

# Boss DISC Tips

## BOSS IS A "D"

### What is a "D" – Dominant

*Quick Tip . . . Driven by results, efficiency and competition.*

### How "D" Boss Gives Assignments:

- Quick meeting or email.
- Expect little information when assigned.
- Focus will be on the results.
- Deadline included or it is assumed "DO NOW!"
- **EXAMPLE:** *"The number of hours we billed to Sun Energy is low for the last three quarters. What's going on? Send me a justification for the billing by the end of the day."*



### How to Respond to Assignments from "D" Boss:

- Best to get details from other reliable sources.
- Keep questions to a minimum. (If deadline is omitted, offer your best turnaround time & verify their approval.)
- Do what it takes to get objective(s) met. (Excuses & reasons for not getting job done are not acceptable to a "D".)
- Give your Boss short reports/graphs...on time or before deadline.
- Be brief, direct & state when "D" Boss will receive assignment.
- **EXAMPLE:** *"Acknowledged. I will email the Sun Energy hours justification to you by the end of the day."*

### Extra Tips...

- Your Boss is a "D" & **You Are a "D"**  
If you disagree, do it with facts/alternatives.
- Your Boss is a "D" & **You Are an "I"**  
Stay business-like. Don't over-promise.
- Your Boss is a "D" & **You Are an "S"**  
Move faster than normal in handling the assignment.
- Your Boss is a "D" & **You Are a "C"**  
Do not "over-data" your response.

## BOSS IS AN "I"

### What is an "I"?

*Quick Tip . . . Enthusiastic and motivated by "the experience".*

### How "I" Boss Gives Assignments:

- Spontaneous. Informal. Animated.
- No timeframe. Unstructured. Fast paced.
- Focus will be on generating ideas, building alliances.
- **EXAMPLE:** *"Hi Jaron, how's it going? (Chats for awhile)....I'm concerned. We've reduced the number of hours we billed to Sun Energy for the last three quarters. I like working with them & want to find a way to definitely increase our working relationships with them. Let's meet for coffee & see how we can make this happen."*

### How to Respond to Assignments from "I" Boss:

- Express your pleasure at hearing from them.
- Validate their feelings.
- Let them know you're looking forward to working with them to solve the "opportunity".
- **EXAMPLE:** *"Great to hear from you! You're right! We had such a strong client relationship & something must be amiss. I like the idea of meeting for coffee & brainstorming ideas. I'll bet we can figure things out & regain traction with Sun Energy."*

### Extra Tips...

- Your Boss is an "I" & **You Are a "D"**  
Let them talk. Build on their ideas.
- Your Boss is an "I" & **You Are an "I"**  
Let them talk more than you.
- Your Boss is an "I" & **You Are an "S"**  
Listen & tactfully refocus conversation as needed.
- Your Boss is an "I" & **You Are a "C"**  
Offer to research resources for their ideas.

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## BOSS IS AN "S"

### What is an "S"?

*Quick Tip . . . Methodical, thorough, relational and expects others to follow through.*

### How "S" Boss Gives Assignments:

- Sets appointment ahead of time
- Includes background information
- Step by step lists
- Well organized and in writing
- Provides timelines
- **EXAMPLE:** *"Hello Maria. I'm asking you to help with an assignment because I think you have the best understanding of Sun Energy. I'm concerned about this client, because the number of hours we billed for the last three quarters went from an average of 240 to 160. The assignment is to assess how we can increase our effectiveness for Sun Energy for the next quarter. Are you available tomorrow @ 3pm or 4pm?"*

### How to Respond to Assignments from "S" Boss:

- Listen and then ask questions
- Reiterate key objectives
- Ask how frequently they want progress updates
- Commit to a timeline
- **EXAMPLE:** *"Thank you for thinking of me for this assignment. I'm happy to do anything I can to help as I know how important the account is to all of us. I can meet tomorrow @ 3pm. I will bring my prior Sun Energy reports with me."*

### Extra Tips...

- Your Boss is an "S" and **You Are a "D"**  
Don't control or dominate. Slow down and listen. Remember...they are the Boss!
- Your Boss is an "S" and **You Are an "I"**  
Let them talk as you take notes and ask practical questions. Pace yourself.
- Your Boss is an "S" and **You Are an "S"**  
Ask your Boss when a draft of your plan for accomplishing the assignment is due.
- Your Boss is an "S" and **You Are a "C"**  
Inquire the level of detail the assignment necessitates. Verify/commit to the deadline.

## BOSS IS A "C"

### What is a "C"?

*Quick Tip . . . Focus is on acquiring specific facts.*

### How "C" Boss Gives Assignments:

- Prefers to send assignments via emails
- Assignment will require research
- Provides very specific deadlines with dates
- Will ask for a process breakdown
- Request is for your objective analysis
- **EXAMPLE:** *"In comparing this and last year's Sun Energy figures, there is a 38% variance in the number of hours we billed (2200 hours v. 1356 hours). You need to (a) compile a chart of the amount of charges over the last five years; (b) a prioritized list of contributing factors; and (c) create a proposed course of action to correct these factors. Your report is due by next Friday, February 25, 2011 @ 3p.m.."*

### How to Respond to Assignments from "C" Boss:

- Respond logically, use task terms, via email
- Tactfully ask for clarification
- Be diplomatic if requesting assistance
- Include documentation via attachments
- More detailed and accurate, the better
- **EXAMPLE:** *"Yes, I will examine the issue, investigate and produce the report by February 25th before 3p.m.. To research effectively, I will need to query a number of people in the department. May I request that you inform the staff as to why I will be asking for all documentation for the last five years related to Sun Energy? Please advise."*

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## Extra Tips...

- Your Boss is a "C" and **You Are a "D"**  
Respond with more depth, reasoning and information than you usually do
- Your Boss is a "C" and **You Are an "I"**  
Be more formal, factual and logical in your response
- Your Boss is a "C" and **You Are an "S"**  
Provide data and focus on task rather than developing a professional relationship
- Your Boss is a "C" and **You Are a "C"**  
Clarify level of detail and analysis needed

