

# Everything DiSC Workplace®

## Leader's Guide

**MODULE 1** Discovering Your DiSC® Style

**MODULE 2** Understanding Other Styles

**MODULE 3** Building More Effective Relationships



# Module 1 Overview

**Length:** 90 minutes

**Activities:**

- Individual
- Small Group
- Large Group

**Materials:**

- Handout 1.1
- Handout 1.2
- Flip chart and markers
- *Everything DiSC Workplace® Profile:*  
pp. 2–6

**Goals:**

- Learn about the DiSC® model and the Everything DiSC Workplace® Map
- Identify your style and explore the priorities that drive you during your workday
- Discover the similarities and differences among the DiSC styles

**Activity Description:**

Participants walk through the framework of the DiSC model and watch a video that introduces the model. They learn about their DiSC styles, how their priorities influence their actions, and what motivates and stresses them. They then create flip-chart descriptions of a day in the life of their styles and share them with the large group. Finally, they reflect on what they've learned and write down ideas they want to remember.

## Icon key



Indicates when to click for an animation or move to next slide



Individual activity



Indicates slide number



Partner activity



Indicates profile page number



Small group activity



Indicates handout number



Large group activity



Indicates use of a flip chart

## Activity Prep

Before you begin, prepare four flip-chart posters as shown below, or use the poster templates in the Support Materials folder to have them professionally printed in advance.

Place each poster on one of the four walls of the room as follows:

“Fast-paced & Outspoken” poster in the front of the room.

“Cautious & Reflective” poster in the back of the room.

“Questioning & Skeptical” poster on the left side of the room (as you face the front).

“Accepting & Warm” poster on the right side of the room.



Place a blank flip-chart sheet and markers at each corner of the room.



### Note to facilitator

References to the *Everything DiSC Workplace® Profile* page numbers in this facilitation are based on an unaltered profile. If you have customized the profile to remove or re-order pages, you will need to adjust page numbers in your facilitator script and on the facilitation slides.



## Welcome

### STEP 1: Define the problem and activate participants' previous experience

#### 30 minutes: Large-Group Activity, Video

Participants walk through the framework of the DiSC® model and watch a video that introduces the model.

#### Note to facilitator:

Begin the session by introducing yourself and addressing session logistics such as bathroom locations, respectful operating practices, break times, and parking lot for questions.

#### Note to facilitator:

If you wish to conduct a more in-depth activation of previous experience, begin the session with a discussion around the following questions:

Are there people in this organization you get along with really well?

Are there some (no names please) that you don't get along with?

Why do you think that is?



#### SAY

- Have you ever wondered why it's so easy to work with some people and more challenging to work with others?
- Let's begin by looking at some basic differences among people.



#### SAY

- 🗨️ In the front of the room, I have a poster labeled "**Fast-paced & Outspoken.**"
- The other words on this chart are "Active," "Assertive," "Dynamic," and "Bold."
- In the back of the room, there is another poster labeled "**Cautious & Reflective.**"
- The other words on this chart are "Moderate-paced," "Calm," "Methodical," and "Thoughtful."



#### INSTRUCT

- 🗨️ I'd like you to stand at either the front or the back of the room, based on the words you think tend to describe you best.

*Give participants a minute to place themselves.*

#### INSTRUCT

- Take a minute to notice (introduce yourself to) the people in your group.

*Give participants a minute to observe their groups.*

PPT

6

**SAY**

- 🗣️ Now let's see what happens if I ask you to think about yourself in a different way.
- On this wall (*to the left when facing the front*), I have a poster labeled **"Questioning & Skeptical."**
- The other words on this chart are "Logic-focused," "Objective," "Reserved," and "Challenging."
- On this wall (*to the right when facing the front*), there is a poster labeled **"Accepting & Warm."**
- The other words on this chart are "People-focused," "Empathizing," "Receptive," and "Agreeable."

PPT

7

**INSTRUCT**

- 🗣️ Again, go to the poster that you think best describes you.

*Give participants a minute to place themselves.*

**INSTRUCT**

- Look at the people in this group.
- Notice (introduce yourself to) any who were not in your last group.

*Give participants a minute to observe their groups.*

**INSTRUCT**

- Now, look around the room and take note of people who weren't part of either group you chose.

*Give participants a minute to look around.*

PPT

8

**SAY**

- 🗣️ So far, you have chosen two different groups based on how you tend to see yourself.
- Now let's see what happens when you get together with people who answered both questions the same way as you did.

PPT

9-12

**INSTRUCT**

- 🗣️ If you answered **Fast-paced & Outspoken** and **Questioning & Skeptical**, please come to this corner. *(Direct them to front-left corner.)*
- *(Wait while participants move to this group.)*
- 🗣️ If you answered **Fast-paced & Outspoken** and **Accepting & Warm**, please come to this corner. *(Direct them to front-right corner.)*
- *(Wait while participants move to this group.)*
- 🗣️ If you answered **Cautious & Reflective** and **Accepting & Warm**, please come to this corner. *(Direct them to back-right corner.)*
- *(Wait while participants move to this group.)*
- 🗣️ If you answered **Cautious & Reflective** and **Questioning & Skeptical**, please come to this corner. *(Direct them to back-left corner.)*
- *(Wait while participants move to this group.)*

PPT

13

**INSTRUCT**

- 🗣️ Each corner has a sheet of flip-chart paper.
- In your groups, talk about why you answered the questions the way that you did, giving examples.
- Record your responses on the flip-chart paper.



*Give participants 4–5 minutes to discuss.*

**Note to facilitator:**

If any participants think that they have chosen the wrong group after the discussion has begun, invite them to join another group.

**INSTRUCT**

- I'd like one person from each group to present to the rest of us some of the things you found out about one another.

*Allow all groups to present, then have them return to their seats.*

**SAY**

- As you can see, although you have many things in common with your small group, there are many differences represented here as well.
- Today, you'll learn how Everything DiSC® will provide you with a way to look at and better understand these similarities and differences.

PPT

14

**SAY**

- 🗣️ In this module, we will
  - Learn about the DiSC® model and the Everything DiSC Workplace® Map.
  - Identify your style and explore the priorities that drive you during your workday.
  - Discover the similarities and differences among the DiSC styles.

**Note to facilitator:**

If you wish to give a history of the DiSC model, you may use the following points:

- The DiSC learning model was developed from research and theory spanning 90 years.
- Dr. William Marston, a professor at Columbia University in the 1920s, observed what you brought to life a few minutes ago, that people behave in different ways.
- And since that time, millions of people in thousands of organizations worldwide have used this idea to become more effective.
- The DiSC model provides a common language that people can use to discuss what behaviors they share with others, and what they do differently.
- The program you're going through today is the result of the most up-to-date research on DiSC.

**STEP 2: Demonstrate**

**30 minutes: Large- and Small-Group Activities**

Participants learn about their DiSC® styles and how their priorities influence their actions and what motivates and stresses them.



HO 1.1

**SAY**

- To begin developing an understanding of DiSC, let's watch a video that will outline the DiSC model.
- Use Handout 1.1 to take notes on what you learn from the video.

PPT

15

[🎥] Video segment (4:17 minutes)  
*Introduction to DiSC®*

PPT

16

**SAY**

- 🗣️ As you saw, the DiSC model shows four basic behavioral styles that describe how people approach their work and relationships.
- The activity we did to start today's session is a simple demonstration of the differences described by the model.

*During the debrief below, motion to each corner as you describe the style it represents. As you go through each style, you can write the style name on the corresponding flip chart.*

PPT

17-20

**SAY**

- 🗣️ Most of you from this corner who chose **Fast-paced & Outspoken** and **Questioning & Skeptical** will find that you share characteristics with the Dominance or "D" style.
- 🗣️ Those of you from this corner who also chose **Fast-paced & Outspoken** BUT described yourselves as more **Accepting & Warm** are likely to have preferences toward the Influence, or "I" style.
- 🗣️ Now those of you from this corner chose **Accepting & Warm** BUT described yourselves also as **Cautious & Reflective**. You most likely will find that you reflect the Steadiness or "S" style.
- 🗣️ And finally, those from this corner who chose **Cautious & Reflective** AND **Questioning & Skeptical** will find that you share characteristics with the Conscientiousness, or "C" style.
- Remember that we all started in the same place, and we share things in common, even with those who didn't end up in the same group.
- In a moment, I'll give you each your own *Everything DiSC Workplace® Profile* that contains personalized information about your workplace style based on the responses made in the prework.



*Distribute the Everything DiSC Workplace® Profiles.*

PPT

21

**SAY**

- 🗣️ When you open your profile to the introduction on page 2, you'll find the





PG 2

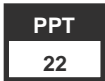
### Cornerstone Principles of *Everything DiSC Workplace*®.

- Take a minute to read through these principles.

*Give participants a minute to read.*

#### SAY

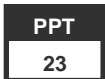
- We're going to use these principles to guide us as we learn more about ourselves and others.
- The bottom of page 2 is a summary of the activity we just did.
- You can return to this page anytime you need a reminder of the four DiSC® styles.



22



PG 3



23

#### SAY

- 🗣️ Now, let's find out what your *Everything DiSC Workplace* Map says about you.
- Turn to page 3 in your profile and take a look at the picture at the top of the page.
- It shows your dot location on the *Everything DiSC Workplace* Map.
- 🗣️ As I mentioned before, there are four basic styles of the DiSC model: D, i, S, and C.
- Within each style there are three regions where a person's dot may be located, illustrating the twelve different regions of the *Everything DiSC*® model.

#### SAY

- Again, everyone is a blend of all four styles, although most people tend more strongly toward one or two styles.
- All styles are equal and valuable in their own ways.

#### ASK

- Let me see a show of hands for those whose dot falls in the "D-Dominance" region of the map.
- "i-Influence"? "S-Steadiness"? "C-Conscientiousness"?

*Take a show of hands for each style and comment on the diversity represented in the group.*

#### Note to facilitator:

If participants find that their styles don't match with their positions in the previous activity, assure them that neither interpretation is wrong. They may find that they have an extra tendency that they focused on in the activity.