

General Instructions:

1. Identify your communication and leadership style with this quick method. On Page 2 is a list of words. Circle the words that you seem to resonate with the most as you think about how you normally operate in the workplace. Most people will find that there will be a column that has the majority of words circled. Some may find 2 columns that have a similar high number of words circled. Note: The key is located at the bottom of the page.
2. Read pages 3-6 as you read about the characteristics of each style. As you read more about each style, do you tend to identify with a particular style or styles? Does your style concur with the style identified from the quick method on page 2?
3. Answer the following questions:
 - a. What are the strengths of your style as you think about your leadership?
 - b. What could be the possible blind spots of your style in your leadership?
 - c. What styles do you find represented in your team?
 - d. How might an understanding of styles help you in your leadership and also in your team communication?

Remember: Please bring all your pre-work assignments to the classroom training.

Pre-Work Assignment: Communications Styles

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
Generous	Courteous	Stable	Adventuresome
Sociable	Analytical	Good listener	Daring
Gregarious	Accurate	Sincere	Risk Taker
Persuasive	High Standards	Loyal	Forceful
Enthusiastic	Fact-Finder	Relaxed	Decisive
Influential	Diplomatic	Team player	Self-Assured
Confident	Systematic	Amiable	Competitive
Trusting	Thorough	Patient	Direct
Optimistic	Logical	Calm	Problem-solver

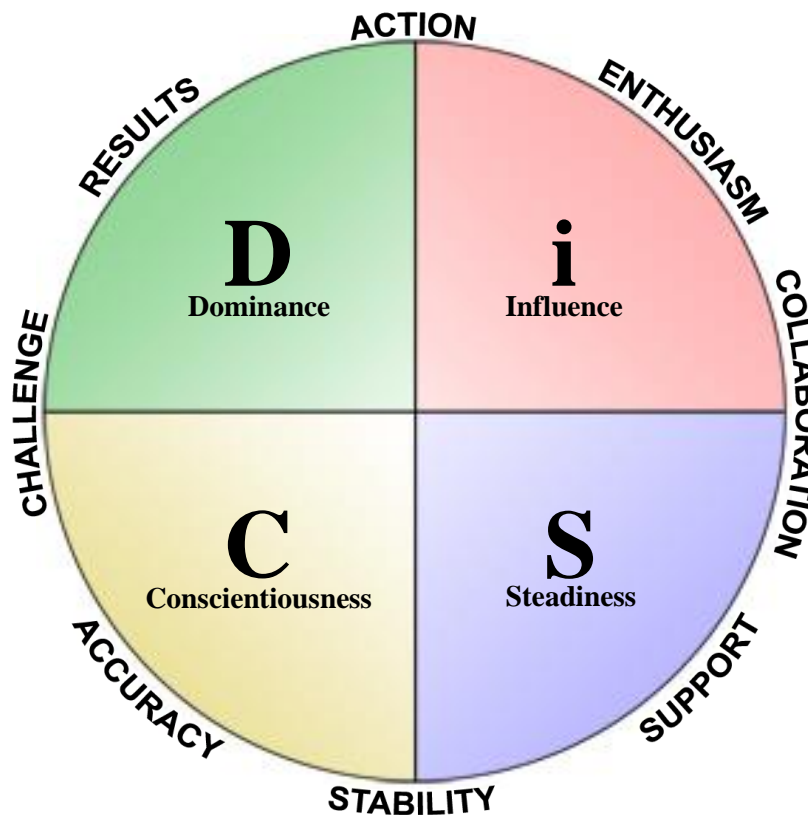
Key:

- 1 Column = i or Influence Style
- 2 Column = C or Conscientiousness Style
- 3 Column = S or Steadiness Style
- 4 Column = D or Dominance Style

DiSC® Styles in the Workplace

Look at this Everything DiSC Map and the eight words around the map. These are called priorities, or the primary areas where people focus their energy. Everyone has three priorities and sometimes people have four or five.

What priorities around the map do you most identify with?



The Everything DiSC workplace assessment, a purchased product, does a more thorough analysis than the quick method we did on page 2. The Everything DiSC workplace assessment provides a 20-page report, with in-depth information, including tips, strategies, and action plans to help learners become more effective. All Everything DiSC profiles include access to unlimited free Comparison reports.

“DAY IN THE LIFE” ACTIVITY SUGGESTIONS



<p style="text-align: center;">A DAY IN THE LIFE OF A “D”</p> <p>Priorities: Results, Action, Challenge</p> <p>Contributions</p> <ul style="list-style-type: none"> • Pushes for results • Shows decisiveness • Displays confidence • Conveys urgency • Speaks up about problems <p>Fears</p> <ul style="list-style-type: none"> • Failure • Appearing weak • Being taken advantage of <p>How others can relate</p> <ul style="list-style-type: none"> • Know that we’re fast-paced and action-oriented • Show confidence if you want to be heard • Minimize the small talk – get to the point <p>How misunderstood</p> <ul style="list-style-type: none"> • Bluntness may seem rude or unfriendly • Strong will and competitiveness may come across as pushy or intimidating 	<p style="text-align: center;">A DAY IN THE LIFE OF AN “I”</p> <p>Priorities: Enthusiasm, Action, Collaboration</p> <p>Contributions</p> <ul style="list-style-type: none"> • Generates enthusiasm • Creates a lively environment • Is eager to get things started • Gets everyone involved • Connects with others <p>Fears</p> <ul style="list-style-type: none"> • Rejection • Criticism • Being ignored <p>How others can relate</p> <ul style="list-style-type: none"> • Be open and listen to our ideas • Keep details to a minimum • Share personal stories or anecdotes <p>How misunderstood</p> <ul style="list-style-type: none"> • May seem to waste time by socializing • Expressiveness can seem overwhelming • Networking doesn’t appear to be work
<p style="text-align: center;">A DAY IN THE LIFE OF A “C”</p> <p>Priorities: Accuracy, Stability, Challenge</p> <p>Contributions</p> <ul style="list-style-type: none"> • Strives for reliability • Ensures accuracy • Provides logical analysis • Questions ideas • Maintains high standards <p>Fears</p> <ul style="list-style-type: none"> • Being wrong • Having to settle for low quality/accuracy • Emotional outbursts <p>How others can relate</p> <ul style="list-style-type: none"> • Come with facts to support your opinions • Respect our private nature and desire to work alone • Avoid appearing overly expressive or enthusiastic <p>How misunderstood</p> <ul style="list-style-type: none"> • Considered too cautious and skeptical • Reserved nature interpreted as arrogance or dislike • May seem to focus on fault-finding 	<p style="text-align: center;">A DAY IN THE LIFE OF AN “S”</p> <p>Priorities: Support, Stability, Collaboration</p> <p>Contributions</p> <ul style="list-style-type: none"> • Listens and provides support • Team player • Accommodates different people and ideas • Remains calm and tactful • Shows patience <p>Fears</p> <ul style="list-style-type: none"> • Rapid change • Upsetting others • Loss of harmony <p>How others can relate</p> <ul style="list-style-type: none"> • Avoid introducing changes at the last minute • Give us time to process change • Create an environment where we don’t have to fight to get our opinions heard <p>How misunderstood</p> <ul style="list-style-type: none"> • Too accommodating – may not seem to have preferences • Doesn’t speak mind • Cautious nature can appear indecisive

D – DOMINANCE

Emphasize: shaping the environment by overcoming opposition and challenge

Tendencies: getting immediate results, taking action, accepting challenges

Motivated by: challenge, power and authority, direct answers

Fears: loss of control in their environment, being taken advantage of

You will notice: self-confidence, decisiveness and risk-taking

Limitations: lack of concern for others, impatience

i – INFLUENCE

Emphasize: shaping the environment by persuading and influencing others

Tendencies: involvement with people, making a favorable impression

Motivated by: social recognition, group activities, relationships

Fears: social rejection, disapproval, loss of influence

You will notice: enthusiasm, charm, sociability

Limitations: impulsiveness, disorganization and lack of follow-through

S – STEADINESS

Emphasize: achieving stability, accomplishing tasks by cooperating with others

Tendencies: calm, patient, loyal, good listener

Motivated by: infrequent change, stability, sincere appreciation, cooperation

Fears: loss of stability, the unknown, change, unpredictability

You will notice: patience, a team player, stability, methodical approach, calm

Limitations: overly willing to give, putting their needs last

C – CONSCIENTIOUSNESS

Emphasize: working within circumstances to ensure quality and accuracy

Tendencies: attention to standards and details, analytical thinking

Motivated by: clearly defined performance expectations, quality and accuracy being valued

Fears: criticism of their work, slipshod methods

You will notice: behavior that is cautious, precise, diplomatic, restrained

Limitations: overly critical of self and others, indecision because of desire to collect and analyze data