

Everything DiSC® Workplace® Self-Study Guide

Thank you for taking the online Everything DiSC® Workplace® assessment. This guide will help you interpret your report in preparation for your debriefing consultation and/or workshop. It will also help you *personalize* your report so that it can be more meaningful for you.

Because you are the expert on you, there may be parts of the report that you agree with, and others that you don't. Feel free to write your comments as you read along.

Please follow the instructions below as you read pages 2-7 of your report. It may be helpful to have a **highlighter** and a pen or pencil with you as you go through this guide.

Page 2: Introduction to DiSC®:

As you read the upper left portion of page 2, you will notice that it is personalized, based on your online responses. **Please highlight those things that you feel are true about you.**

Please pay special attention to the **Cornerstone Principles** in the upper right corner of the page!

- There are no bad styles.
- Each of us is a combination of all four styles.
- Other factors in your life also influence your style at work.
- Self-awareness is important to workplace relationships.
- Understanding others and their priorities will help build more effective working relationships.

The bottom half of page 2 illustrates the basic DiSC® model and the common characteristics of each style. You will be able to use this illustration to better understand people who are different from you.

Although it is unlikely that anyone will exhibit all five characteristics in a single segment to the complete exclusion of the characteristics in any other segment, this diagram can help you determine which quadrant your co-workers might fall into. Using additional pages from this report will help you decide how best to approach people who may not fall into your quadrant.

Page 3: Your DiSC® Overview

The upper half of page 3 indicates which quadrant your responses put you into on the DiSC® map. In subsequent pages you will see additional references to this style, and what implications it has regarding your interactions with others.

The lower half explains the meaning of the location of your dot relative to the circumference of the circle. The closer your dot is to the outer edge of the circle, the more invested you are in the characteristics of your style.

Page 4: Your DiSC® Style and Your Dot

Here is where you will begin to personalize your report. Read a few paragraphs and see what you think. As you read, please annotate your report in the following way:

- Highlight those statements that you feel are true for you.
- Place an “x” next to those you feel are not true for you.
- Place a “?” next to those you are not sure about.

Page 5: Your DiSC® Priorities and Shading

Note that your shading is present in all four quadrants, with the bulk of it in your primary (and/or secondary) quadrant.

Each of us can stretch into behaviors for the other quadrants, although it may take extra energy for us to do that.

Please take a few minutes to read about your priorities, and annotate as above with highlighting, “x” and “?” to personalize this part of your report, too.

Page 6: Your Motivators and Stressors

Please annotate page 6 in the same way you’ve annotated the previous pages. If you have someone to talk to about this, you may want to share ideas about what motivates you and what stresses you.

Page 7: Overview of the DiSC® Styles

This can be your “cheat sheet” for assessing what is true of you, as well as a guide to understanding others you may work with. Notice the different categories for the styles, and consider which information might be helpful to you as you deal with different people in your workplace.

Pages 8-11: Understanding How Your Style Reacts to Each of the Other Styles

These pages illustrate what it is about some people that you find challenging, and why, style by style! If you go back to the diagram at the bottom of page 2, you can get a sense of the styles of those you work with, and even put their names into each of the quadrants. Pages 8-11 will help you see why you might consider their work styles so frustrating.

Pages 12-15: Strategies to Increase Your Effectiveness with Each of the Other Styles

Once you’ve determined someone else’s style and decided you’d like to become more effective in dealing with that person, these pages will help you choose strategies that will work, specifically for you, and specifically for that other style.

Page 16: Summary: Increasing Your Workplace Effectiveness

These three strategies are based on your own personal responses to the online assessment. It might be useful to choose the easiest of the three and begin to implement it, and, after some time, add another strategy to implement, and then the third.

Please read and annotate at least pages 2-7 before your debriefing consultation or your workshop! Feel free to read the rest of your report at any time.