

# DISC TIPS

## A “D” Leading Your Meeting

### What is a “D”? - Dominant

*Quick Tip...*

*D's don't like meetings.*

#### Your Meeting Leader is a "D" If:

**Structure:** Concise agenda, includes tasks and assignments. Starts on time with first agenda item, skipping pleasantries.

**Example:** *"Okay, it's 8 a.m. George, you're first - project status."*

**Priorities:** Short meeting with efficient, productive solutions to few key issues, delegates the balance and ends on time.

**Example:** *"Combining the two events? - Works for me. Karen, you do the analysis of the actual vs. projected savings and bring report to next week's meeting. Meeting adjourned."*

**Decision Making Process:** Creates a sense of urgency and limits discussion. Decision often made unilaterally or by voting.

**Example:** *"It's been 15 minutes! Enough! All for option A? Option B?... Option A wins 6 to 4."*



#### If Attending a Meeting Led by a "D":

**Preparation:** Learn and study their goals. Have solutions with consequences. Be on time and bring the agenda!

**During:** Stay on topic. Keep up with the fast pace or you will look incompetent. Argue with facts, not feelings. Keep in mind they like to win. Be brief. Use "thinking" words, e.g. data, ROI, analysis, profit.

**Example:** *"According to our Q2 earnings, revenues are 5% higher than our #1 competitor, AGP Corp."*



# DISC TIPS

## An "I" Leading Your Meeting

### What is an "I"? - Interactive

*Quick Tip...*

*It's like fun meetings.*

#### Your Meeting Leader is an "I" If:

**Structure:** Fluid agenda. Stories, anecdotes and unrelated discussions often lead to lengthy meetings.

**Example:** *"How was everyone's weekend? That's a good point. I had a similar experience..."*

**Priorities:** No time frame. Encourages participation. Shares big picture. Often turns business meeting into social event.

**Example:** *"We covered the important items. Let's meet again this week, over lunch, to finish the rest of the agenda."*

**Decision Making Process:** Inspires others to get involved through brainstorming. Enthusiasm drives decisions.

**Example:** *"Partner up with someone, generate a few ideas, and then we will share in the large group."*



#### If Attending a Meeting Led by an "I":

**Preparation:** Come with creative suggestions and volunteer your ideas.

**During:** Be willing to move from topic to topic. Express your concerns with feeling/visual/positive words, stories and experiences. Avoid pushing facts to change minds.

**Example:** *"I feel it would help if we met more often. We could then address our concerns and explore solutions in a more timely manner."*



# DISC TIPS

## An “S” Leading Your Meeting

### What is an "S"? - Steady

*Quick Tip...*

*S's like agendas.*



#### **Your Meeting Leader is a "S" If:**

**Structure:** Detailed agenda; logistics, time allotment for topics and presenters. Distributes agenda well in advance.

**Example:** *"Before we begin, did everyone have time to review the agenda?"*

**Priorities:** Following an agenda. Discussions based on prior written commitments. Encourages cooperation.

**Example:** *"Susan, your projections are on track with the time line. Do you foresee any obstacles?"*

**Decision Making Process:** Prefers input from the entire team. Favors consensus before moving on.

**Example:** *"Does everyone agree with the purchase of the new software?"*

#### **If Attending a Meeting Led by a "S":**

**Preparation:** Review and bring agenda with copies of proposals, reports, and any reference material to be used during the meeting.

**During:** Offer suggestions but be open to discussing input from others. If you disagree, respectfully share your concerns and/or provide practical alternatives.

**Example:** *"You make a good case for hiring a recruiter, however, will this address our high turnover issue?"*



®

DISCcert • [www.DISCcert.com](http://www.DISCcert.com)

Page 3 of 4

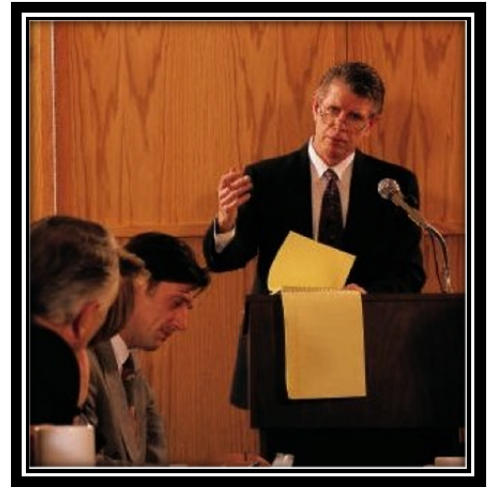
# DISC TIPS

## A “C” Leading Your Meeting

### What is a “C”? - Compliant

*Quick Tip...*

*C's take meetings seriously.*



### Your Meeting Leader is a "C" If:

**Preparation:** Emails a formal, task-oriented agenda well in advance.

Assigns a Timekeeper and/or a Notetaker

**Example:** *"The meeting will start in five minutes. Have the financial analysis and budget proposal on hand. Thank you, Phillip, for assisting as timekeeper."*

**Priorities:** Punctuality, following proper procedures, utilizing facts and logical reasoning. Accepts only credible sources.

**Example:** *"Where is the research that justifies your committee's recommendation? The policy clearly states three competitive bids are required."*

**Decision Making Process:** Requires solid proof before a decision is considered. Inclined to assign a more detailed analysis outside the meeting.

**Example:** *"Why are we reaching a decision so early? Joe, work with Carmen, the Purchasing Director, to examine long-term cost savings."*

### If Attending a Meeting Led by a "C":

**Preparation:** Conduct an in-depth review of pros and cons. Expect scrutiny over any issue.

**During:** Rationally and logically defend your objective. Weigh words carefully. Allow time for the leader to process. Don't push!

**Example:** *"Mr. Adams, would you schedule time to review my product analysis by next week? Given the increased productivity over the last 6 months, another workshift may be warranted. Thank you."*

