

Good afternoon,

Currently there are over a dozen communication related models in the marketplace, designed to help us better connect with others. You may be most familiar with Myers-Briggs Type Indicator (MBTI), however the model that has become the more popular assessment choice today, is the DISC model, originally developed in 1920's. DISC has gained wide acceptance in the U.S., Europe, Australia, New Zealand and South Africa. Its success comes in large part from its ease of use and interpretation, along with its memorable terminology.

(Insert your Organization's Name) has selected the DISC Assessment and will begin implementing this tool in March. We are asking you to be the first to experience this assessment tool at ___ prior to our rollout to the management team. You will receive an email with a link, that will directly take you to your online assessment tool. This should only take you about 10 minutes to complete. Please be sure to read the instructions thoroughly before you start the assessment. You will receive a report of your results shortly thereafter. Please print your complete DISC Report. Then, in your DISC Report, complete page 8, "Create Your Own DISC Summary" page. Please bring your complete printed Report along with your completed page 8, to the Training Session.

We have scheduled for Group Name DISC Session on: _____

At this meeting, we will help you better understand your DISC results and its many applications.

In addition, we are providing you with a preview of the next Management Team Training due for rollout in ____

Optimizing Your Leadership Skills

(For a more detailed overview of the DISC assessment, please see below.)

Overview of DISC

While the MBTI model illuminates ways of thinking and dealing with information internally, or how we think about the world around us, the DISC model illuminates one's observable behavior, that is **how** we do what we do, i.e. our actions. DISC does not address "personality types" as associated with the MBTI model. It addresses behavioral "choices" or style "preferences." DISC behavior dimensions:

D = Dominant: Approach to problems (i.e. Gets to the bottom line quickly vs. thinks before acting)

I = Influence: Approach to people (i.e. Meets new people in an outgoing manner vs. a quieter, reserved manner.)

S = Steadiness: Approach to work place (i.e. Prefers an orderly, deliberate work environment vs. a flexible, dynamic environment)

C = Conscientious: Approach to procedures (i.e. Likes things done the "correct way" vs. likes to change a rule, if a better way is possible.)

We all have a little of each of these four dimensions in us – it is the degree (high or low intensity) within each that helps determine our behavioral styles or preferences. In addition to understanding your behavioral styles or preferences, you will learn how to readily identify the key styles and preferences of others and be better able to communicate effectively. We all know that one cannot change another person – but "we" can adapt our behavior to meet their preferred behavioral style and consequently communicate more effectively. With DISC, you don't change your ideas or beliefs, you simply learn how to change the way you communicate them, when needed.