



DISC Coaching Worksheet

Coach's Name:

Schedule 45 Minute Coaching Session

Employee's Name:

Natural Style:

Date:

Yellow Highlighted text identifies where you need to enter information.

Prep Steps

Refer to the Employee DISC Report & Your DISC Coaching Worksheet

1. Reference Report Pg. 6. Locate Natural DISC Graph Pattern #s. Enter #'s on Worksheet Pages 2-5. Put * by Styles below 50 Range. (Energy Line.)
2. Reference Report Pg.7. Select two words from shaded areas. Write words on Worksheet Pages 2 -5.
3. Reference Report Pg.15. List each Style's Natural and Adaptive Pattern #'s and determine numerical difference on Worksheet Page 7.

Review Steps

Refer to only DISC Coaching Worksheet

1. Worksheet Page 2-5. Review script for possible Push-backs for Styles that have * by them (* = points below the Energy Line.)
2. Worksheet Page 6. Review "Skill Words." These are words that imply effort was exerted in order to demonstrate the behavior.
3. Worksheet Page 7. If there is a significant (21+) difference between Natural & Adaptive Graph for any of the 4 Styles, then practice script.
4. Worksheet Page 8-9. Review "Business Networking Scenario." Review how to help Employee if they can't determine Co-Worker's Natural Style.

Intro (Reference DISC Report Pg. 3)

The DISC assessment is a simple, practical & highly accurate tool that measures behaviors & observable indicators.

It first helps us to focus on understanding our own communication styles, and then equally as important, how to enhance communications with others. It does not measure intelligence, values, or performance, but rather encourages us to explore all behavior styles and appreciate the differences.

We find that as people gain insight on DISC, that they are quickly able to start identifying the style of others. You may find that occurs for yourself as well.

Natural Graph II (Reference DISC Report Pg. 6)

Please turn to page 6, "DISCcert Natural eGraph II" & underline the 3 bulleted statements at the top of the page.

DISC is a Style Assessment, NOT a Skill Assessment.

Natural Graph II represents both your 24-7, work & home.

Natural Graph II is based on Nature (DNA) & Nurture (society & family) influencers.

It is important to remember that DISC assesses our communication preferences. There are 4 core styles, each with a different orientation. Dominant with Problem Solving, Influence with People, Steady with Planning & Conscientious with Procedures. No point is better than another.

Next, we'll be discussing the graphs. The horizontal line in the middle is called the Energy Line. Someone can have a point anywhere in the range between 1 and 100. The location of the point indicates one's style(s) preference. The points above the Energy Line make up our Natural DISC Style.

We'll Start with the D – Dominant Style

Someone with a high “D”	is energized by solving problems quickly.
Someone with a low “D”	prefers caution when it comes to problem solving.
Someone with their “D”	near the Energy Line likes to solve problems but takes calculated risks.

Your “D” is at

It appears you're more apt to be solving. Does that sound like you?

and

when you are problem

If “Yes,” let employee discuss or move onto next DISC Style explanation.

If “No”, ask question below

“No” Example: “I am quick at problem solving!”

May I ask you a question? If you could have your preference when solving a problem, would you rather gather information or just decide?

(99%, the response will be “gather information.”)

That makes a lot of sense, because your “D” is below the Energy Line indicating a preference for gathering information. It sounds like you **can** solve problems quickly if needed, which infers you have developed the skill to solve problems quickly.

Remember ... The DISC Assessment assesses styles & preferences not skills or performance.

**(NOTE: If employee is emphatic that the DISC Report descriptions are completely wrong then proceed.)*

May I ask you a question?

(Pause)

Would you be willing to run this by a colleague who knows you well & see what they say? (Pause)

And, if the other person agrees with you, then just scratch it out. However, your colleague may say they agree with the DISC Report.

(Pause)

It's helpful to remember, we all have blind-spots. And...bottom-line...the DISC is not intended to tell you this IS who you are, but, food for thought.

Next is the I – Influence Style

Someone with a high “I”	is energized by expressing their ideas with people.
Someone with a low “I”	prefers to be understated amongst others.
Someone with their “I”	near the Energy Line wants to express their opinion but do it in a poised manner.

Your “I” is at

It appears you’re more apt to be people. Does that sound like you?

and

when you are interacting with

If “Yes,” move onto next style explanation.

If “No”, ask question below

“No” Example: “I present my ideas very well to others.”

May I ask you a question? Would you prefer to present to a large group or to someone in a one on one meeting?

(99%, the response will be “one on one.”)

That makes a lot of sense, because your “I” is below the Energy Line indicating a preference for a more moderate approach when influencing others. It sounds like you **can** present to others, which infers you have developed the skill of presenting.

Remember ... The DISC Assessment assesses styles & preferences not skills or performance.

**(NOTE: If employee is emphatic that the DISC Report descriptions are completely wrong then proceed.)*

May I ask you a question?

(Pause)

Would you be willing to run this by a colleague who knows you well & see what they say? (Pause)

And, if the other person agrees with you, then just scratch it out. However, your colleague may say they agree with the DISC Report.

(Pause)

It’s helpful to remember, we all have blind-spots. And...bottom-line...the DISC is not intended to tell you this IS who you are, but, food for thought.

Now we have the S – Steady Style

Someone with a high “S”	is energized by working with methodical plans.
Someone with a low “S”	prefers to be more unstructured.
Someone with their “S”	near the Energy Line is fine with some planning and changes occurring.

Your “S” is a

It appears you’re more apt to be planning. Does that sound like you?

and

when you are

If “Yes,” move onto next style explanation.

If “No”, ask question below.

“No” Example: “I’m very organized!”

May I ask you a question? Would you rather spend your time on structuring plans, managing timelines or working with a variety of projects at all different development levels?

(99%, the response will be “variety of projects.”)

That makes a lot of sense, because your “S” is below the Energy Line indicating a preference for a more spontaneous approach when planning. It sounds like you **can** organize a plan if needed, which infers you have developed the skill to be organized.

Remember ... The DISC Assessment assesses styles & preferences not skills or performance.

**(NOTE: If employee is emphatic that the DISC Report descriptions are completely wrong then proceed.)*

May I ask you a question?

(Pause)

Would you be willing to run this by a colleague who knows you well & see what they say?

(Pause)

And, if the other person agrees with you, then just scratch it out. However, your colleague may say they agree with the DISC Report.

(Pause)

It’s helpful to remember, we all have blind-spots. And...bottom-line...the DISC is not intended to tell you this IS who you are, but, food for thought.

The 4th Style is the C – Conscientious Style

Someone with a high “C”	is energized by following procedures.
Someone with a low “C”	prefers to experiment.
Someone with their “C”	near the Energy Line is fine with using needed procedures.

Your “C” is at

It appears you’re more apt to be

with procedures. **Does that sound like you?**

and

— when you are dealing

If “Yes,” move onto next style explanation.

If “No”, ask question below

“No” Example: “My paperwork is always done correctly.”

May I ask you a question? If you could have an expert come in and do your paperwork, would you let them or would you still want to do it yourself?

(99%, the response will be “Let the expert do it.”)

That makes a lot of sense, because your “C” is below the Energy Line indicating you would prefer to spend more time on exploring options than on details. It sounds like you **can** be successful with your paperwork, which infers you have developed the skill to work with procedures.

Remember ... The DISC Assessment assesses styles & preferences not skills or performance.

**(NOTE: If employee is emphatic that the DISC Report descriptions are completely wrong then proceed.)*

May I ask you a question?

(Pause)

Would you be willing to run this by a colleague who knows you well & see what they say?

(Pause)

And, if the other person agrees with you, then just scratch it out. However, your colleague may say they agree with the DISC Report.

(Pause)

It’s helpful to remember, we all have blind-spots. And...bottom-line...the DISC is not intended to tell you this IS who you are, but, food for thought.

Create your DISC Summary (Reference DISC Report Pg. 8)

Please turn to page 8, "Create Your DISCcert Summary."

Did the DISC Report's descriptions sound like you?

If response is "Yes" then proceed.

Would you share with me what you wrote & why? Let's first start with your Strengths, Motivators, Potential Areas for Development & Communication Tips. (Your job will be to listen & acknowledge.)

If response is "No" then proceed.

May I ask you a question? (Pause)

Would you specifically show me the areas that do not sound like you & explain why?

(Your job is to listen for "Skill Words." These are phrases that indicate that the employee used effort to develop a skill. While this is to be commended, the Report is not referring to skills, but rather behavior Styles.)

Examples of Skill Words

"I used to be that way."

"I'm not like that anymore."

"I've developed that ability now."

"I'm okay with doing it now."

Pushback Example: "It implies I have time management issues. I don't have any problems with time management anymore."

Sounds like you have made a conscious effort in developing your time management skills. Is that correct? (Pause)

That is to be commended. But the fact that you used effort & developed time management abilities suggests skill orientation rather than style. Remember, the DISC Assessment assesses style & preference, not skills or performance. *

Now, let's return to your page 8 & please share with me what you wrote & why? Let's first start with your Strengths, Motivators, Potential Areas for Development & Communication Tips. (Your job will be to listen & acknowledge.)

**(NOTE: If employee is emphatic that the DISC Report descriptions are completely wrong then proceed.)*

May I ask you a question? (Pause)

Would you be willing to run this by a colleague who knows you well & see what they say? (Pause)

And, if the other person agrees with you, then just scratch it out. However, your colleague may say they agree with the DISC Report. (Pause)

It's helpful to remember, we all have blind-spots. And...bottom-line...the DISC is not intended to tell you this IS who you are, but, food for thought.

What are Your Natural & Adaptive Graphs Telling You? (Reference DISC Report pg. 15)

Please turn to page 15, “DISCcert eGraphs”

As we have discussed, the Natural Graph II represents our 24-7, work & home environments. Now we are going to add the Adaptive Graph. It represents how you needed to work to get the job done the actual day you took the DISC Assessment. It can also represent a longer period of time.

Your Adaptive Graph is influenced...by the role you played, who you related to and what responsibilities you performed on the day you took the Assessment. As a result, the Adaptive Graph can change from day to day, based on your need to stretch out of your comfort zone.

In your report, your Natural Graph is used as the benchmark. We add your Adaptive Graph to help us to determine if you needed to stretch that day or not. You may have needed to increase or decrease certain behaviors out of your comfort zone.

Your D is	in your Natural Graph and	in your Adaptive Graph. Difference is
Your I is	in your Natural Graph and	in your Adaptive Graph. Difference is
Your S is	in your Natural Graph and	in your Adaptive Graph. Difference is
Your C is	in your Natural Graph and	in your Adaptive Graph. Difference is

Range Your Response Options.

0 – 10 Your 2 graphs are similar and you were in your comfort zone.

11 – 20 Your 2 graphs are moderately different, showing some stretch.

21 + Your 2 graphs represent a significant stretch.
May I ask you a few questions?

Most of us do run into situations where stretching is needed. May be result of different responsibilities or role we take on or how we chose to relate to someone. As you think about last couple of weeks, do any situations come to mind that required stretching? Please describe.

Is stretch just needed **Occasionally** or is it required **Daily**?

Occasionally Since the stretch is just occasionally, it does not require intense, on-going effort. Knowing and accepting this ebb and flow of adapting, is a perspective that reduces stress and increases ability to manage change.

Daily When people have a significant stretch that is required daily, it's important they address and explore what are some creative solutions. Have you had an opportunity to start considering some strategies that could be extremely beneficial?

Action Plan for All Four Styles (Reference DISC Report Pg. 29)

Please turn to page 29, "Action Plan for All Four Styles."

It's time to now apply what you have learned. Please identify a co-worker (or internal customer) that you interact with frequently. Now determine their DISC Style by first considering if their pace is quick or deliberate. Then reflect on your conversations with them... is their priority on people or tasks?

(Pause)

Do you have a good sense of what you think their Natural DISC Style is?

If response is "yes" then proceed with reading the following instructions.

1. **Add a ✓** by Characteristics that match your co-worker
2. **Add an X** by (Communication) "Tips for Others" you currently use with your selected co-worker.
3. **Insert a ○** around the remaining "Tips for Others." You now have your overall Action Plan
4. **Add a ☆** by one of the "Tips for Others" you will first apply.

If response is "No" then proceed with scenario below.

Picture your co-worker entering a Business Network Event.

Which of the following is your co-worker more apt to do?

Walks into the event, pass out 50 business cards & leaves.	Then their style would be ...	High D Style
Talks with as many people as they can & will introduce themselves to anyone they don't know.	Then...	High I Style
Walk in, pause, look for someone they know & talk with that person the whole event.	Then...	High S Style
Reluctantly walks in, stands still waiting for someone to talk to them. Will leave after 5 minutes.	Then...	High C Style

Do you have a better sense of what your co-worker's style may be?

Now, that your co-worker's style is determined,
I'll walk you through the rest of the steps on your page 29.

Action Plan for All Four Styles (Continued)

1. **Add a ✓** by Characteristics that match your co-worker
2. **Add an X** by (Communication) “Tips for Others” you currently use with your selected co-worker.
3. **Insert a ○** around the remaining “Tips for Others.” You now have your overall Action Plan
4. **Add a ☆** by one of the “Tips for Others” you will first apply.

At bottom of your Page 29, “Your Action Plan:” please expand on how you will incorporate the “starred” behavior you identified above.

Please do this by listing your co-worker’s name, a discussion topic & when you might meet with them next. List the behavior you put a star next to & describe how you would incorporate that into your next interaction with them.

Here’s an example. My co-worker’s name is Jane & I’ve identified her as a “D” & put a star by “Anticipate Questions.”

My write-up would say: I’ll be meeting with Jane next Tuesday to discuss the first quarter budget. I will spend time thinking in advance what questions she will have of me. I know she’ll definitely be asking me how we are comparing so far with last year’s budget.

In Summary... We’ve explored how your DISC Styles work and now end with an Action Plan to set you up for optimum communication success. You’ll find you’ll be using DISC at home as well. In fact, it is available to you to use in all your interactions with others, your peers, boss, internal & external customers.

Much continued success to you!