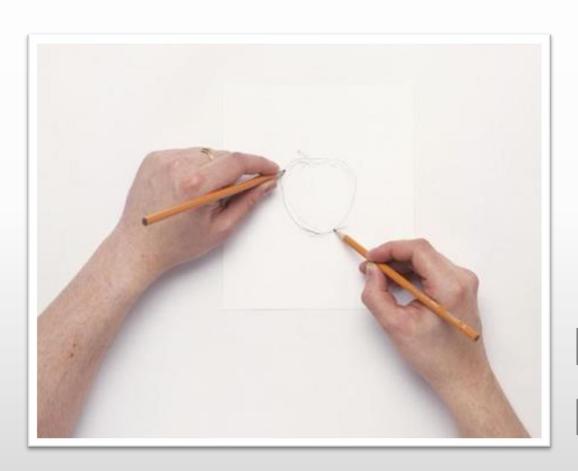
How to INCREASE Communication Success ...

With DISC!





Before We Dive In...



- 1 Write down your First Name
- Write down your First Name with your Non-Dominant hand

How did the transition feel? Did you Succeed?

Training Objectives: The Three P's



Training Outline

#5 DISC for Sales



#1 DISC Background

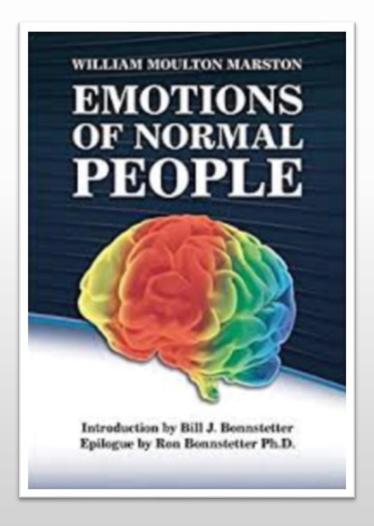
#2 Natural Style

#3 Adapted Style

#4 Applying DISC

#1 The Story of DISC





What is DISC? ... Ride an elevator lately?

Quickly pushes "Close Door"



Dominant







Permit expired... takes stairs



Conscientious



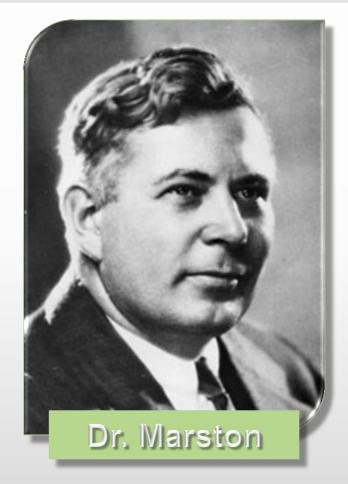


Lets others step on 1st, then goes to the back

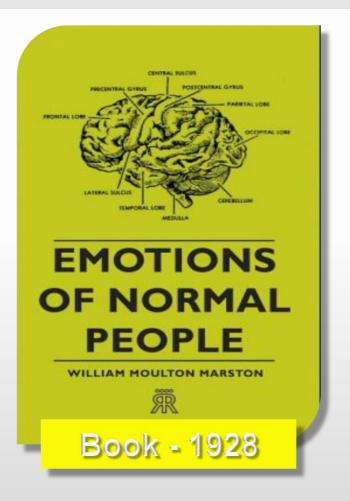
Steady



DISC History

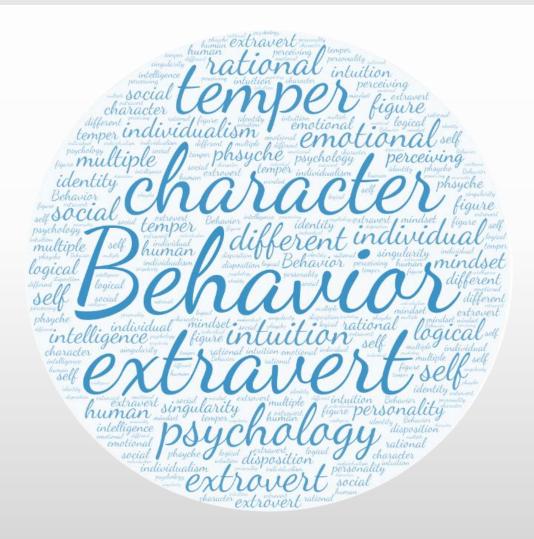








Definition of DISC Behavior



Behavior:

- Refers to one's actions before or towards others
- Behaviors includes with family, friends, co-workers, or strangers
- Behavior is what we do
- Also includes our responses to stimuli in its environment

Personality:

- DISC does not measure personality
- Personality is what we are

Identifying Behaviors of Styles: Pace? Priority?

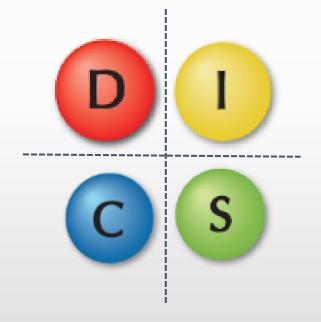
Pace (Your "Motor") How you get there Direct Behaviors

Results-oriented, Enthusiastic

Priority (Your "Compass")

Which way to go

Guarded Behaviors ... Logical, Task-oriented



Priority (Your "Compass")

Which way to go

Open Behaviors

Engage, Encourage

Pace (Your "Motor") How you get there

In-Direct Behaviors Introspective, Cautious

Motivator Match Up

Influence Conscientious Steady **Dominant Albert Einstein Tony Robbins Nelson Mandela Judge Judy Energized by** Pace/Priority Style **Solving Problems Dominant Direct/Guarded Inspiring People** Influence Direct/Open **Offers Helpful Plans** Steady Indirect/Open

Conscientious Indirect/Guarded

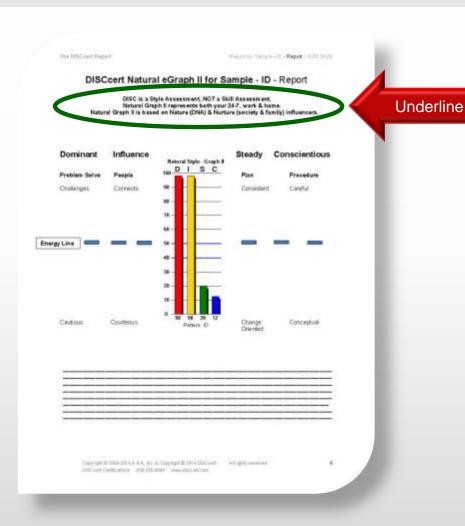
Complex Procedures

#2 - Natural Graph



Natural Graph



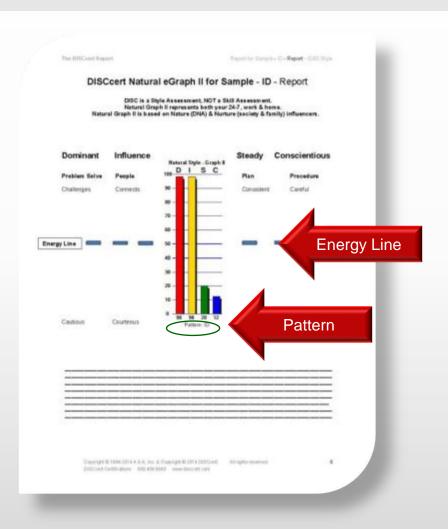


Key Points:

- Style, Preference NOT Skill, Performance Not Personality Assessment
- Represents your 24-7
 Both Work & Home
- Based on Nature (DNA/How you are wired) Nurture (Society & Family Influences)

Natural Graph



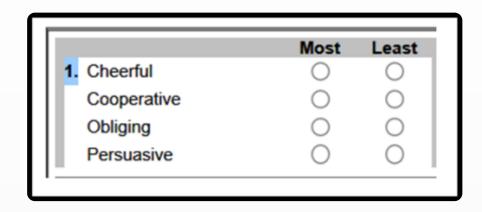


Key Points

- Energy Line
 Indicates degree of preference for each Style
- Natural Style:

 Based on points above the Energy Line
 Labeled as your "Pattern"
- · We all have some D, I, S, and C in our Styles

What determines the Natural Graph Results?



Least!

Research shows people have more *clarity* around what they *least like*.

Example

"What is your **least favorite food?"** I will say:

Does not matter when or where you ask me. My *answer will always be*:



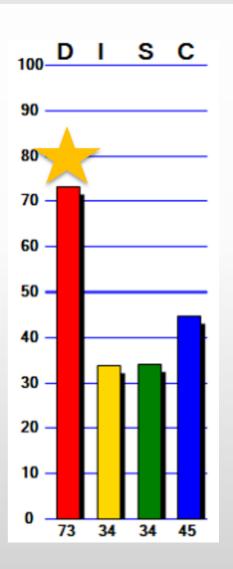
Dominant—Problem Solving

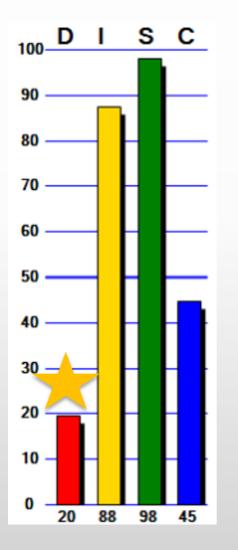


What?

Preference Expediency Result-driven

Overuse
Demanding
Assertive





PreferenceContemplative

Development Decisiveness

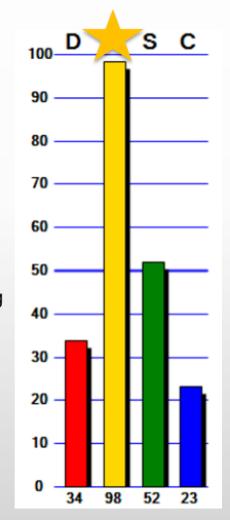
Influence—People Connection

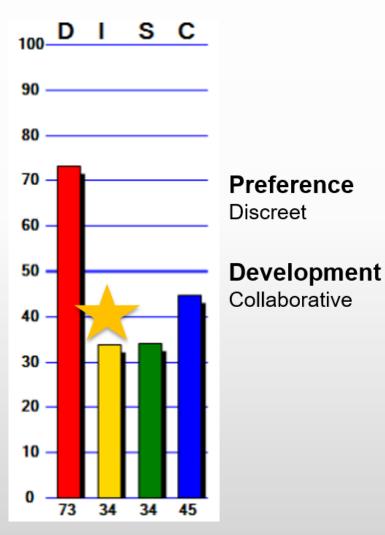




Preference Expressive

Overuse Overpowering enthusiasm





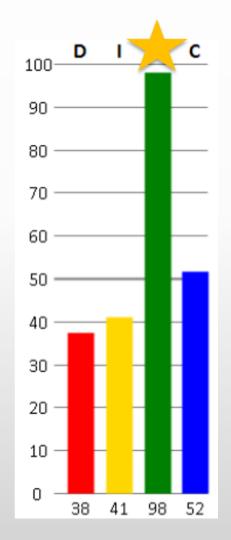
Steady—Planning

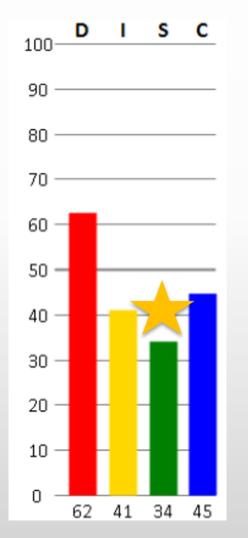




Preference Systematic

Overuse Maintain status quo





Preference Spontaneous

DevelopmentPlan ahead

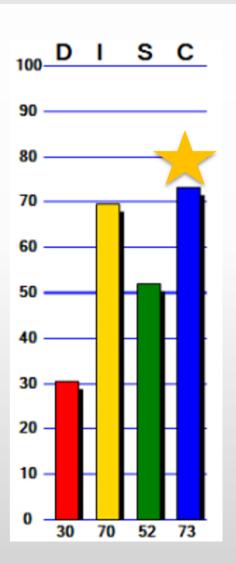
Conscientious—Procedures

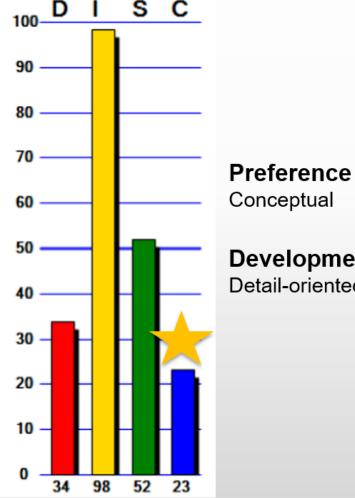


Why?

Preference Analytical

Overuse Stuck in the details





Conceptual

Development Detail-oriented

Natural Word Sketch

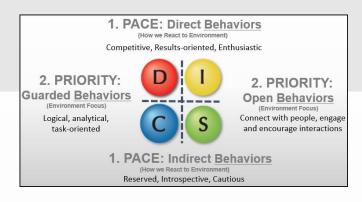




Key Points

- Positive "Style" descriptors for your Natural Style
- Highlighted words indicate your preference for:
- Problem Solving
 Connecting with People
 Developing a Plan
 Working with Procedures

Identify the DISC Styles



The Great Outdoors

https://vimeo.com/225869823/3de6605ade **John Candy**

Steady











Big Bang Theory

https://vimeo.com/433861352

Jim Parsons



Intolerable Cruelty

https://vimeo.com/221684324/68e8402e44

George Clooney



The Good Wife

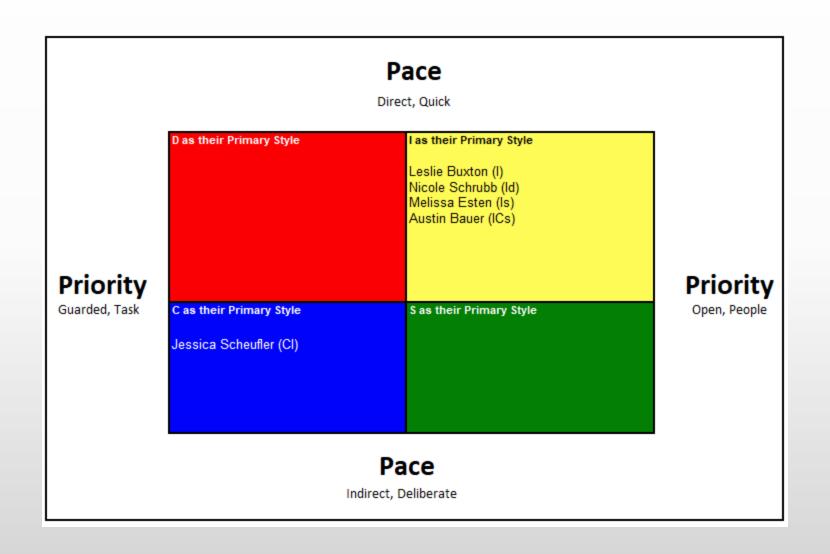
https://vimeo.com/221684336/1bc8c8c80f

Julianna Margulies

Dominant



October DISC Certification - Team Styles



Strengths By Style



Dominant

- Asks **questions** to challenge tradition
- Works quickly to resolve issues





Influence

- Brings a sense of enthusiasm
- Easily negotiates conflict between teams



- Clarifies complex issues
- Demonstrates technical expertise





Steady

- Excels at calming disagreements
- Encourages input from all members

Communication Tips- How to Communicate with a. Report Pg. 14



Dominant

- Offer solutions
- Anticipate questions





Influence

- Acknowledge ideas
- Have joint meetings

Conscientious

- Provide rationale
- Include documentation



Steady

- Provide a plan
- Offer assurances

Pair & Share – With a Different Style than Yours



Share

Strengths Pg 11

Communication Tips Pg 14

Discuss

Similarities and Why? Differences and Why?

Learn

How will you incorporate your insights at work?

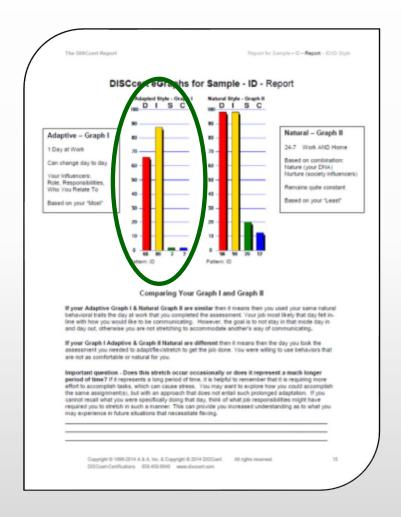


#3 – Adapted Graph



Adapted Graph



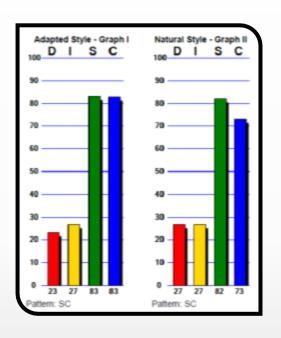


Key Points:

- One day at work
- Can change day-to-day
- Influenced by the 3 R's:
 - Role
 - Relating
 - Responsibilities
- Based on your "Most"

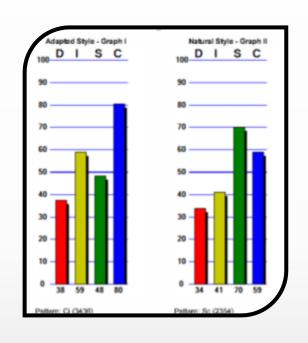
Similar or Different – Better?





Similar

 Stretching was not needed the day of assessment



Different

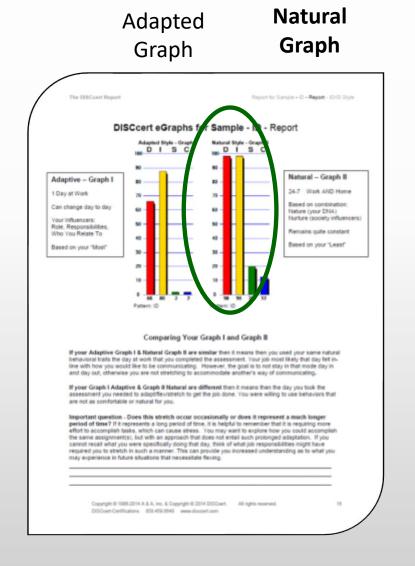
• Stretching was needed the day of the assessment or in general?

If different, ask:

- What might have caused you to Stretch?
- Does this stretch occur occasionally or does it represent a longer period of time?
- Longer period of time requires more effort

Focus on Natural not Adapted Graph





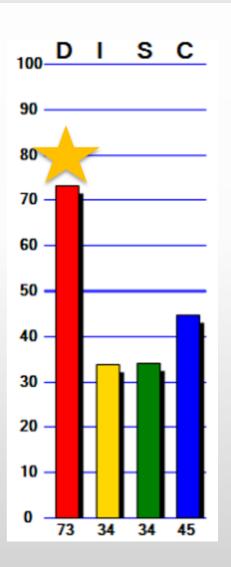
Dominant—Problem Solving

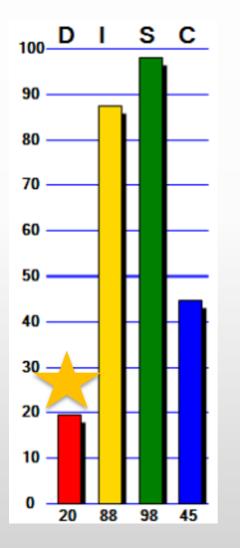


What?

Preference
Expediency
Result-driven

Overuse
Demanding
Assertive





PreferenceContemplative

Development Decisiveness

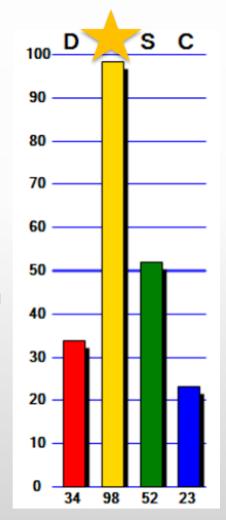
Influence—People Connection



Who?

Preference Expressive

Overuse
Overpowering
enthusiasm





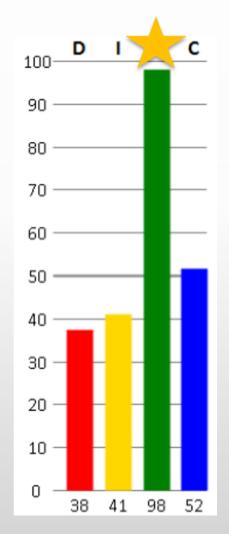
Steady—Planning

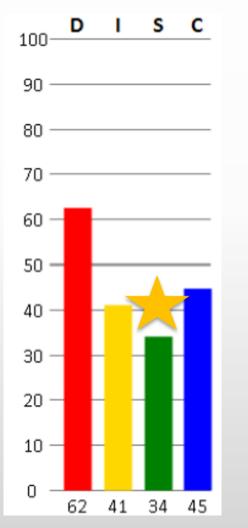




Preference Systematic

Overuse Maintain status quo





Preference Spontaneous

Development Plan ahead

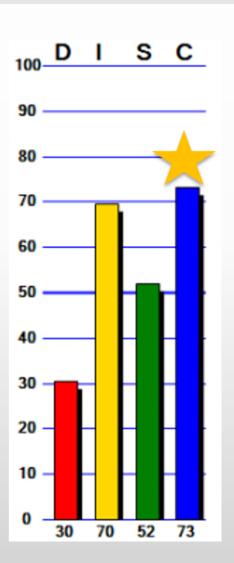
Conscientious—Procedures

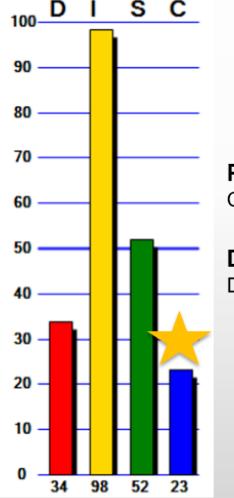


Why?

Preference Analytical

Overuse Stuck in the details





Preference Conceptual

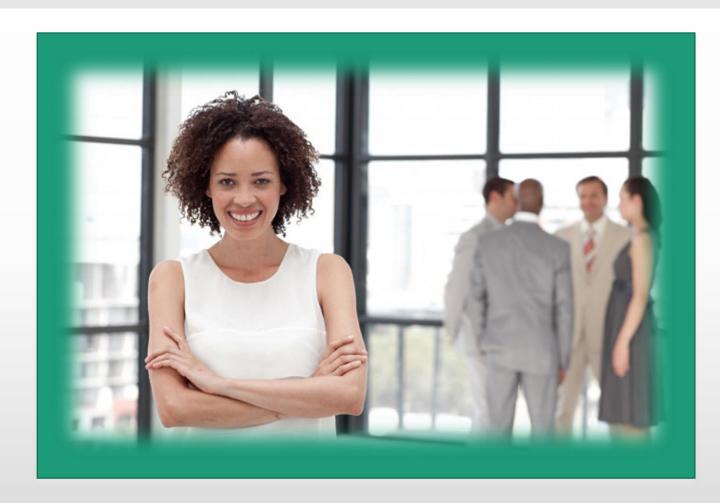
DevelopmentDetail-oriented

If needed ... Can you Stretch?

1. Fold your arms

2. Fold your arms the opposite way

How did the Transition Feel? Did you succeed?





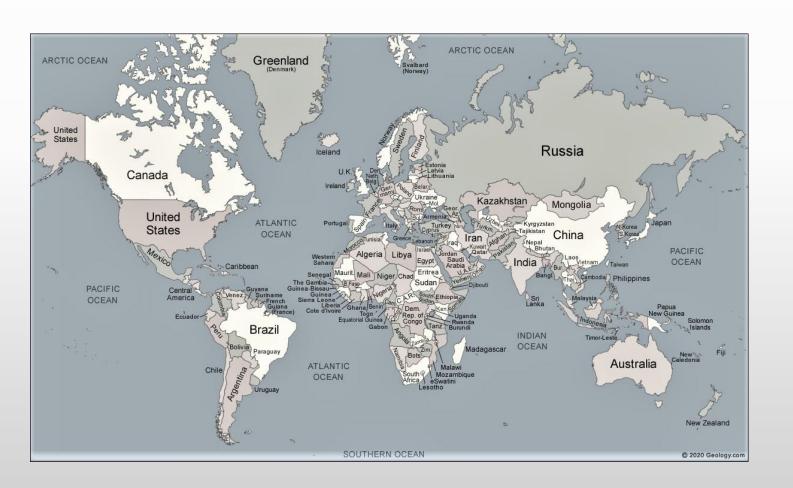
#4 - Applying DISC

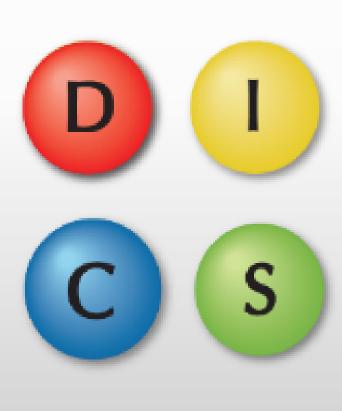


If You Visit a Foreign Country – would you...

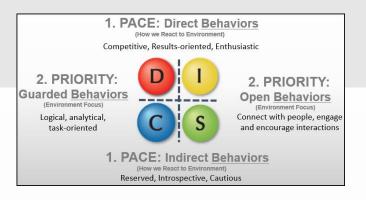
...try to speak a little of their language? If Answer is "Yes" – May I ask You Why?

"Communication World" has 4 Languages. Dominant, Influence, Steady, Conscientious.





Sporting Event - DISC Styles?



Fan #1

"Can you see?"







DISC Measures Observable Behaviors



"What are the stats?"

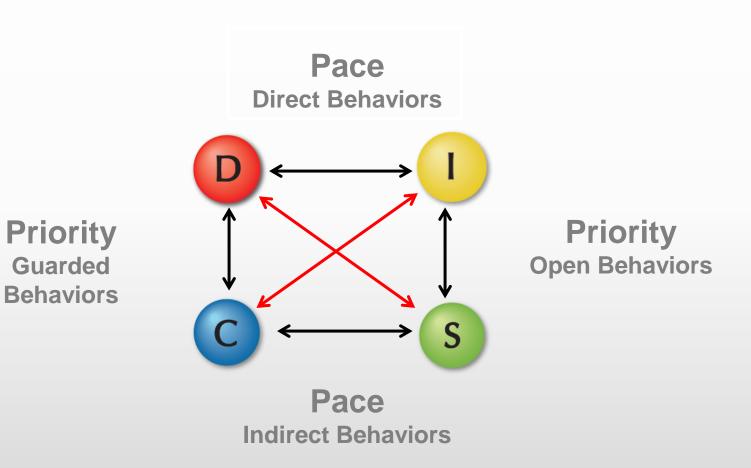






"Let's WIN!!"

Pace? Priority? Where is extra stretching needed?



First Ask Pace? Priority?

Tips for Responding





Goal Oriented

Offer Solutions



Positive Alliances

Positive Feedback





Enjoys Teamwork

Acknowledge Support



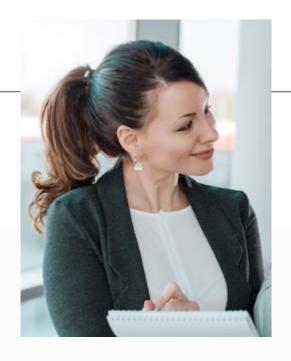


Thinks Logically

Written Data

A DISC Story





Situation:

She is a new Team Leader of 12 Employees as of 2 weeks ago.

Behaviors:

Speaks first. When interacting, conveys enthusiasm in voice and gestures.

Carlos

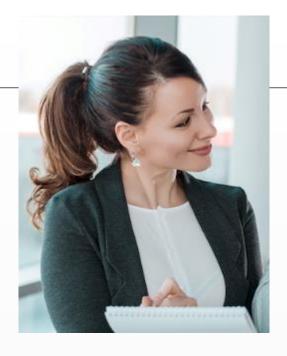


Situation:

He is Jane's Supervisor.

Behaviors:

Responds using a low voice and reserved mannerisms.



Hey Carlos, look!
I went ahead and scheduled our Team's first meeting off-site.

Thought we'd have a catered breakfast, do some Team building activities followed by lunch and then return to work all excited about being on the Team!

Carlos



Oh.... (Pauses) That's all well and good but first you need to generate an agenda that will help the team succeed.

Second, have you reviewed your Team's budget for this quarter yet?





Yes, I glanced at the budget.

I just figured you'd know how important it is for a Team to have fun together in order to succeed.

Surely you can negotiate some funding for us... right?

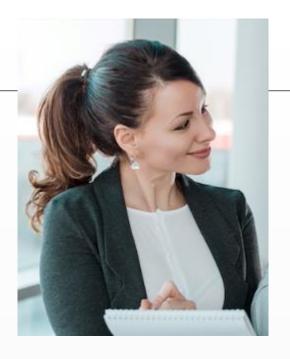
Carlos



A budget is established so you work within its parameters.

Your focus needs to be First, Determining your Team's Objectives Second, Selecting your Team's Roles Third, Generating your Team's Schedule.





Yes, yes. I have that all handled.

Carlos



That's good to hear you have it all handled. Please send me your Team's plan and revised agenda for the Team's first meeting.

It will need to be held in the conference room on the 4th floor.

I expect to receive these documents by 4pm today and will review. We will meet in my office tomorrow from 9:00-9:30 a.m. to finalize.



But what about my off-site meeting?

It's so important to make everybody feel so welcomed.

And It's too late to cancel the catering.

Carlos



You'll have clarity by the end of tomorrow's meeting.

Email: Communication Tips



Greeting – Format – Word Choice



D States Purpose - Brief - Notification

Get to the point ASAP

Happy Tone - ©, Colors - Social

Include acknowledgements

S Friendly - Methodical - Productive

Well-organized message

C Formal - Detailed - Serious

Email Decoding: Group Activity – Email 1



Subject: Planning Meeting Invitation

Hello Sam,

I would like to invite you to attend the planning meeting on Tuesday, October 15th on the second floor, the small conference room. I know you have a busy schedule, so I want to extend my appreciation for your time. The meeting starts @ 9:00 a.m. and ends @ 12:30 p.m. Please bring your reports, to help ensure this is highly productive meeting.

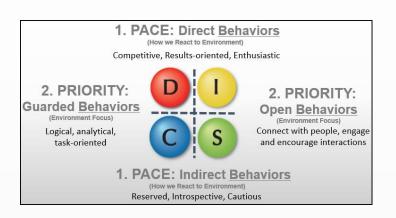
I look forward to seeing you on October 15th and working together to increase success for all of us. Please do not hesitate to call me @ ext 43.

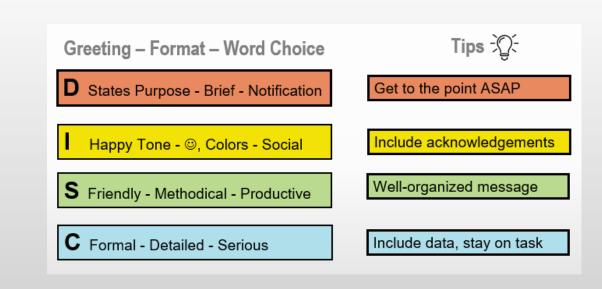
Warm Regards,
Sarah Smith

Customer Care Department

What is Sarah's DISC Style? (The sender)

Pretend you are Recipient of this email. Write an email response to Sarah.





Email Decoding – Email 2



Subject:

Planning Meeting with Food! :-)

Hi Everyone!

I am so excited that we will all be working together on the planning committee! I scheduled it on Tues, Oct 15 from 9-12:30 (yes, there will be plenty of coffee in the morning and a great lunch at the end;-)
We'll be on the second floor – sm conference rm. This will be our first meeting and I know you'll all make it a huge success, with all the talent and experience you bring! I know several of you have some excellent materials to share – that's great.
We'll have plenty of time to hear from everyone.

Thrilled you're a part of this new planning committee!

(We could come up with a special name for our committee too!)

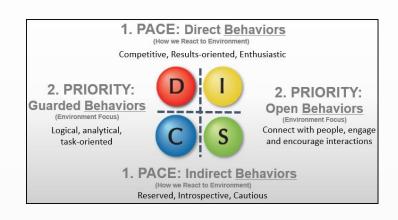
See you on Oct 15! Thanks so much ©

Isabel,

Customer Care Dept

What is Isabel's DISC Style? (The sender)

Pretend you are the recipient of this email. Write an email response to Isabel.



Greeting - Format - Word Choice

D States Purpose - Brief - Notification

Happy Tone - ☺, Colors - Social

S Friendly - Methodical - Productive

C Formal - Detailed - Serious

Tips 🏋

Get to the point ASAP

Include acknowledgements

Well-organized message

Email Decoding – Email 3



Subject

Planning Meeting Announcement

Attention Planning Committee:

The Planning Committee will be meeting on Tuesday, October 15, 2013 on the second floor in the smaller of the two Conference rooms.

The meeting will begin at 9:00 A.M. PST and conclude at 12:30 P.M. PST.

The agenda for the meeting is as follows:

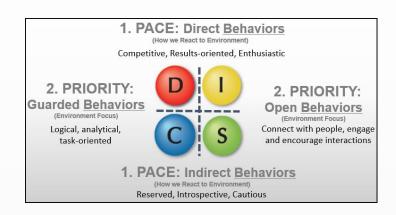
- 1. Current status of our customer care process
- 2. Proposal presentations. (Send your PowerPoint slides to me by October 1, 2013.)
- 3. Sub-committee assignments and timelines.

We will commence our meeting on time at 9:00 A.M. PST and conclude at 12:30 P.M. PST.

Regards, Carlton <u>Cornick</u> Customer Care Agent

What is Carlton Cornick's 's DISC Style? (The sender)

Pretend you are recipient of this email.
Write an email response to Carlton Cornick.



Greeting – Format – Word Choice

D States Purpose - Brief - Notification

Happy Tone - ⊚, Colors - Social

S Friendly - Methodical - Productive

C Formal - Detailed - Serious

Tips 🏋

Get to the point ASAP

Include acknowledgements

Well-organized message

Email Decoding - Email 4



Subject

Planning Committee

Planning Committee

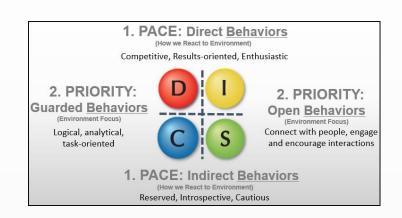
Mtg Oct $15 - 2^{nd}$ floor $- \underline{sm}$ conference 9 - 12:30

We will start on time

D. Dacron

What is D. Dacron's DISC Style? (The sender)

Pretend you are recipient of this email. Write an email response to D. Dacron.





Tips 🏋

D States Purpose - Brief - Notification

Get to the point ASAP

Happy Tone - ⊚, Colors - Social

Include acknowledgements

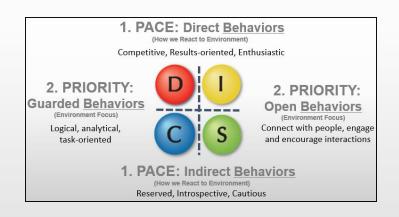
S Friendly - Methodical - Productive

Well-organized message

C Formal - Detailed - Serious



Select a Co-Worker **Determine their Natural Style**



Domin	ant (Quick/Task)	Influence (Quick/People)		
Characteristics	Characteristics Tips for Others		Tips for Others	
_ Competitive _ Strategic _ Bottom-line _ Goal oriented _ Debates _ Be in Control _ Assertive	_ Offer Solutions to Win _ Display Reasoning _ Provide Concise Data _ Offer Projected Results _ Be Prepared with Facts _ Present Action Plan _ Anticipate Questions	_ Expressive _ Optimistic _ Builds Alliances _ Be Involved _ Likes Change _ Appreciates Recognition _ Spontaneous	_ Acknowledge Ideas _ Discuss Solutions _ Schedule joint Mtgs _ Include from Start _ Offer New Ideas _ Provide Compliments _ Ask their Opinion	
Consciention	US (Cautious/Task)	Steady	(Cautious/People)	
Consciention Characteristics	US (Cautious/Task) Tips for Others	1	(Cautious/People)	

Not sure about Coworker's Style?







- 1. Select coworker you have met in person.
- 2. Picture them at large group meeting.
- 3. Which scenario best describes their behavior?



Dominant

on a mission to solve problems





Influence

interacts & makes friends quickly





Steady

engages selectively with a few people

Conscientious

waits for others to approach

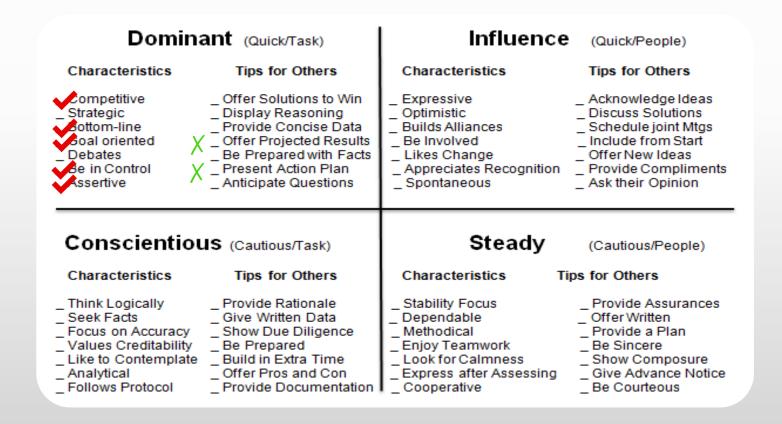


Add checkmarks by "Characteristics" that match your co-worker

Domin	ant (Quick/Task)	Influence (Quick/People)		
Characteristics	Tips for Others	Characteristics	Tips for Others	
Competitive Strategic Sottom-line Soal oriented Debates De in Control Ssertive	_ Offer Solutions to Win _ Display Reasoning _ Provide Concise Data _ Offer Projected Results _ Be Prepared with Facts _ Present Action Plan _ Anticipate Questions	_ Expressive _ Optimistic _ Builds Alliances _ Be Involved _ Likes Change _ Appreciates Recognition _ Spontaneous	_ Acknowledge Ideas _ Discuss Solutions _ Schedule joint Mtgs _ Include from Start _ Offer New Ideas _ Provide Compliments _ Ask their Opinion	
Conscientio	US (Cautious/Task)	Steady	(Cautious/People)	
	US (Cautious/Task) Tips for Others		(Cautious/People)	

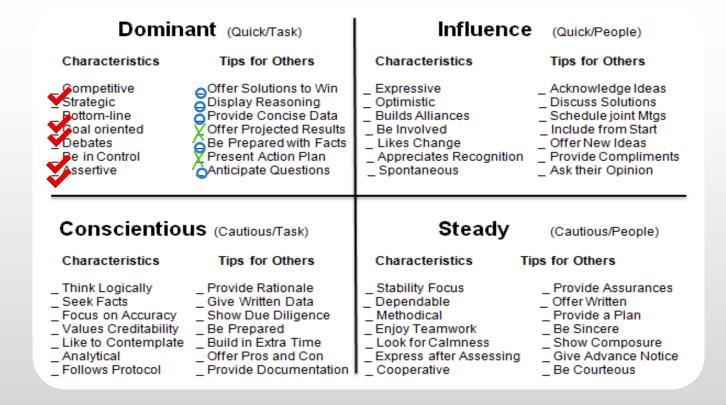


Add an "X" by Tips you are currently using with co-worker



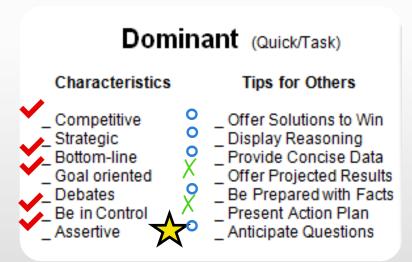


Add circles by remaining Tips





Add a Star by one of the Tips to get started



At bottom of page write how you will apply the Tip

Your Action Plan:
I'll be meeting with lane next Tresday to discuss the 1st quarter budget. I will spend time thinking in advance what questions she will have of me. I know shell definitley be asking me how we are comparing so fare with last year's budget.

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20

What if this is your first encounter?

"What do YOU DO?"



1. Start as "S"

2. Observe Response

3. Stretch if needed



Response: "Your point is?" **Dominant**



Response: "Why do that? Where is the analysis?"

Conscientious



Response: "Sounds good.
But where is the plan?"
Steady



How D's Supports GLOBE Inc Values

Insert Your Organization's Example

Honest and Integrity

We gain the confidence and trust of others easily through honesty, integrity and authenticity.

-DISC creates a language of respect

Driving Results

We consistently achieve results, even under tough circumstances.

-DISC is a proven communication tool for all challenges

Customer Focus

We build strong customer relationships and deliver customer-centric solutions.

-DISC promotes powerful People connections

GLOBE Inc

Innovation

We create new and better ways for Globe Inc to be successful

-DISC opens new doors for creativity

Collaborative

We build partnerships and work collaboratively with others to meet shared goals.

> -DISC provides universal language

Applying DISC to Increasing Sales \$\$\$

Is Your Prospect a D?

The Great Initiators - Dominant

Key motivator: Win over competition

Business Characteristics

- Prefers controlled timeframes
- Seeks personal control

At a Glance

- Needs to be in charge
- Acts quickly and decisively

- Calling the shots and telling others what to do
- Challenging workloads to fuel their energy levels

Is Your Prospect an I?

The Great Talkers - Interact

Key motivator: Recognition and praise.

Business Characteristics

- Likes to brainstorm and interact with others
- Wants freedom from control

At a Glance

- Enthusiastic, expressive and lively
- "Big Picture" thinkers

- Needs personal feedback and discussion to get or stay on course
- Likes to mingle with all levels of associates and calls them by their first names

Is Your Prospect an S?

The Great Helpers - Steady

Key motivator: Helping their executives, organization & others be successful.

Business Characteristics

- Operates well as a work-group member
- Builds strong and deep relationships

At a Glance

- Concerned with stability
- Likes to think things through

- Performing the same kinds of duties day after day. Safe, risk-free environments
- Working cooperatively with others to achieve common results

Is Your Prospect a C?

The Great Analyzers – Conscientious

Key motivator: Perfecting business performance, processes and results

Business Characteristics

- Concerned with process
- More interested in quality than quantity

At a Glance

- Thinks logically and analytically
- Needs date and questions answered

- Colleagues and superiors who do not criticize work
- Situations where they set quality control standards

Prospect's Clues Worksheet

	Cli	Prospect's ues Worksh		
Prospect's Name				
		Phone		
Instructions:				
1.) Check off $\sqrt{\text{whic}}$	h descriptions apply	y to your Prospect.		
2.) Then use this inf	ormation to initially	determine how to pa	ckage your commu	nication.
	D	I	S	С
Motivation	Achieve, Authority equal to Responsibility, Opportunity to express ideas & twenties.	Applause, Recognition for Skills & Insights. Power to control own Career Path.	Acceptance. Sincerity from Groups & Peers.	Accuracy. Tasks completed Right the First Time. Projects highly specialized.
Conversation	Short, fast, abrupt	Spontaneous, Upbeat, Enjoys talking	Supportive, Friendly, polite	Systematic, A lot of silence, with few questions
Fear	Inferior, Taken advantage of	Ignored, Loss of Recognition	Instability, Sudden Changes	Incorrect, Personal Criticism of their Work
Voicemail	"This is Smith. Leave your message at the tone."	"Thank you for calling. I hope guire having a wonderful day. I really doetc. Thank you!"	"I'm sorry I wasn't here to take your message. Your call is important to me, so please at the toneetc. Thank you."	"You've called 555-555-5555 number. Leave your name, phone number and please repeat your number twice."
Email	Bullets, Incomplete sentences	Different Fonts, Conversational	Well organized, outline format	Includes attachments for documentation
On Walls	Diplomas, Calendar, Business-Like	Awards, Artwork, Creative	Family Pictures, Personalized, Well Organized	Charts, Everything has its place

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Still Have No Clue What Their DISC Style Is?

TIP: Always Assume they are an "S"

If They....

- Interrupt with, "Get to the point!" → D
- Interrupt with, "I'm going fishing this weekend!" → I
- On Track with you → S
- Listen, then when finished, ask, "Why?" → C

DISC Sales Worksheet

DISC Sales Worksheet

Tip - If you do not know Prospect's Style, begin conversation as if they are an "S."

If they interrupt you & tell you: "Get to the Point!" = D Style

If they interrupt you & start with: "Let me tell you about my fishing vacation..." = I Style

If they listen patiently. = S Style (Note - "S" Header is highlighted as a reminder.)

If they listen patiently & then ask, "Why?" = C Style

Prospect/Client:_____ Company: _____ Email/Phone:_____ DISC Style: __

Sales Process	With D	With I	With S	With C
Connecting	Show up fully prepared	Allow time for stories first	Show interest in them	Bring an agenda
	Lead with main point	Let them set the pace	Don't rush into agenda first	Remain cool, calm & professional
Exploring	Explain where questions are headed	Alternate questions between personal & business	Never interrupt them	Ask questions that reveal their expertise
Exploring	Answer their questions directly	Keep focused on their vision	threatening questions to discover needs	Alternate open & closed questions
Collaborating	Focus on bottom line Provide concise	Ask for their ideas often Include testimonials.	Show how solution will offer stability	Focus on accuracy, quality, reliability
	recommendation	Show how solution enhances image	Provide gentle, helpful nudges	Present facts that reduce risk
	Present 2 or 3 options	Do the paperwork for them	They consult others prior to decision	Provide logical options with documentation
Confirming	Be quiet while the review & decide	Be ready to take their order	Review warranties	Give them time & space to make decisions
Assuring	Keep communication all business	Make sure they don't get frustrated Help them use the	Provide consistent follow- up	Share your process &/or time table for follow-up
Assuring	Insure 100% satisfaction with solution	product/service to reduce anxiety	Discuss long term business relationship	Double-check their satisfaction measurement

Sales Process from DISCstyles Self Report

DISC Sales Worksheet

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DISC Sales Worksheet

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Knowledge Check

What is the Prospect's DISC Buying Style in each Scenario below?

D 1. Knows what she wants, and states you have 5 minutes max

S 2. Will focus on learning how the product benefits him

3. He wants to get to know you first before talking business

C 4. Expects data that proves your product/service is viable

Summary: Selling Do's and Don't's

	Do's	Don'ts
D	 Be prepared State purpose Provide concise points Let them control 	 Don't waste their time Don't ramble Don't give details unless asked
I	 Explain big picture Plan time for them to share Keep meeting tone upbeat Provide any details in writing 	 Don't overwhelm with details Don't bombard them with instructions Don't assume a quick meeting
S	 Be personable Provide assurance and security Gain their agreement before moving to a new subject 	Don't rush themDon't assume anythingDon't talk only about business
С	 Bring stats to justify your claims Provide a detailed agenda for the meeting and stay on course Use logical explanations 	 Don't mention personal topics Don't concentrate on building rapport Don't skip over any details

Weekly DISC Tips



Starts with

- A directive instead of a salutation
- Example: "Send quarterly report ASAP!"

Format

- Short, to-the-point statements & bulleted lists
- Example: "In my office tomorrow at 8:30 sharp. Send results now:
- Latest Point and Loss Summary
- Update on Focus Group Results
- Status on the Smith Account"

Tone

- Formal, urgent & authoritative
- Example: "Your work last week was acceptable, but what about today?"

When emailing a "D"

Pace

- Best to respond immediately.
- Longer elapsed time = less credibility.
- Example: "Consider it done." (Response sent within 5 minutes)

Format

- Write email as if it's a text message.
- Do only 1 key point per email.
- Example: "See charts below. Tests are positive. You were right again!"



It's an "I" email when...

Starts with

- Friendly, enthusiastic, energetic and uplifting greeting in a conversational style
- Example: "Shelly, THANK YOU! Your referral is now my largest client. I owe you lunch."

Format

- Covers multiple topics in one email, often mixing personal and business
- Example: "Check out this cool article on leveraging our technology to connect with people. I'm starving, where's the lunch spot today?"

Tone

- Optimistic, inspirational, appreciative
- Example: "You folks rock!!!! For the 3rd month in a row, you beat the deadline!! KUDOS!!"

Cues

- Expressive, seeks recognition, comfortable with "tooting their own horn" - Example: "Wow..."m flying high - got a raise - going golfing with the CEO and vacation starts Friday!"

When emailing an "I"

Pace

- Write with feeling and share short stories.
- Example: "Things are going well! Last week I fought with the copy machine; this week we're friends again! LOL."

Format

- Include emoticons; using symbols to express emotions (e.g. smiley face)
- Example: "Hi Jim, I'm psyched about our assignment! We're going to kick butt!!!!



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- Friendly salutation. Will ask for input from all members, very inclusive.
- Example: "Hi everyone, I hope all is well. Do you think we should get together this afternoon to share ideas about the Awards Luncheon?"

Format

Starts with

- Well organized.
- The greeting is followed by an apprehensive/polite request.
- Example: "Pat, glad to hear the conference went well. When you have time today, please review the attached outline and provide edits."

Tone

- Sincere, supportive, cooperative and diplomatic.
- Likes to promote teamwork.
- Example: "I appreciate your hard work on a first class presentation to HQ. Jane's writing, Eyra's graphics and Ted's IT skills made the difference."

Cues

- Tentative about making decisions. Defers to others. Avoids conflict.
- Example: I better check with IT first to make sure the timing is right. I'll try to get back to you by tomorrow, but it may take longer."

When emailing a "S"

Pace

- Calm, low-key. Offer reassurance and appreciation.
- Example: "Casey, you're right. Checking with IT first will help avoid any implementation problems. Thanks for always being so thorough."

Format

- Well planned. Friendly opening followed by well structured message, with invitation to receive their feedback.
- Example: "Good idea to connect over lunch. Here are the action items we



It's a "C" email when...

Starte with

- Purpose, task-oriented & data driven.
- Example: "In response to your inquiry, the prototype results indicate a 75% match to your requirements. See attached documents."

Format

- Logical structure. Includes all data.
- Example: "For the following reasons, it is critical to reassess the budget allocation for the next quarter."

Tone

- Formal, business-like, conveys expertise.
- Example:"It will require three additional weeks to adequately evaluate whether product #018 is a viable option."

When emailing a "C"

ace

- Incorporate time for them to analyze & prepare a well-constructed response.
- Example: "Would you review the attached documentation and give me your feedback by next week?"

Format

- Exact, professional, serious & task-oriented.
- Example: "I think your comprehensive analysis of market trends is exactly the information the executive team needs for its strategic planning session."

Closing

- Organized. Include justification for conclusions.
- Example: "Based on what I have read, research indicates it would be prudent to

What was your Key Insight Today?



- 1. Pick a key insight, takeaway, or learning
- 2. Determine how to put that insight into action

3. Share your insight and action commitment with one other person

Patch Adams

https://vimeo.com/332769929

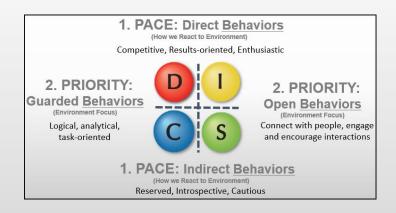


Get Ready for more Communication Success

With Your

Emails, Meetings Phone & Video Calls Talking with a Colleague

As You Use







Optional Slides to Use

Key motivator: Win over competition

Business Characteristics

- Strives to feel important & be noteworthy in their positions
- Demonstrates persistence & single-mindedness in reaching goals
- Expresses high ego need
- Prefers to downplay feelings & relationships
- Focuses on task actions that lead to achieving tangible outcomes
- Implements changes in the workplace
- Tends to freely delegate duties, so more tasks & goals can be pursued

Preferred Business Situations

- Calling the shots & telling others what to do
- Challenging workloads to fuel their energy levels
- Personally knowing about their staff's business activities
- Saying what's on their minds without concern on another's feelings
- Taking risks & being involved in facilitating changes
- Interpreting the rules & answering to themselves alone
- Interested in the answers to "what" questions
- Seeing a logical road toward advancement of achieving goals

At a Glance

- Needs to be in charge, dislike inaction
- Acts quickly & decisively
- Thinks practically, not theoretically or hypothetically
- Wants highlighted facts
- Strives for results
- Needs personal freedom to manage self & others
- Likes changes & new opportunities

At a Glance cont

- Prefers to delegate details
- Cool, independent & competitive
- Has a low tolerance for feelings, attitudes or advice from others
- Works quickly & impressively by themselves
- Wants to be recognized for their accomplishments
- Easily stimulated to engage in arguments & conflict
- Interested in administrative controls

The Great Talkers

"I" - Key motivator: Recognition & praise

"I" - Business characteristics

- Likes to brainstorm & interact with colleagues & others
- Wants freedom from control, details or complexity
- Likes to have the chance to influence, persuade or motivate others
- Likes the feeling of being a key part of an exciting team

The Great Talkers

- Wants to be included by others in important projects, activities or events
- Gets easily bored by routine & repetition
- Prefers talking to listening
- May trust others without reservation
- Takes others at their word & without checking first
- Typically has short attention spans, does better with frequent short breaks

Preferred Business Situations

- Needs personal feedback & discussion to get or stay on course
- Likes to mingle with all level of associates & calls them by their first names
- Enjoys compliments about themselves & their accomplishments
- Seeks stimulating environments that are friendly & favorable
- Motivated to work toward known, specific, quickly attainable incentives
- Open to verbal or demonstrated guidance for transferring ideas into action
- Likes to start projects
- Prefers to let others handle the follow-through & detail work

At a Glance

- Enthusiastic, expressive & lively actions
- Spontaneous actions, decisions & likes changes & innovations
- "Big picture" thinker who gets bored with details.
- Needs help getting & staying organized
- Maintains a positive, optimistic orientation to life. Dislikes conflict
- Tends to dream aloud & gets others caught up in their dreams
- Works quickly & excitedly with others
- Seeks acknowledgment from others

The Great Helper

Key Motivator: Helping their executives, organization & others be successful.

Business Characteristics

- Operates well as a member of the work group
- Builds strong & deep relationships, but with fewer people
- Likes a long-term relationship with their place of business & their fellow employees

Business Characteristics cont

- Needs to know the order of procedures; fears the unknown
- Motivated by customary, known, proven practices.
- Focuses on how & when to do things
- Slow & steady. Oriented toward more concrete, repeatable actions
- Wants order & stability in the workplace.
- Works in a steady & predictable manner

Preferred Business Situations

- Performing the same kinds of duties day after day. Safe, risk-free environments
- Working cooperatively with others to achieve common results
- Stable, steady, low-key environment which has a minimum of changes
- Knowing each step of a duty, including framework of time & resources
- Making decisions by consensus or other accepted practices, not by themselves
- Feeling like an appreciated, contributing member of the work group

At a Glance

- Concerned with stability
- Thinks things through in an orderly manner
- Wants documentation & facts
- Needs personal involvement
- Makes decisions slowly then takes action
- Needs to know the step-by-step sequence
- Avoids risks & changes
- Dislikes interpersonal conflict
- Works slowly, but cohesively with others

The Great Analyzer

Key Motivator: Perfecting business performance, process and results.

Business Characteristics

- Concerned with process; wants to know how something works
- Intuitive & original
- Once expected structure known, may invent own structure or model
- More interested in quality than quantity
- Prefer lower output to inferior results

Business Characteristics cont

- Wants to be right
- Employs logical thinking processes in order to avoid mistakes
- Sometimes impedes progress with their constant checking
- Dislikes unplanned changes & surprises
- Rejects open aggression

Preferred Business Situations

- Colleagues & superiors who do not criticize work or ideas, especially in public
- Situations where they set quality control standards & check for proper implementation
- Working with complete information systems or empowered to formulate own methods
- Superiors who value correctness & the "C's" key role in the organization
- Organized & process-oriented workplaces with little emphasis on socializing

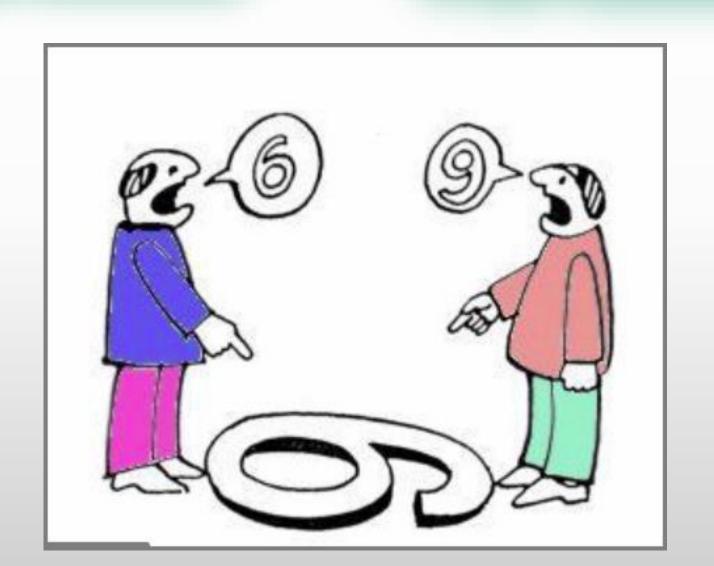
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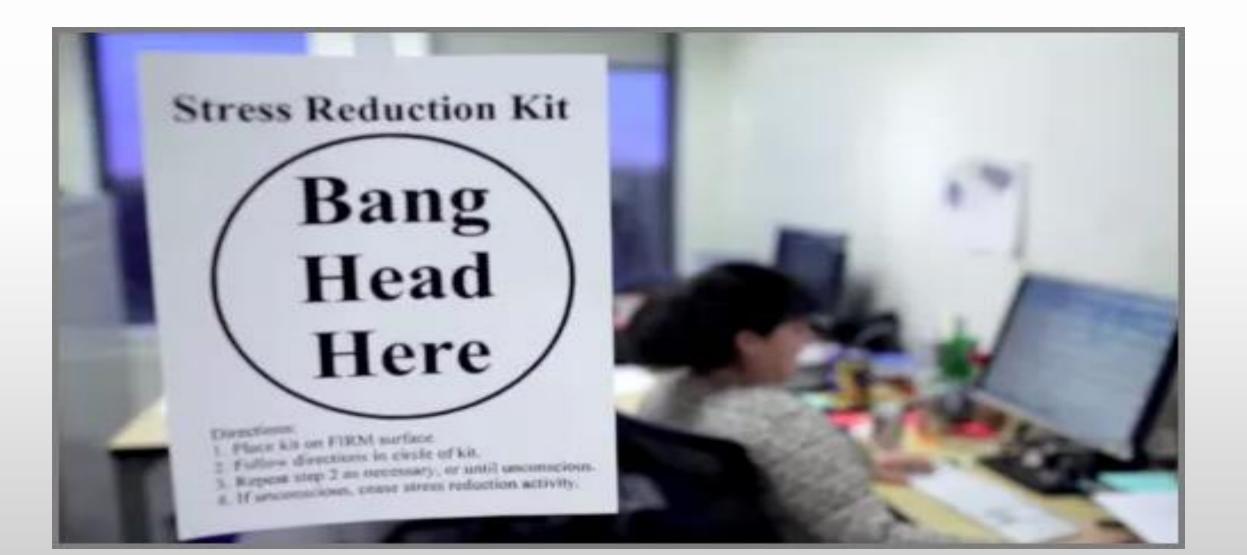
- Thinks logically & analytical
- Needs date & their questions answered
- Likes to be right, correct
- Likes organization & structure
- Asks many questions about specific details
- Prefers objective, task-oriented, intellectual work environment
- Needs to understand process

At a Glance

- Are cautious decision makers
- Prefers to do things themselves
- Works slowly & precisely alone
- Likes to be admired for their accuracy
- Avoids conflict & over-involvement with others
- Likes to contemplate & reconsider
- Likes problem solving methods & approaches

Business Problems 80% Poor Communications





Examples of DISC Behaviors

Pace (Your "Motor")
How you get there

Direct

- Assertive
- Authoritative
- Charismatic
- Enthusiastic
- Self-Assured
- Persuasive

Indirect

- Reserved
- Sensitive
- Shy
- Cautious
- Contemplative
- Deliberate

Priority (Your "Compass")
Which way to go

Open

- Caring
- Compassionate
- Considerate
- Kind
- Polite
- Sincere

Guarded

- Logical
- Organized
- Strategic
- Ambitious
- Curious
- Organized

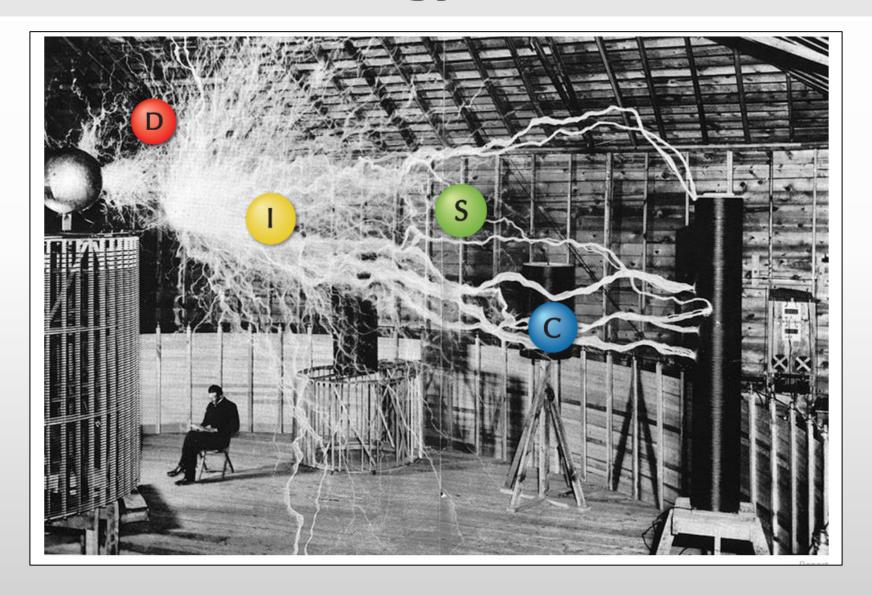
DISC is not based on skill development.

This dog is composing the next Great Canine Novel.



An Alsatian dog named Petra answers her fan mail on the British kids' show "Blue Peter," circa 1964. John Pratt/Getty Images

Energy Line



Adapted Styles – Takes a little practice



First Morning After Sweden Changed From Driving On The Left Side To Driving On The Right, 1967



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Email Decoding Activity



Pg 26-27



Start stretching a little!

