- **Total All Grids** - Adds zeros to blank cells and totals all columns and rows for all scoring grids in the game. Also if you only make 1 change to a grid this will fix the totals.
- **Show All Grids** – Shows all the scoring grids in the game.  
- **Hide All Grids** – Hides all the scoring grids in the game. Note: When a game is started, all grids are hidden by default.  
- **Update All Grids** – This should happen automatically when closing the setup but is provided as a backup. This option updates the scoring grids with the behavior names and hides any responses or behaviors as selected in the setup.  
- **Hide Selected Shapes** – If you want to hide elements on a slide then highlight them and press this button to hide them. For example: If most of your scenarios have 5 responses but you want the current scenario to only have 3 responses then you can hide the bottom 2 (D & E) responses using this option by first selecting both shapes then clicking “Hide Selected Shapes” on the ribbon bar.  
- **Toggle Selection Pane** – This toggles on/off the PowerPoint selection pane allowing you to show any hidden elements.  
- **Open Game Folder** – This gives you access to any files in the game folder including any databases or reports saved there.  
- **Reset Scores** – This resets all scores to zero and resets the completed scenario tracker.  
- **Set Background Color** – Places a border color around game slides using the red, green and blue slider bar. You may want to add your organization’s primary color to further customize the game.  
- **Open PDF** – Opens this Help file.
DECIDING THE FEATURES, YOU’LL WANT IN YOUR GAME (THE GAME SETUP)
Most of the game features can be configured within the game setup. We’ll explain each of these one at a time:

Number of Behaviors to Show: Using the arrows pictured in the top left-hand corner of the setup and below you can select the number of behaviors (From 1 – 8) you’ll focus on within this game. As you decrease the number of behaviors the Behavior title boxes disappear. Type the definition for each behavior into the available box (Example: “Promotes Teamwork”). **NOTICE: IF YOU CHANGE BEHAVIORS, NUMBER OF SCENARIOS OR RESPONSES, MAKE SURE TO PRESS THE RESET SCORES BUTTON.**

Numbers of Scenarios: You can include from 3 to 30 scenarios in your game. Use the scroll bar shown below to select the number of scenarios you want to include within your game. The number of scenarios will determine the length of your game.

Number of Responses: Each scenario can have up to Five (A – E) responses. We show you a sample scenario below and explain how they are entered into the game as well. You may have some scenarios with five responses and some with less than five. In this case we recommend
selecting the highest number needed within the setup, and then using the game edit option, found on the ribbon bar, and entitled “Hide Selected Shapes” (also explained above) to reduce the number of response boxes for scenarios requiring less than five responses.

Create/Update Game Database: This report will be located in the game folder under the same file name as the game itself. Example: if the game is named ACME Best Practices Game.PPTM, the report will be named ACME Best Practices Game.CSV. Access the game folder from the ribbon bar as shown above. When you check “Create/Update Game Database” on the setup, The Player/Team name, Reference ID, Date, time the game was played, Behavior Scores, Behavior Proficiency, Responses and Feedback are capture and accumulated in a single database for each game played. The current game scores are written to the database when the “Game Over” popup appears (shown below). To start a new database; simply change the name of the game or folder where the game is located. When you start a new game with this option, a popup will ask you to enter your name and a reference number before allowing game play. With this popup open, it is possible to change the "Reference" description by typing a new title on the popup. Examples might be Membership No. or Employee ID: (highlighted below)

(See segments of sample report below)

The report will show raw scores and proficiency for each focus behavior. Proficiency is calculated by dividing the players score, on a given behavior, by the potential score for that behavior in the game (Example: 18/20 = 90% proficiency). As additional games are played, results are accumulated within the database, and can be compared to determine how scenarios are being perceived, understood etc. This could of course mean that player participants need more clarity on a particular key behavior, the question itself is unclear or there is a genuine disconnect between the organization’s behavioral expectation and the employee/member’s understanding of such expectations. In addition, player and teams are given the opportunity to comment on this training tool at the end of the game, which will also allow the organization to, over time, improve the game itself. (Database report and feedback form shown below)
Create Response Report Using Player Name: This report will also be located in the game folder under the same name as entered in the Team/Player name box. Example: If the player’s name entered in the box is Gary Berger, the report will be named Gary Berger.CSV. This report can be used to review/compare a player, team or entire classes’ responses with the highest potential responses possible within the game.

Show After Selection: The game administrator may choose to show answers after each multiple choice response selection is made or decide to review answers with the players/teams once ALL responses are given and the game is over. The Show After Select box, found on the setup, allows you to check to see the Scoring Grid and More Button immediately after a response is made. If unchecked, the above response report might be used to compare players answers with high potential responses. We’ll talk about the Scoring Grid and More button in the next two sections of this document. The Toggle Grid button, when checked, allows you to toggle the Scoring Grid on and off. If the Scoring Grid box and the Toggle Grid button are both checked, the scoring Grid appears immediately after the response is selected. Conversely, if only the Toggle Grid button is selected, the Scoring Grid can still be viewed after a response, however, the Toggle Grid button must be first clicked after the response is given to bring up the Scoring Grid.
Reset Scores button: Is used to reset all scores and game markers. In most instances players/teams will complete an entire game in one session, however, if this is not the case, the game, if saved, will retain scores and jump to the “Next Scenario” when again opened. To resume a game, the player/team would select “RUN” as opposed to “RUN NEW GAME” on the ribbon bar.

DEVELOPING REAL WORLD SCENARIOS AND GAME MULTIPLE CHOICE RESPONSES
There are many behavioral assessment and behavioral training tools which attempt to provide suggested simulated scenarios for game participants to consider. The problem is, in every case, the scenario and suggested responses often fail to even remotely depict the organization’s real world situation. Players exit the training thinking, if not actually expressing, their belief that they’ve just experienced another off target “CANNED” training program. Indeed, it is difficult, if not impossible, for game participants, perhaps working in one industry, to relate to behavioral examples drawn from a totally foreign work environment. In addition, organizations simply do things differently and where certain behaviors may be encouraged in one organization, they may be completely “TABOO” in another.

The What Would You Do? game allows you to design a game that will FIT your organization. It also provides a built-in process to, over time, perfect your behavior training game. The scenarios you include will be quickly recognized by your organization’s employees or members, and your multiple choice options will reflect the behavioral responses you want your folks to aspire to!

Most organizations have long ago defined key behaviors they want their employees or members to integrate into their day to day environs. It is of course, these that you’ll want to focus on in developing your game. Let’s look specifically at the different ways you can build these scenarios into a “Highly Effective” behavioral training game.

Building Scenarios: In general, you’ll do these four things to build scenarios for your simulation game. The graphics below depict a simple example of the process.
1. Scenario Slide: On this slide you’ll describe in detail real world situations that frequently occur in your organization and that you want to address. They might involve leadership behaviors, customer service, diversity, safety or any number important issues.

   1. You’ve just witnessed your shop floor team mate cut his hand on the machine he is working on. The cut looks serious to you, however your teammate says “It’s nothing, I’ve had a lot worse before”. What should you do?:

What Would You Do?
2. **Response Slide:** On the Response slide you’ll develop two to five behavioral responses for this scenario, some of course, better than others. The maximum number of response boxes found on your Response slides is selected on the setup as discussed above however it is possible you’ll want less responses for any given scenario. In this case simply select the unneeded C, D, or E response boxes and use the “Hide Selected Shapes” command from the ribbon bar.

3. **Scoring Grid:** On the Scoring Grid, also found on the Response Slide, you’ll assign point values to each response (In this case A, B, C & D for Safety on the grid).

4. **More Slide:** The More slide is used to more fully explain and elaborate on each behavioral response and why one response might be the overall best. It is flexible enough to be used for any purpose the trainer thinks will benefit their group during the discussion part of this scenario.
DIFFERENT WAYS TO SCORE SCENARIOS
There are 2 basic ways to score a scenario:

1. Score a single behavior. This could entail weighting the point value for each response (A – 2 pts., B – 3 pts., C – 4 pts. And D – 0 pts) on a single behavior as shown in the grid. The point value would of course, depend upon how well each behavioral response met the scenario’s objective. The individual designing this game has decided to focus on one behavior per scenario, and will no doubt, address other behaviors (like Teamwork) in later scenarios. The below scoring grid is an example of scoring a single behavioral response for a “Safety” scenario. The highlighted (yellow) area on the grid tells us that this game has been designed to train on two key behaviors (Safety and Teamwork). The game will allow you to define up to 8 behaviors.

2. Scoring multiple behaviors in a single response: If a single response indicates an individual has deployed multiple positive behaviors (within that response), the game will allow you to award this one response with points for each such behavior described. The What Would You Do? game scoring grid is extremely flexible, and will even allow you to weight points given to a particular behavioral response, as well as subtract points for behavioral indiscretions. The key here is to accurately reflect the point value of the response with the behavioral values of your organization.

ENTERING SCORES ON THE GRID
The easiest way to enter scores on a grid is to use What Would You Do? Ribbon Bar tab to Clear Current Grid. Click in a cell and enter your value. This is all done while you are in PowerPoint EDIT mode. If changing a previous value, then replace it with the new value. Note on Grid colors: Yellow is the areas to edit; Red cells will not show on the Scoreboard and the Green cells are totals and max values used by the program. You never have to enter any zeros in the cells. When you are finished entering values, just press the Total Current Grid option in the Ribbon Bar to add zeros to blank cells and calculate all of the Green cells.

The Clear All Grids and Total All Grids do the same procedure as above except they do it to all the Grids in the file.
Here’s a quick review of all our grid commands:

- **Total Current Grid** – Adds zeros to blank cells and totals all columns and rows for the slide you are currently editing.
- **Clear All Grids** – Clears all the scoring grids in the game. Use with caution as this could undo some of your work.
- **Total All Grids** – Adds zeros to blank cells and totals all columns and rows for all scoring grids in the game. Also if you only make 1 change to a grid this will fix the totals.
- **Show All Grids** – Shows all the scoring grids in the game.
- **Hide All Grids** – Hides all the scoring grids in the game. Note: When a game is started, all grids are hidden by default.
- **Update All Grids** – This should happen automatically when closing the setup but is provided as a backup. This option updates the scoring grids with the behavior names and hides any responses or behaviors as selected in the setup.

TIP: When you click in a Grid, move from cell to cell using the TAB key or the arrow keys.

### PLAYING THE GAME

Now let’s imagine you’ve built your game scenarios and setup up your game. You’re ready to play! However, consider that there are several ways to play and train. You could have players train on the game individually, in teams or together as an entire class. You could choose to have players first complete the entire game (without letting them know the best behavior response), and then later review their responses, scores and your MORE slide explanations within a training/discussion session. Remember you can control the buttons that will appear in any one game on the setup.

**Getting started:** Players will begin the game by clicking “Run” on the ribbon bar. A popup lets you choose between starting a new game or resuming the current game. The current game state is saved with the file so a game can be finished later.

The first three slides that players will see when starting a game are the intro video, an editable title slide and the main game scoreboard (shown below)
A Real World Simulation
Training Game

What Would You Do?

This slide can be edited to reflect any information you want to present. Or include your logo.
Main Scoreboard
Here is a look at the main scoreboard after a short 3 question game was completed. In the bottom left hand corner we see that three of three questions have been played. This game was training for six key behaviors (Demonstrates Leadership, Customer Centric, Listens First, Team Focus, Clearly Communicates, and Results Driven). Overall we see that this player did well, 29 out of a possible 33 points, an overall proficiency rating of 88% WOW! The scoreboard also tells us that this player appeared to truly have a Customer Centric focus and they believe in Listening First (100%). We are not concern with the 0 points awarded for Results Driven because, within the 3 questions asked, there were zero potential points attainable on Results Driven (0/0). Obviously a game with more scenarios would have addressed Results Driven behaviors, but this clearly demonstrates how the game is scoring our key behaviors. We may have some concerns about this player’s attention to Team Focus (7 out of a potential 12 points or 58%). This might be a training issue for this person.

Most likely the game you design will have more questions than the above sample game above, and in fact, players may not wish to view the scoreboard until completing all the questions. Below is a look at the question sequence players/teams will see as they move through the game.

The Scenario Slide
After reading the detailed scenario, players click the “What Would You Do?” button to move to the available responses. Players can return to this slide anytime they are currently working with this scenario. Optionally an image can be added to this slide to clarify a scenario.
The Response Slide Before a Selection

Before a selection of a response only two buttons will appear.

Definitions. A popup that has a detailed explanation of each behavior.

Back to Scenario. Returns to the scenario slide.

And all of the Responses will be the same color.

The Response Slide After a Selection

After a selection, the selected response will change colors and the following buttons will appear unless selected in the Setup to be hidden. Buttons Include:

Definitions. A popup that has a detailed explanation of each behavior.

Scoreboard. Returns to the opening scoreboard.

Next Scenario. Starts the next scenario.

Toggle Grid. Toggles the Scoring Grid on/off.

More... Shows the More slide.

Back to Scenario. Returns to the scenario slide.

The More Slide

The More slide can contain text and/or graphics. The button choices are:

Your Choice. Displays your choice made on the previous slide.

Scoreboard. Returns to the opening scoreboard.

Next Scenario. Starts the next scenario.

Back. Returns to the Response slide.
IMPORTANT POINT: The game knows which scenario you are on, so clicking on any of the Next Scenario buttons (Scoreboard, Response or More slides), the game will move you to the next scenario automatically. Always play the game until the Game Over message is displayed. This signals that there are no more scenarios to do and if you have selected to Create/Update Game Database it will give you an opportunity to input any feedback or comments before the database is created/updated.

RULES SLIDE
From the Scoreboard, the Rules button can be clicked to display the rules for playing the game. These rules can be used as is OR edited to suit your needs.

WHAT WOULD YOU DO? HELP
From the Setup you can also access some help specific to the Setup by clicking the Setup Help button.

It is our genuine hope that this document has answered all your questions about how to design, setup, and play a game. If, however, you have additional questions please e-mail us at Support@Training-Games.com. Thank you for purchasing from Training-Games.com.