

Employee DISC Action Plan

Completed by Manager

This activity provides you an opportunity to put DISC into practice. The main goal of this activity is to provide you a framework in which you can improve your interactions with one or more of your direct reports. This activity will also reinforce your understanding of the DISC styles and how to use the information in the work environment.

Select one of your employees for this exercise.

1. Employee Name: _____

2. Identify one key skill they need to do their job: _____

3. How would you rate your employee's skill level today? Circle your response

Very good Meets the job requirements Could use development Needs corrective action

4. What do you base that on? *Describe behaviors*

5. As a leader, what do you need to do to help your employee in this skill? *Circle your response*

Develop Correct Motivate Acknowledge Counsel Compliment

6. Use page 29 of your report to identify your employee's DISC preference. You may already know their

DISC preference if they have completed the assessment. What DISC preference do you think they

have? *Circle your response*

Dominant Interactive Steady Compliant

7. Using your answers from #5 and #6, find the skill graph on pages 36 through 46 of your Leadership report that will help you adapt your style to interact with this employee.

8. Review the bullet points in the skill graph and circle or check off the items that you are already doing with this employee. Where are your opportunities (bullet items that you are not doing)? Ask yourself if these remaining action items would be beneficial in this situation.

9. Write a few sentences that describe how you are going to use these action items with your employee.

10. If appropriate, share this action plan with your leader.

11. After you have put your action items into practice, jot down a few thoughts on whether you believe it had an impact on the employee (or yourself).

12. What are your next steps? Do you need to continue using this approach or do you need to adjust your adaptive style?

Use this activity with other direct reports to identify opportunity areas for improved interactions.