



Everyone,

As you know, we are conducting DISC (Style Assessment) workshops for our supervisors, managers, directors and executive team members. The purpose of the workshop is to suggest methods to increase your professional effectiveness and communication skills, build better working relationships, and develop your leadership potential.

_____ is an accomplished DISC specialist, and as our facilitator, she will acquaint us with the richness of DISC. _____ engaging, real-life approach encourages individuals to assimilate new skills and concepts through a balance of practice and innovation. _____ has consulted with a variety of businesses, governmental agencies, and educational organizations on DISC.

In order to assist us in making things run smoothly, please do the following. Some of you may have completed these steps already:

1. Sign up for a workshop on _____ or _____ from (time). Please RSVP by using the registration link. If you are unable to attend one of these sessions, please let me know. We are limited to 20 participants per workshop.
2. Complete the DISC assessment profile as soon as possible. The link was sent in an email from me on (date).
3. Meet with _____ for a short briefing on your assessment prior to the workshop. Please complete page 8 of the assessment prior to this meeting if possible.
4. For the workshop, please bring your DISC assessment with page 8 completed.

The workshops will be held in the _____ Room of the _____ Center and will take place from (time).

Thank you for your attention to these items. Please contact _____ or myself if you have any questions.



DISC

Understanding Yourself and Appreciating and Adapting to Your Team's Style

- Determine date, time, location of DISC Workshop (minimum 2.5 hours/preferably 3 hours, larger teams may require 4 hours) and provide list of names and email addresses of participants.
- Send each participant a link to take the DISC Assessment. The email invitation text includes the following information:

Welcome to your DISC Assessment Experience!

This DISC assessment is a powerful tool that will help you improve your effectiveness by teaching you about yourself and others. The Self-Assessment is designed to give you a comprehensive view of how you interact with others. With this information you will be able to communicate better with others because you will understand people and what they need from you in order to work together successfully.

When you are ready to begin, simply click on the link below to take the 30-question Self-Assessment. Your results will be plotted on your personal e-graph and returned to you via email in a comprehensive 36-page report that explains your DISC profile, the strengths and talents you bring to the work setting and the steps you can take to improve your effectiveness at work and in social situations.

It is strongly suggested to sign up for the 52 weekly DISC Tips email follow-up resource. (see the link to do this when you receive your Report)

The second part of your DISC process is the Team Integration Meeting, scheduled on (date) from (time) in the (location). Please complete Page 8 of your report and bring it to this session.*

After you receive your results, please feel welcome to contact _____, the _____'s DISC certified trainer, if you would like to schedule an individual session to discuss your results. Shelly may be reached at _____ or _____.

- The participant uses the link to connect to the DISCcert website to take the 30 question DISC assessment. It takes less than 15 minutes to complete. We recommend to avoid over-analyzing the questions and to respond with your first impression. After completion, the results are calculated and an online Report becomes available within 5 minutes. The comprehensive 36 page DISCcert Online Report includes a graph of each person's Adapting and Natural styles along with supportive information. This Report becomes the workbook that is used during the Team Workshop. *Each person must bring their workbook with Page 8 completed in order to participate in the interactive exercises in the workshop.
- Employees who would like to meet with _____ before or after the team meeting are encouraged to schedule time with her using Outlook.



Team Integration Workshop

The primary goal of the Team Integration Workshop is to help you understand the four primary styles of the DISC and the very distinct and predictable patterns of observable behavior. Tolerance and acceptance of the different styles naturally lead to opening lines of communication to enhance cooperation among individuals and other departments, colleagues outside of the foundation, and personal relationships. Key to the session is discussion around how to adapt your style to better understand and work with others.

Outline

- 1) **Brief background of the DISC**
- 2) **Interpret your graph**
Discuss behavioral traits of each style, review each individual graph of the workshop participants.
- 3) **Explore your team's graph**
Each participant receives a copy of the collective team's DISC styles. We explore how others may perceive the group as a whole based on the observable behaviors of the group style.
- 4) **Appreciate the strengths of each style**
Using the Report, the group is provided information to explain and outline the positive characteristics of their style. We also share and discuss potential areas for improvement. Each participant commits to two areas to improve.
- 5) **Tips for others in managing and working with you**
One on one activity using Page 8 of the Report to share with others how they may communicate more effectively with you.
- 6) **Application: How to successfully adapt to the styles of others**
Everybody has a few tense-filled relationships. Gain insights to improve those difficult encounters using the *How to Identify Another Person's Style* tool.

During the workshop, we will interact in group exercises as well as a one-on-one activity that allows each person to be heard by the other members of the team regarding their individual strengths, areas for improvement, strategies to share with their manager, their motivators, most effective work environment, work style preferences, and communication tips for others. The tone is upbeat, humorous, and insightful. Everyone leaves the workshop with tools they can immediately use that will turn otherwise stressful communications and relationships into more effective ones.

After the session, each participant receives a link to an online survey to evaluate the program. Page 8 of the Report is copied for the participant's manager as a tool to more effectively understand and appreciate the individual DISC style of their employees.

DISC for Strategic Planning Team, Part 2 1.5 to 3 hour session TBD

Outline

- 1) Review behavioral traits of each DISC style
- 2) Revisit individual Graphs of the team to briefly orient the group to their adapting and natural styles
- 3) Tips on modifying your directness and openness resulting in more successful communications with styles other than your own. (page 28 of the DISCcert Self Report)
- 4) Application: How to successfully adapt to the styles of others. Gain insights to improve challenging relationships and encounters using the DISCcert-Strategies for Adapting tools.(pages 20-22 of the DISCcert Self Report)
- 5) Learn how to open lines of communication to enhance cooperation.(Action Plan page 23 of Report)



Introduction to DISC

Are you **D**ominant? an **I**nfluencer? **S**teady and relational? **C**onscientious and careful?

DISC: Communicate, Cooperate, Collaborate with All Styles of People

Date: _____

Time: _____

Location: _____

Names of attendees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Why DISC? Background of the DISC assessment
- How the assessment is administered
- Getting your individual results
- Arranging an optional one on one meeting to discuss your graph and your communication style
- Purpose of the team Integration meeting
- Applying the principles of DISC and the Platinum Rule: Relevancy to Fundraising
- Next steps: Schedule your workshop

“Today the most useful person in the world is the man or woman who knows how to get along with other people. Human relations is the most important science in the broad curriculum of living.”

-- Stanley C. Allyn



Applying your People Skills

Many of us grew up firmly believing in the wisdom of treating others the way you would like to be treated. We fondly called it The Golden Rule. We soon realized that a far more practical rule prevails: Treat others the way they *want* to be treated. That's The Platinum Rule™ that you will learn more about in the DISC Team Workshop.

Thank about your interactions every day. Have you succeeded spectacularly with one person, only to hopelessly miss the mark completely with another? We all have at one time and we probably try to shrug it off thinking, "That's just the way it is." However, things don't have to be that way.

Nearly everyone acts in the workplace with his or her own preferred style of behavior. None is inherently better than others. When styles are in synch others are more receptive to what we say or what we want. But when styles are out of synch, confusion and frustration can harm the relationship.

In this workshop you will learn about your communication style and how that style impacts the success of everyone in your work unit and wherever you interact with others. Four distinct behavioral styles (with dozens of variations) will be identified and demonstrated with special emphasis on the positive attributes as well as areas of improvement for each. You will also develop enough proficiency so that you will be able to recognize the styles of others and adapt your behavior accordingly.

You will get answers to questions such as:

- Why are some people so difficult to get along with?
- Why won't some people just get to the point?
- Why don't others see it my way?
- Why is it that my intentions are misunderstood by my coworkers?
- Why am I the only one who checks details carefully?
- Why doesn't my coworker get excited about work challenges like I do?
- How can I get others to take my ideas seriously?
- In what environment and under what circumstances do I perform at my best?
- How can I adapt my work behavior so that I can move productively through conflict?

Tolerance and acceptance of the different styles naturally leads to opening lines of communication and cooperation among coworkers, other departments, colleagues, students, potential and existing donor/investors and other interpersonal relationships.

- Understand your own style and how your behavior communicates that style to others
- Identify someone else's style by simple techniques
- Adjust your behavior for more harmonious and productive relations