4. a) upskill

b) work-life balance

c) collaboration

d) wellness

e) productivity

f) recharge your batteries

g) revenue

5. a) 1 year

b) Employee Net Promoter Score 90%

Revenue 25%

Job Satisfaction 90%

Wellness and Productivity 20%

c) in my opinion, shortening the working week is a really good idea and i supposed that it would have a positive effect on various aspects, i was only surprised by how much it helps

6. a) improved wellness, spend more time with family

b) chance to up skill

c) increased productivity, can focus on key things

d) Monday off, more time for hobbies, helping the community,

e) increased creativity

f) better work life balance, more time with friends

g) Friday, team collaboration, be more creative

7. a) Katie and Steve

b) Gemma

c) Sylvain

d)Katie

e) Sophie and Hannah

f) Hannah

g) Frankie