



DISC Self-Directed Workbook

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INTERPRETING YOUR DISC ASSESSMENT

The **DISC** assessment is, quite simply, the measure of our behavior and emotions and how they are perceived and portrayed in our everyday work environment. The assessment is not an IQ test, rather a study of your natural and adapted work style. When one has a firm understanding of how their behaviors impact their everyday interactions one can then begin to adapt their style to meet the needs of the organization and therefore attain success.

The following will guide you through your own **DISC** assessment and will help you to better understand those unique qualities that make you who you are and what you can become!

More About DISC

DISC is a universal language that explains behavior and emotions and is based on factors that transcend gender, race and culture. Its premise is that all people exhibit four DISC styles to one degree or another, regardless of their background and experience. These four elements of human behavior are as follows:

- D:** How one approaches problems and challenges.
- I:** How one interacts and influences people.
- S:** How one responds to change and levels of activity.
- C:** How one responds to rules and regulations.

Understanding Your Basic Characteristics

The basic characteristics of our behavioral style are those traits that come naturally to us.

Please turn to the Basic Characteristics portion of your report. List three (3) characteristics from each paragraph that best describe your basic style:

Natural Talents

1. _____
2. _____
3. _____

Assess how you are best utilizing these talents currently.

Problem Solving and Decision Making Style

1. _____
2. _____
3. _____

Assess your problem solving abilities and decision-making style. How do you think these methods are being perceived by others?

Communicating Abilities

1. _____
2. _____
3. _____

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Assess your interpersonal style and its effectiveness at getting your message across.

Pace and levels of activity

1.

2.

3.

Assess your response to change in the work environment and your effectiveness at “staying on course” or switching gears when needed.

Rules and Regulations

1.

2.

3.

Assess your ability to maintain high standards and follow policies and procedures. Do you emphasize quality over quantity?

Understanding Your Work Characteristics

Your work characteristics are those elements of your behavior that “get you through the day”.

Under the **Work Characteristics** portion of your report is a list of those statements that describe your adapted work style.

Review the list and ask yourself what if any of these characteristics are not work related.

1. _____
2. _____
3. _____

What, if any factors in your work environment are pressuring you to adapt to these styles?

Value to the Team

An individual's value to the team is measured by those characteristics that are most beneficial to the team and to the success of the organization. High performing teams are those groups that understand each other's strengths and capitalize on their ability to understand and embrace different styles.

Turn to the *Value to the Team* portion of your report and identify three (3) strengths that you bring to your own team and to the organization.

1. _____
2. _____
3. _____

Assess how these strengths bring value to the team.

Effective Communication

Effective communication is an absolute must for anyone who aspires to achieve success within their organization. Every individual has their own unique style and preferences when it comes to how they want to be interacted with.

On the *Effective Communication* page of your report, review your preferences when someone is communicating with you and list your top three.

1.

2.

3.

Turn the page and review the Don'ts on Communication and list your top three (3) "Don'ts".

1.

2.

3.

An individual with one style of communicating may relate extremely well to another that exhibits the same style and be completely at odds with someone who displays a far different manner. Whatever your communication style may be, it is important that you adapt to the differences of others and adjust your message accordingly.

Study the *Communications Tips* page and assess the different types of interaction methods and styles.

What adjustments can you make to improve your interpersonal communications with others?

Team Effectiveness Factors

As unique individuals, we all have our own distinctive strengths that enhance both our personal and professional interactions. These strengths are a part of our “natural” style and can play a significant role in team effectiveness. However, when our “natural” talents are stretched too far or pushed to an extreme these strengths can actually become perceived as weaknesses.

Review your list of strengths on the *Team Effectiveness Factors* page and list your top three (3) strengths.

1.

2.

3.

What are the 2 or 3 limitations that may be holding you back?

In what ways may they be an over-extension of your strengths?

Perceptions

“Perception is everything”. This timeless adage reminds us that although the perception and reality of any given situation may be quite different, it is usually the perception that prevails. By understanding how our actions and behaviors impact others, we are better prepared to evaluate and manage our effectiveness on the job. This section provides information on how you see yourself under certain conditions (tension, stress, fatigue) and how others perceive your behavior.

Review both your Self-Perceptions and the Others’ Perception on the *Perceptions* page.

How do you go from moderate tension and stress to extreme tension and stress?

How does being perceived this way impact your professionalism?

Descriptors

The DISC Assessment tool identifies four basics elements of human behavior (Dominance, Influence, Steadiness and Compliance) and assigns distinctive descriptors to an individual’s behavioral style. They describe how a person meets challenges, solves problems, deals with people and responds to pace and procedures. As the individual is unique – so is their list of personal descriptors.

Take a moment to review your unique attributes on the Descriptors page.

List those top three (3) descriptors that best identify you.

1. _____
2. _____
3. _____

List those top three (3) descriptors that most surprise you.

1. _____
2. _____
3. _____

Action Plan

The Action Plan is a great tool to assist you in identifying those obstacles and problem areas that may be adversely affecting your progress and performance. It also serves an excellent outline to help you to generate alternatives and overcome challenges.

Review those areas that could use improvement on the Action Plan page of your report.

Choose those top three (3) areas that you would most like to improve and think about the ways in which you could turn those areas into strengths.

1. I would like to improve my skill in _____.

Some ideas for improvement include:

2. I would like to improve my skill in_____.

Some ideas for improvement include:

3. I would like to improve my skill in_____.

Some ideas for improvement include:

Style Insights™ Graphs

The Style Insights™ graph is a fun and easy way to pinpoint your “adapted” and “natural” style. Upon completion of your DISC assessment, two graphs are generated. Graph I represents your “adapted style” – that behavior you shape to adapt to the needs of the work environment. Graph II illustrates your natural style – that behavior that falls within your comfort zone.

Review your Graph II (Natural Style) on the *Style Insights™ Graph* page:

What is your core DISC behavior style? Your core style is the highest point above the “energy” line. The “energy” line is located at 50% on a 100-point scale.

Understanding DISC intensity levels:

DOMINANCE: How one approaches problems and challenges.

People high in the “D” dimension tend to be bold, courageous and daring. They are demanding, aggressive problem solvers, often have an intense sense of urgency, and are generally pioneering in their way of approaching and solving problems. In their relationships, high D’s are direct, straightforward and blunt. With this unconquerable personality, they can also be quick to anger and have a short fuse.

On the opposite end of the spectrum, low D personalities tend to work in an organized environment using traditional procedures, prefer limited authority, and pursue a calculated approach to problem solving. These individuals tend to be slow to anger.

INFLUENCE: How one interacts with and influences people.

High “I” traits represent your classic “people person.” These folks want to be liked and like just about everybody they meet – even the difficult people. They possess the “gift of gab” and can easily convince others to their way of thinking. High I’s tend to be incredibly optimistic, finding the best in others and the positive in just about any situation. They are people oriented, energetic, charismatic and outgoing, open to new ideas, and very well equipped to influence others. They rely on a sense of optimism and are highly trusting.

Conversely, low I’s tend to be reserved in their interaction with others. They have the ability to persuade with data and acts and are comfortable working alone or on projects that give them a sense of autonomy. Low I’s appreciate traditional approaches to doing things and will want a strong business case of why to change if the process has been working. In other words, they lean toward the premise that they must be convinced before they will trust.

STEADINESS: How one responds to change and levels of activity.

Individuals with a high “S” dimension are easygoing, laid back and relaxed. They place significant value on harmony and maintaining a sense of stability. High S’s are loyal team players and have a strong need to finish what they start. They are logical thinkers who possess the ability to bring lofty ideas back to the realm of the reality. These individuals tend not to show emotion and can be perceived as insensitive or non-emotional.

Low S’s, on the other hand, are fast paced and impatient, adaptable to change, very spontaneous, multifaceted, and lead toward variety in the workplace. Unlike their counterpart high S’s, they are emotional and easy to read and often “wear their hearts on their sleeves”.

COMPLIANCE: How one responds to rules and regulations.

High “C” people place great value on quality and “doing it right the first time.” They have tremendous respect for precise rules and regulations, are meticulous with details, maintain high standards emphasizing quality over quantity, and tend to be orderly and well disciplined. They prefer a safe work environment and will use highly proven methods long before establishing a new procedure to solve a common problem. High C’s are also intuitive and skilled at asking questions whose answers provide important and complete data. With this staunchly methodical and rules-driven means of accomplishment, high C’s can also be a bit apprehensive when starting new projects and their reliance on rules and regulations may preclude innovation.

In contrast, low C’s demonstrate a commitment to independence, are bold risk takers, and believe that the fewer rules there are to follow the better. They are fearless and will break the rules, but will expect forgiveness if the risks they have taken do not prove worthwhile.

What have you learned about yourself in terms of the intensity level of all four DISC points?

Do they complement or compete with each other? For example, a person who has a high D and a high C on their “natural graph” may feel like they have their foot on the brake and the accelerator at the same time. *“I want it done now, I want it done right!”*

Compare Graph I (Adapted) and Graph II (Natural Style):

Is there a disparity between the graphs? Graph disparity is the movement of the DISC factors between Graph I and Graph II. If there is a significant difference, you may want to investigate the causes. For example: If you are a low C on your “natural graph”, but adapt to a high C in your current work environment then you perceive your current job as needing to be more detail oriented and or following the rules more closely.

The Success Insights Wheel™

The Success Insights Wheel™ is a visual representation that displays your “natural” and “adapted” behavioral style and the degree to which you are adapting your behavior.

The “wheel” is divided into eight core behavioral styles. The descriptors are located around the edge of the wheel and are made up of the original four elements of DISC as follows:

Conductor — Core D	Supporter — Core S
Persuader — Core D & I	Coordinator — Core S & C
Promoter — Core I	Analyzer — Core C
Relater — Core I & S	Implementer — Core C & D

The graphs are plotted on the “wheel” according to plot points above the energy line. Your high DISC factor determines the quadrant in which your natural behavioral style (represented by a circle) or adapted behavioral style (represented by a star) will appear.

Review your Success Insights Wheel™ graphs on the last page of your report.

Study the plots of both your “natural” and “adapted” styles. If they are plotted in different boxes, than you are adapting to your behavior.

If you are on a team, take some time to compare and contrast wheels. It might be helpful to make a “master” wheel that contains each person’s “natural” and “adapted” style. This allows you to quickly see how similar and different your styles are and how your DISC styles complement the team as a whole:

1. How are they similar?

2. How are they different?

3. Are the differences effective? In other words, do your styles complement each other?

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Dear Colleague,

We hope you have enjoyed learning more about you DISC style. If you have any additional questions or would like to learn more about how to bring the DISC Assessment into your organization please contact us at 703-551-0734 or kdrahosz-ttc@comcast.net.

Enjoy your journey,

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