

trueU Leadership Academy Leader in Training

Handouts

MODULE 1 Your DiSC® Management Style: Part I

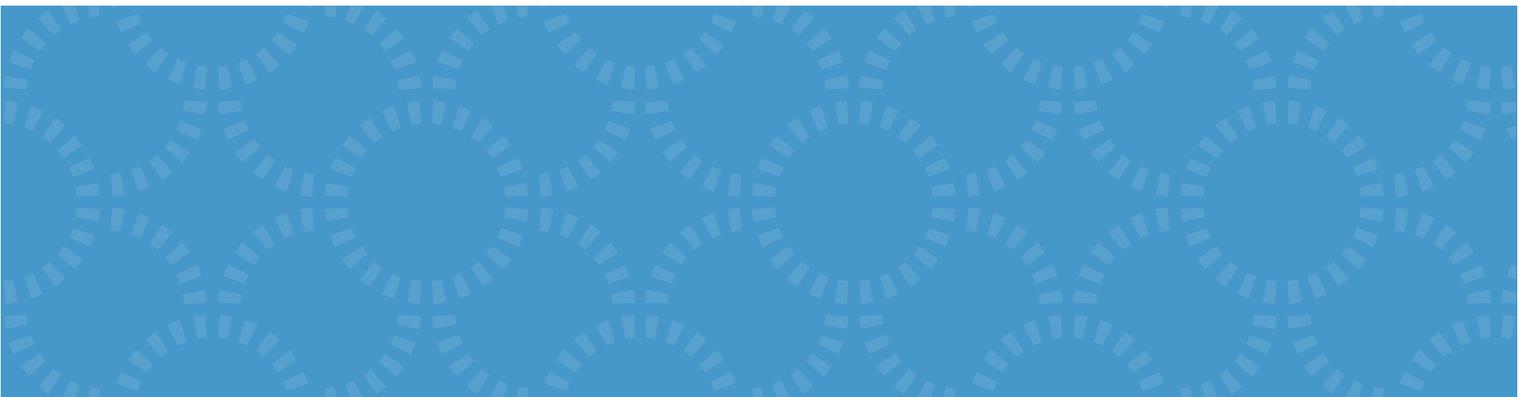
MODULE 2 Your DiSC® Management Style: Part II

MODULE 3 Directing & Delegating

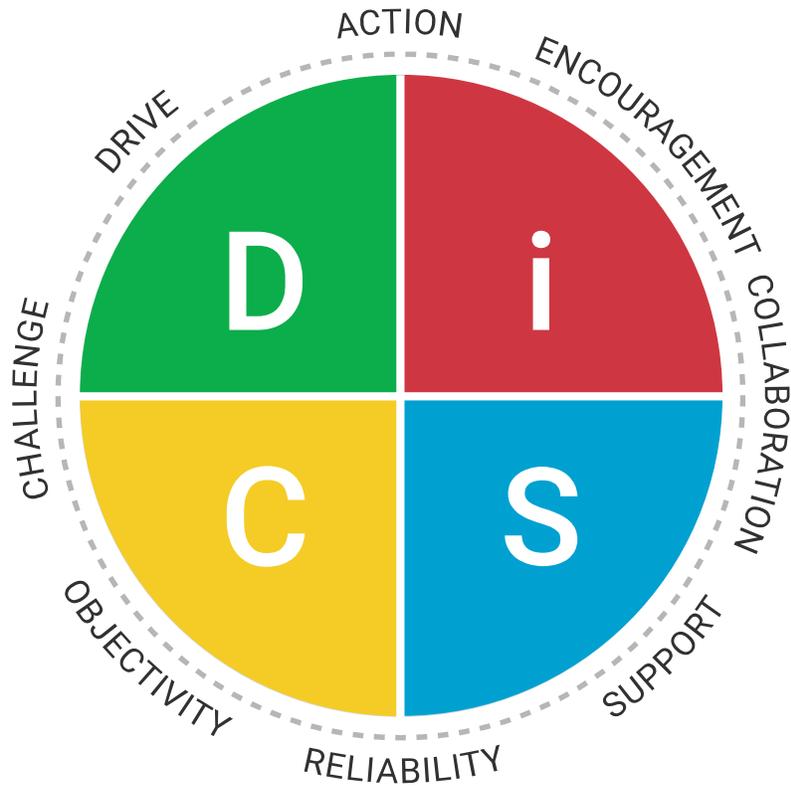
MODULE 4 Motivation

MODULE 5 Developing Others

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DiSC® Management Styles



A Day in the Life

As you create your “Day in the Life” description, consider the questions below. Use the space for your style to make notes.

- What are your greatest contributions to your workplace?
- What are your greatest fears?
- How are you misunderstood?
- How can other styles relate better to you?



THINGS TO REMEMBER:

People Reading

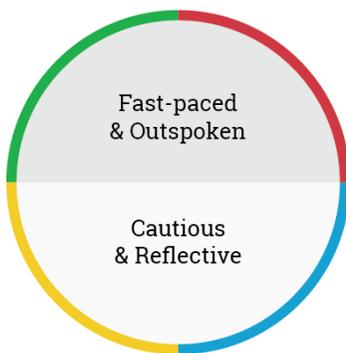
PRINCIPLES

- People reading isn't meant to label people. Instead, it's a way to help us understand their needs.
- There are no good or bad styles.
- All styles have strengths and limitations.
- Everyone is a blend of all four styles, so it may be difficult to read people correctly.

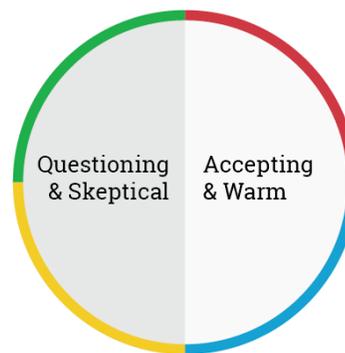
OBSERVABLE BEHAVIORS

- Body language, such as posture, use of hands, facial expressions, etc.
- Tone of voice and expression, such as pace, inflection, volume, etc.
- Words chosen to deliver the actual messages.

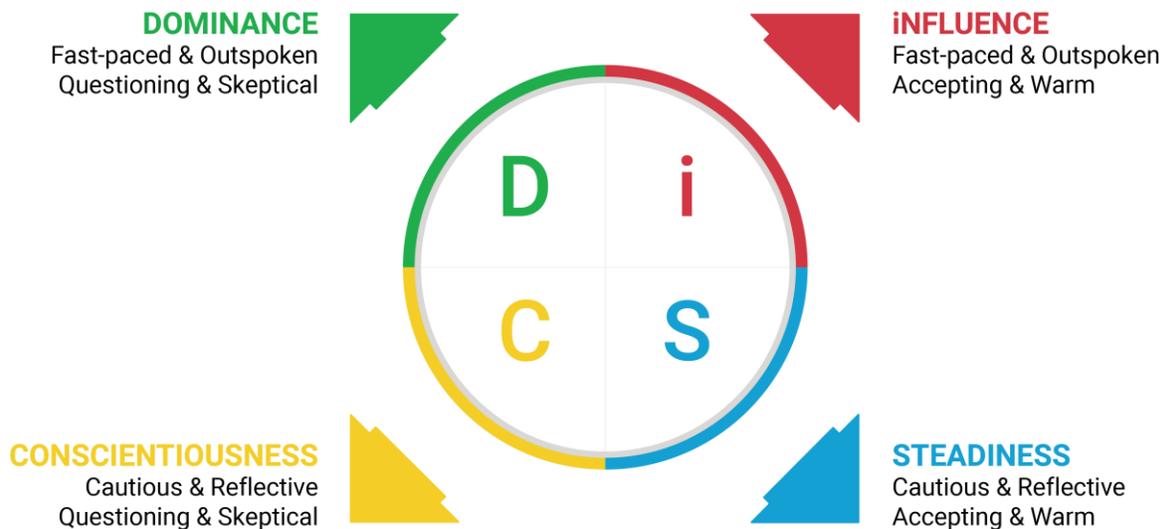
1 Consider whether this person tends to be more:



2 Then, consider whether this person also tends to be more:



3 Now, combine this person's tendencies to determine their DiSC® behavioral style.



People read someone you work with and write down that person's style:

Directing & Delegating Action Plan

Employee Name:

Employee DiSC® Style:

Use the page about this person's style in the *Everything DiSC® Management Profile: Directing & Delegating* section to improve how you direct and delegate to him or her.

STEP 1: TASK/PROJECT

Think of a task or project you might delegate to this person.

STEP 2: HOW YOUR EMPLOYEE LIKES TO WORK

Read the first paragraph about how this person likes to work, and write down things to keep in mind when delegating this task or project.

STEP 3: POTENTIAL PROBLEMS WHEN WORKING TOGETHER

Read the second paragraph about potential problems when working together and write down what you might find most challenging about adapting your style when giving direction to this person.

STEP 4: EXPERIENCE LEVEL

What is this person's experience with this type of task or project?

STEP 5: HOW TO BE EFFECTIVE

Read the last paragraphs, focusing on the areas that are relevant to this person's experience level.

Write down specific actions you will take to effectively adapt your style when directing this person. (Consider things such as their confidence, preparation on your part, words and phrases to use, resources to provide, follow-up actions, etc.)

Working with the High D

DO	DON'T
Be clear, specific and to the point.	<i>Ramble on, or waste their time.</i>
Stick to business.	<i>Try to build personal relationships, or chitchat.</i>
Present the facts logically; plan your presentation efficiently.	<i>Leave loopholes or cloudy issues if you don't want to be zapped!</i>
Ask specific (preferably What?) questions.	<i>Ask rhetorical questions, or useless ones.</i>
Provide alternatives and choices for making their decisions.	<i>Come with the decision made; or make it for them.</i>
Provide facts and figures about probability of success or the effectiveness of options.	<i>Speculate wildly or offer guarantees and assurances where there is a risk in meeting them.</i>
If you disagree, take issue with the facts.	<i>Take issue with the High D personally.</i>

Working with the High I

DO	DON'T
Allow time for relating and socializing.	<i>Don't be curt, cold or tight-lipped.</i>
Focus on people and action items. Put details in writing.	<i>Don't leave decisions up in the air.</i>
Ask for their opinion.	<i>Don't be impersonal or task-oriented.</i>
Provide ideas for implementing action	<i>Don't waste time in "dreaming."</i>
Use enough time to be stimulating, fun, fast moving.	<i>Don't cut the conversation short or be too businesslike.</i>
Affirm them for their willingness to take risks.	<i>Don't take too much time. Get to action items.</i>

Working with the High C

DO	DON'T
Prepare your case in advance.	<i>Don't be disorganized or messy.</i>
Approach them in a straightforward, direct way.	<i>Don't be casual, informal or personal.</i>
Use a thoughtful approach. Build credibility by looking at all sides of each issue.	<i>Don't force a quick decision.</i>
Present specifics; and do what you say you can do.	<i>Don't be vague about expectations or fail to follow through.</i>
Draw up an "Action Plan" with scheduled dates and milestones.	<i>Don't over promise as to results, be conservative.</i>
Take your time; but be persistent.	<i>Don't be abrupt and rapid.</i>
If you disagree, prove it with data, facts or testimonials from respected people.	<i>Don't appeal to opinion or feelings as evidence.</i>

Working with the High S

DO	DON'T
Do show sincere interest in them as people.	<i>Don't stick coldly or harshly to business.</i>
Patiently draw out their needs and ideas. Listen and be responsive	<i>Don't force a quick response to your objectives.</i>
Present your case logically, softly, non-threateningly.	<i>Don't threaten with positional power; or be demanding.</i>
Ask specific (preferably How?) questions.	<i>Don't interrupt as they speak. Listen carefully.</i>
Move casually, informally.	<i>Don't be abrupt and rapid.</i>
If you disagree, prove it with data, facts or testimonials from respected people.	<i>Don't mistake their willingness to go along for satisfaction.</i>
Provide personal assurances and guarantees.	<i>Don't promise something you can't deliver.</i>

What Motivates You

Quickly read these phrases. Then check two that you find most motivating at work.

- Taking on new challenges
- Solving problems
- Knowing I made other people happy
- Meeting new people
- Being in charge
- Building connections with coworkers
- Making steady progress toward goals
- Being able to express my opinions freely
- Getting public recognition
- Analyzing all the options
- Working on team projects
- Being in a constantly changing environment
- Helping others succeed
- Getting closure on projects
- Doing a high-quality job
- Being in the limelight
- Taking risks
- Being the expert on a topic
- Producing concrete results
- Having freedom to do things my way

Motivation and DiSC

Factors that Influence Employee Motivation



5 Ways Leaders Can Ensure they are creating a MOTIVATING work environment:

High-trust work environments are conducive to a high level of employee motivation and have an overwhelmingly positive impact on employee performance, employee well-being, and a host of other factors.

To help employees tap into the kind of intrinsic motivation that helps them engage and commit to their roles, leaders should identify what employees need and give them the tools to succeed.

Celebrating employee accomplishments increases motivation because acknowledging the hard work they've put in lets them know they are valued and the work they do has an impact.

Helping your team members to see a bigger purpose in their work, find meaning in their day-to-day duties, and see the impact of the work they do can have a positive effect on motivation.

Creating a clear path to growth, development, and advancement for employees shows them that you are committed to their success, which keeps them motivated to keep working toward their goals.

Action Plan for Creating a Motivating Environment

Employee Name:

Employee DiSC® Style:

Use the page about this person's style in the *Everything DiSC® Management Profile: Motivation* section to write an action plan for creating a more motivating environment for him or her.

STEP 1: UNDERSTAND THE CURRENT ENVIRONMENT

Read the first three sections of this page to learn about this person's motivational needs.

Write down ideas, words, or phrases as you read that apply to your current interaction with this person.

STEP 2: PLAN TO CREATE A MORE MOTIVATING ENVIRONMENT

Read the last two sections of this page to discover strategies for creating a motivating environment for this person.

Write down two bulleted statements from these sections that you think will make the greatest positive impact on this person's motivation.

Write down specific actions you will take to use these strategies to make the work environment more motivating.

Action Plan for Developing Others

Employee Name:

Employee DiSC® Style:

Use the page about this person's style in the *Everything DiSC® Management Profile: Developing Others* section to draft an action plan for developing this employee.

STEP 1: CURRENT DEVELOPMENT ACTIVITIES

Write down what you are currently doing to develop this person.

STEP 2: AREAS OF STRONG POTENTIAL

Read the first paragraph about areas where this person may have strong potential.

Write down things that resonate with you about this person. Reflect on how these areas align with current development activities.

STEP 3: OBSTACLES AND STRATEGIES IN THE DEVELOPMENT PROCESS

Read the paragraphs about possible obstacles and strategies in this person's development process.

Choose two strategies to focus on that would help in the creation of a development plan for this person.

Write down other things you will do differently now to be more effective when developing this person.