

# An Evaluation of Behavioral Styles

Report For: Janice Jokkel

Style: **D/DI** 

Focus: Work

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# Welcome to the DISCstyles™ Online Report

#### INTRODUCTION

DISC is a simple, practical, easy to remember and universally applicable model. It focuses on individual patterns of external, observable behaviors and measures the intensity of characteristics using scales of directness and openness for each of the four styles: **Dominance, Influence, Steadiness, and Conscientious**.

Using the DISC model, it is easy to identify and understand our own style, recognize and cognitively adapt to different styles, and develop a process to communicate more effectively with others.

#### **HOW TO USE THIS REPORT**

The DISC report is divided into 3 parts introducing the DISC model, helping you understand your own style, and identifying ways that you can apply your style strengths or modify your style weaknesses in order to meet the needs of others.

- Part I focuses on understanding each of the DISC styles and identifying characteristics, including the tendencies of each behavioral style
- Part II is about understanding yourself and will reveal information about the tendencies that make you
  unique
- Part III examines and explores adaptability and offers actionable recommendations for you and others who interact with you

With this personalized and comprehensive report, DISC gives you tools to help you become a better you - to develop and use more of your natural strengths while recognizing, improving upon, and modifying your limitations. Then, because we can easily see and hear these behaviors, we can quickly and accurately "read" other people and use our knowledge to enhance communication and grow our relationships.

**Please Note**: Any behavioral descriptions mentioned in this report are only **tendencies** for your style group and may or may not specifically apply to you personally.

# **Part I Understanding DISC**

#### **BEHAVIORAL STYLES**

Historical and contemporary research reveal more than a dozen various models of our behavioral differences, but many share one common thread: the grouping of behavior into **four basic categories**.

The DISC styles are **Dominance**, **Influence**, **Steadiness**, **and Conscientious**. There is no "best" style. Each style has its unique strengths and opportunities for continuing improvement and growth.

The DISCstyles™ assessment examines external and easily observable behaviors and measures tendencies using scales of **directness** and **openness** that each style exhibits.

#### **BEHAVIOR DESCRIPTORS OF EACH**

| DOMINANCE        | INFLUENCE    | STEADINESS    | CONSCIENTIOUS |
|------------------|--------------|---------------|---------------|
|                  |              |               |               |
| Decisive         | Charming     | Understanding | Accurate      |
| Competitive      | Confident    | Friendly      | Precise       |
| Daring           | Convincing   | Good Listener | Analytical    |
| Direct           | Enthusiastic | Patient       | Compliant     |
| Innovative       | Inspiring    | Relaxed       | Courteous     |
| Persistent       | Optimistic   | Sincere       | Diplomatic    |
| Adventurous      | Persuasive   | Stable        | Detailed      |
| Problem Solver   | Sociable     | Steady        | Fact Finder   |
| Results Oriented | Trusting     | Team Player   | Objective     |

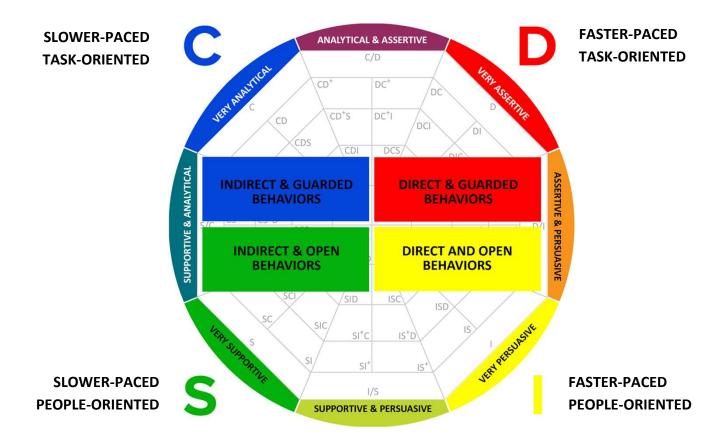
#### **DIRECTNESS AND OPENNESS OF EACH STYLE**

| STYLE         | TENDENCIES                       |
|---------------|----------------------------------|
| DOMINANCE     | Tends to be direct and guarded   |
| INFLUENCE     | Tends to be direct and open      |
| STEADINESS    | Tends to be indirect and open    |
| CONSCIENTIOUS | Tends to be indirect and guarded |

#### PACE AND PRIORITY OF EACH STYLE

| STYLE         | TENDENCIES                     |
|---------------|--------------------------------|
| DOMINANCE     | Fast-paced and task-oriented   |
| INFLUENCE     | Fast-paced and people-oriented |
| STEADINESS    | Slow-paced and people-oriented |
| CONSCIENTIOUS | Slow-paced and task-oriented   |

#### PACE AND PRIORITY OF EACH STYLE



## PACE AND PRIORITY represent two of the main sources of tension between the styles.

- D&C and I&S have different PACES: D and I are faster-paced, and S and C are slower-paced.
- D&I and S&C have different **PRIORITIES**: D and C are task-oriented, and I and S are people oriented.
- D&S and I&C have BOTH PACE AND PRIORITY DIFFERENCES.

# A DEEPER LOOK AT THE FOUR DISCStyles™

Below is a chart to help you understand some of the characteristics of each of the Four Basic DISC Styles, so you can interact with each style more effectively. Although behavioral style is only a partial description of personality, it is quite useful in describing how a person behaves, and is perceived, in personal, social and work situations.

|                                 | HIGH DOMINANT<br>STYLE             | HIGH INFLUENCING<br>STYLE           | HIGH STEADY<br>STYLE                 | HIGH CONSCIENTIOUS<br>STYLE                      |
|---------------------------------|------------------------------------|-------------------------------------|--------------------------------------|--|
| Tends to Act                    | Assertive                          | Persuasive                          | Patient                              | Contemplative                                    |
| When in Conflict,<br>this Style | Demands Action                     | Attacks                             | Complies                             | Avoids   |
| Needs                           | Control                            | Approval                            | Routine                              | Standards  |
| Primary Drive                   | Independence                       | Interaction                         | Stability                            | Correctness                                      |
| Preferred Tasks                 | Challenging                        | People related                      | Scheduled                            | Structured                                       |
| Comfortable with                | Being decisive                     | Social friendliness                 | Being part of a team                 | Order and planning                               |
| Personal Strength               | Problem solver                     | Encourager                          | Supporter                            | Organizer  |
| Strength<br>Overextended        | Preoccupation on goals over people | Speaking without thinking           | Procrastination in addressing change | Over analyzing everything                        |
| Personal Limitation             | Too direct and intense             | Too disorganized and nontraditional | Too indecisive and indirect          | Too detailed and impersonal                      |
| Personal Wants                  | Control,<br>Variety                | Approval,<br>Less Structure         | Routine,<br>Harmony                  | Standards,<br>Logic                              |
| Personal Fear                   | Losing                             | Rejection                           | Sudden Change                        | Being Wrong                                      |
| Blind Spots                     | Being held<br>accountable          | Follow through on commitments       | Embracing need for change            | Struggle to make decisions without overanalyzing |
| Needs to Work on                | Empathy,<br>Patience               | Controlling emotions Follow through | Being assertive when pressured       | Worrying less about everything                   |
| Measuring Maturity              | Giving up control                  | Objectively handling rejection      | Standing up for self when confronted | Not being defensive when criticized              |
| Under Stress May<br>Become      | Dictatorial<br>Critical            | Sarcastic<br>Superficial            | Submissive<br>Indecisive             | Withdrawn<br>Headstrong                          |
| Measures Worth by               | Impact or results<br>Track record  | Acknowledgments<br>Compliments      | Compatibility<br>Contributions       | Precision, Accuracy Quality of results           |

# **COMMUNICATING WITH THE DISCStyles™**

# Communicating with the **DOMINANT** Style

| D CHARACTERISTICS:                    | SO YOU SHOULD   |
|---------------------------------------|---|
| Concerned with being #1               | Show them how to win, new opportunities   |
| Think logically                       | Display reasoning   |
| Want facts and highlights             | Provide concise data  |
| Strive for results                    | Agree on goal and boundaries, the support or get out of their way   |
| Like personal choices                 | Allow them to "do their thing," within limits   |
| Like changes                          | Vary routine  |
| Prefer to delegate                    | Look for opportunities to modify their workload focus   |
| Want others to notice accomplishments | Compliment them on what they've done  |
| Need to be in charge                  | Let them take the lead, when appropriate, but give them parameters  |
| Tendency towards conflict             | If necessary, argue with conviction on points of disagreement, backed up with facts; don't argue on a "personality" basis |

# Communicating with the **INFLUENCING** Style

| I CHARACTERISTICS:                      | SO YOU SHOULD  |
|---|--|
| Concerned with approval and appearances | Show them that you admire and like them                        |
| Seek enthusiastic people and situations | Behave optimistically and provide upbeat setting               |
| Think emotionally                       | Support their feelings when possible                           |
| Want to know the general expectations   | Avoid involved details, focus on the "big picture"             |
| Need involvement and people contact     | Interact and participate with them                             |
| Like changes and innovations            | Vary the routine; avoid requiring long-term repetition by them |
| Want others to notice THEM              | Compliment them personally and often                           |
| Often need help getting organized       | Do it together   |
| Look for action and stimulation         | Keep up a fast, lively, pace                                   |
| Surround themselves with optimism       | Support their ideas and don't poke holes in their dreams; show |
|   | them your positive side  |
| Want feedback that they "look good"     | Mention their accomplishments, progress and your other genuine |
|   | appreciation   |

## **Communicating with the STEADY Style**

| S CHARACTERISTICS:                  | SO YOU SHOULD  |
|-------------------------------------|--|
| Concerned with stability            | Show how your idea minimizes risk                            |
| Think logically                     | Show reasoning   |
| Want documentation and facts        | Provide data and proof                                       |
| Like personal involvement           | Demonstrate your interest in them                            |
| Need to know step-by-step sequence  | Provide outline and/or one-two-three instructions as you     |
|                                     | personally "walk them through"                               |
| Want others to notice their patient | Compliment them for their steady follow-through              |
| perseverance                        |  |
| Avoid risks and changes             | Give them personal assurances                                |
| Dislike conflict                    | Act non-aggressively, focus on common interest or needed     |
|                                     | support  |
| Accommodate others                  | Allow them to provide service or support for others          |
| Look for calmness and peace         | Provide a relaxing, friendly atmosphere                      |
| Enjoy teamwork                      | Provide them with a cooperative group                        |
| Want sincere feedback that they're  | Acknowledge their easygoing manner and helpful efforts, when |
| appreciated                         | appropriate  |

# Communicating with the CONSCIENTIOUS Style

| C CHARACTERISTICS:                   | SO YOU SHOULD  |
|--------------------------------------|--|
| Concerned with aggressive approaches | Approach them in an indirect, nonthreatening way               |
| Think logically                      | Show your reasoning  |
| Seek data                            | Give data to them in writing                                   |
| Need to know the process             | Provide explanations and rationale                             |
| Utilize caution                      | Allow them to think, inquire and check before they make        |
|                                      | decisions  |
| Prefer to do things themselves       | When delegating, let them check procedures, and other progress |
|                                      | and performance before they make decisions                     |
| Want others to notice their accuracy | Compliment them on their thoroughness and correctness when     |
|                                      | appropriate  |
| Gravitate toward quality control     | Let them assess and be involved in the process when possible   |
| Avoid conflict                       | Tactfully ask for clarification and assistance you may need    |
| Need to be right                     | Allow them time to find the best or "correct" answer, within   |
|                                      | available limits   |
| Like to contemplate                  | Tell them "why" and "how                                       |

The first step to building stronger communication is awareness. By identifying how we are similar and different, we can make cognitive choices when interacting to create stronger, more engaged relationships.

# **Part II Understanding Yourself**

#### **General Characteristics**

The narration below serves as a general overview of your behavioral tendencies. It sets the stage for the report which follows, and provides a framework for understanding and reflecting on your results. We've occasionally provided some coaching ideas so that you can leverage your strengths whenever possible to maximize your personal success.

Janice, you have a confident attitude and a forceful determination to succeed in any challenge you accept. Traits that fuel this attitude include your adventurous drive, realistic optimism, urgency, and your ability to challenge existing rules and protocol. This allows you to have an impact that positively affects the organization in ways that are new and innovative. Our coaching is designed to help you govern your inherent sense of urgency, so that others in the process don't feel left behind or ignored.

Janice, your responses show that you are a hard-driver, even in the face of opposition. This trait has helped you succeed in the past, where others may have given up. Your ability to rapidly solve problems in a broad-based manner allows you to strategize a plan, and modify it as it evolves. When you are leading a team, your strategic ability is evident to those observing your actions, although only a few would likely be able to replicate your methods.

Janice, the pattern of your responses indicates that you may be perceived as one who is very resourceful, well-networked, and influential. Your "people skills" allow you to be verbally fluent in speaking with others, and your risk-taking spirit allows you to bring a high level of influence and energy to projects. Your sense of urgency in getting things done contributes to your ability to create an active and efficient work climate.

You are known to others as a self-starter: one who makes things happen rather than waiting for things to happen. You score like those who could be called "opportunists." They see a task that needs to be performed, or a system that needs to be changed, and take the initiative to effect the appropriate solution. This is a strength that can have enormously positive impact within an organization, as long as time and attention is spent to prevent negative fallout. As there are some who may not embrace change as quickly as you do, be certain to communicate plans clearly, and pre-condition those on the team who prefer the status quo.

Fueled by ego and optimism, you may be seen as a bold risk-taker by others, especially those who tend to be averse to taking risks. This is something that can be good for you and the team, because your input can take the team to new levels of accomplishment. As an individual, you have determined that this drive has helped you succeed in previous challenges.

You have the ability to take an ambiguous idea, modify it, and create a practical solution, all very quickly. Your ability to quickly analyze a situation -- even a disjointed one -- and synthesize it to craft a new cohesive idea is a rare skill. This is also a strength that should be amplified by the team or organization. You bring unique problem-solving skills to the table.

You are able to see the "big picture" and communicate it clearly to others. Your rapid insight, quick analysis, and fluent verbal skills combine into a rare strength that allows you to articulate complex ideas in a concise manner, without embellishments and rambling. This helps in communicating with large groups with maximum clarity and minimum ambiguity.

You seem to thrive in positions of power, authority, and responsibility. You score like those who tend to accept more work than they can seemingly do, then do it. When you are given authority, you step up to the challenge and deliver. Those who score like you have a common organizational complaint: that they are given a lot of responsibility by the organization, but not the authority to carry out necessary changes. As a piece of coaching, we suggest being certain that you are given authority that matches the responsibility on a specific job or project.

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## **Style Overview**

DISC describes you based on your observable behavior which can provide insights for others regarding your communication preferences and how you will likely interact with and respond to them.

Through this report you have an opportunity to discover (observe and evaluate) your behavioral responses in various environments. You can explore your reactions to a variety of situations and contexts, including the actions and reactions of others, to determine the most effective communication strategy or course of action.

# Your Behavioral Style: Results-Driven

The Results- Driven style displays strong self-confidence that may be viewed as arrogance. They will pursue options that challenge them to achieve goals. They like difficult tasks, unique opportunities and seek positions of authority. They avoid constraints. Rules can be viewed as loose guidelines. They act quickly and can become impatient and critical with more methodical and analytical people. In the extreme, they can appear cool and abrasive to others.

Below are some key behavioral insights to keep in mind and share with others to strengthen your relationships.

- Emotional characteristic: High ego strength and single-minded intensity.
- Goals: Winning, achieving dominance and lack of restraints.
- How others are valued: Through ability to accomplish tasks quickly and keep pace.
- Influences group: Power of assertion and persistence to win.
- Value to the organization: Get it done mind-set.
- Cautions: Can become too impatient and seek the "I win You lose" scenario.
- **Under Pressure:** Critical and fault-finding; can overstep bounds and not contribute fully to the team direction if different than their own.
- Fears: That other will take advantage, appearing too accommodating or too slow to act.

# **WORD SKETCH - Adapted Style**

DISC is an observable "needs-motivated" instrument based on the idea that emotions and behaviors are neither "good" nor "bad." Rather, behaviors reveal the needs that motivate that behavior. Therefore, once we can accurately observe one's actions, it is easier to "read" and anticipate their likely motivators and needs.

This chart shows your ADAPTED DISC Graph as a "Word Sketch." Use it with examples to describe why you do what you do and what's important to you when it comes to (D)ominance of Problems, (I)nfluence of People, (S)teadiness of Pace, or (C)onscientiousness of Procedures. Share more about the specific needs that drive you in each area of FOCUS. If your DISC intensity scores at levels 1 and 2, your emotions and needs are the opposite of those at Levels 5 and 6 in that area.

|            | D  | ı   | S  | C  |
|------------|--|---|--|--|
| DISC Focus | Problems / Tasks   | People  | Pace (or Environment)  | Procedures   |
| Needs      | Challenges to solve,<br>Authority                              | Social relationships,<br>Friendly environment                     | Systems, Teams, Stable environment   | Rules to follow, Data to analyze   |
| Observable | Decisive, risk-taker   | Optimistic, trust others  | Patience, stabilizer   | Cautious, careful decisions  |
| Fears      | being taken advantage of/lack of control                       | being left out, loss of social approval                           | sudden change/loss of stability and security                                       | being criticized/loss of accuracy and quality                            |
|            |  |   |  |  |
| 6          | argumentative daring demanding decisive domineering egocentric | emotional enthusiastic gregarious impulsive optimistic persuasive | calming loyal patient peaceful serene team person                                  | accurate conservative exacting fact-finder precise systematic            |
| 5          | direct   | charming<br>influential<br>sociable<br>trusting                   | consistent<br>cooperative<br>possessive<br>relaxed                                 | conscientious<br>courteous<br>focused<br>high standards                  |
| 4          | competitive  | confident<br>friendly<br>generous<br>poised                       | composed<br>deliberate<br>stable<br>steady   | analytical<br>diplomatic<br>sensitive<br>tactful                         |
| 3          | questioning  | controlled<br>discriminating<br>rational<br>reflective            | alert<br>eager<br>flexible<br>mobile   | own person<br>self-assured<br>opinionated<br>persistent                  |
| 2          | seeks consensus<br>unobtrusive                                 | contemplative<br>factual<br>logical<br>retiring                   | discontented<br>energetic<br>fidgety<br>impetuous                                  | autonomous<br>independent<br>firm<br>stubborn                            |
| 1          | agreeing cautious conservative contemplative modest restrained | introspective pessimistic quiet pensive reticent suspicious       | active<br>change-oriented<br>fault-finding<br>impatient<br>restless<br>spontaneous | arbitrary<br>defiant<br>fearless<br>obstinate<br>rebellious<br>sarcastic |

# **WORD SKETCH - Natural Style**

DISC is an observable "needs-motivated" instrument based on the idea that emotions and behaviors are neither "good" nor "bad." Rather, behaviors reveal the needs that motivate that behavior. Therefore, once we can accurately observe one's actions, it is easier to "read" and anticipate their likely motivators and needs.

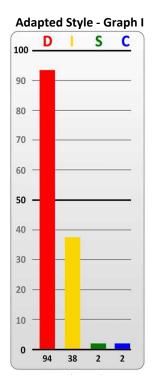
This chart shows your NATURAL DISC Graph as a "Word Sketch." Use it with examples to describe why you do what you do and what's important to you when it comes to (D)ominance of Problems, (I)nfluence of People, (S)teadiness of Pace, or (C)onscientiousness of Procedures. Share more about the specific needs that drive you in each area of FOCUS. If your DISC intensity scores at levels 1 and 2, your emotions and needs are the opposite of those at Levels 5 and 6 in that area.

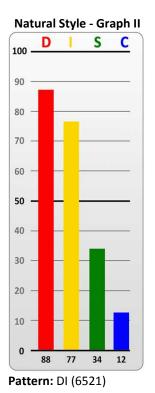
|            | D  | T I   | S  | С   |
|------------|--|---|--|---|
| DISC Focus | Problems / Tasks                         | People  | Pace (or Environment)                        | Procedures                                    |
| Needs      | Challenges to solve,<br>Authority        | Social relationships,<br>Friendly environment | Systems, Teams, Stable environment           | Rules to follow, Data to analyze              |
| Observable | Decisive, risk-taker                     | Optimistic, trust others                      | Patience, stabilizer                         | Cautious, careful decisions                   |
| Fears      | being taken advantage of/lack of control | being left out, loss of social approval       | sudden change/loss of stability and security | being criticized/loss of accuracy and quality |
|            |  |   |  |   |
|            | argumentative                            | emotional                                     | calming                                      | accurate                                      |
|            | daring                                   | enthusiastic                                  | loyal  | conservative                                  |
| 6          | demanding                                | gregarious                                    | patient                                      | exacting                                      |
| b          | decisive                                 | impulsive                                     | peaceful                                     | fact-finder                                   |
|            | domineering                              | optimistic                                    | serene                                       | precise                                       |
|            | egocentric                               | persuasive                                    | team person                                  | systematic                                    |
|            | adventurous                              | charming                                      | consistent                                   | conscientious                                 |
| 5          | risk-taker                               | influential                                   | cooperative                                  | courteous                                     |
| _          | direct                                   | sociable                                      | possessive                                   | focused                                       |
|            | forceful                                 | trusting                                      | relaxed                                      | high standards                                |
|            | assertive                                | confident                                     | composed                                     | analytical                                    |
| 4          | competitive                              | friendly                                      | deliberate                                   | diplomatic                                    |
|            | determined                               | generous                                      | stable                                       | sensitive                                     |
|            | self-reliant                             | poised  | steady                                       | tactful                                       |
|            | calculated risk                          | controlled                                    | alert  | own person                                    |
|            | moderate                                 | discriminating                                | eager  | self-assured                                  |
| 3          | questioning                              | rational                                      | flexible                                     | opinionated                                   |
|            | unassuming                               | reflective                                    | mobile                                       | persistent                                    |
|            | mild                                     | contemplative                                 | discontented                                 | autonomous                                    |
| 2          | seeks consensus                          | factual                                       | energetic                                    | independent                                   |
| 2          | unobtrusive                              | logical                                       | fidgety                                      | firm  |
|            | weighs pro/con                           | retiring                                      | impetuous                                    | stubborn                                      |
|            | agreeing                                 | introspective                                 | active                                       | arbitrary                                     |
|            | cautious                                 | pessimistic                                   | change-oriented                              | defiant                                       |
| 1          | conservative                             | quiet   | fault-finding                                | fearless                                      |
|            | contemplative                            | pensive                                       | impatient                                    | obstinate                                     |
|            | modest                                   | reticent                                      | restless                                     | rebellious                                    |
|            | restrained                               | suspicious                                    | spontaneous                                  | sarcastic                                     |

# **DISCstyles eGraphs for Janice Jokkel**

Your Adapted Style indicates you tend to use the behavioral traits of the D style(s) in your selected Work focus. Your Natural Style indicates that you naturally tend to use the behavioral traits of the DI style(s).

Your Adapted Style is your graph displayed on the left. It is your perception of the behavioral tendencies you think you should use in your selected focus (work, social or family). This graph may change when you change roles or situations. The graph on the right is your Natural Style and indicates the intensity of your instinctive behaviors and motivators. It is often a better indicator of the "real you" and your "knee jerk", instinctive behaviors. This is how you act when you feel comfortable in your home environment and are not attempting to impress. It is also what shows up in stressful situations. This graph tends to be fairly consistent, even in different environments.





Pattern: D (6311) Focus: Work

If the bars are similar, it means that you tend to use your same natural behaviors in either environment. If your Adapted Style is different from your Natural Style, this may cause stress if over a long period of time. You are then using behaviors that are not as comfortable or natural for you.

The four-digit numbers (under the graphs) represent your segment numbers in DISC order and dictate the adjectives highlighted on the Word Sketch pages.

The higher or lower each D, I, S, C point is on your graph, the greater or lesser your behavior impacts your results at work and with others around you. Once aware, you can adapt your style to be more effective. Can you change? Of course! You do it every day depending on your situations. However, permanent behavioral change comes only with awareness and practice.

#### **Behavioral Pattern View**

The BPV has eight behavioral zones. Each zone identifies a different combination of behavioral traits. The peripheral descriptors describe how others typically see individuals with your style. Plots on the outer edges of the BPV identify that one factor (DISC) of your style will dominate the other three. As you move towards the center of the BPV, two and eventually three traits combine to moderate the intensity of your style descriptors within a specific behavioral zone. +The plus sign indicates that the preceding style score is higher, moving you closer to that style zone (i.e. CD+S: The D score is stronger than in CDS so it plots closer to the D behavioral zone).

#### THE SCORING LEGEND

D = Dominance: How you deal with Problems and Challenges

I = Influence: How you deal with People and Contacts

S = Steadiness: How you deal with Pace and Consistency

C = Conscientious/Compliance/Structure: How you deal with Procedure and Constraints

Efficient, Analytical, Organized, Factual, Aware of the Consequences of their Actions, Practical and Innovative. Data, Fact & Analysis Assertive, Results Focused, Based. Precise & Accurate Rapid Decisions, Will Seek Trusts in the Value of **ANALYTICAL & ASSERTIVE** Challenges, Can be Aggressive Structure, Standards & and Impatient, Desires to Lead. Order. Sees the value of "Rules". DC<sup>+</sup>  $DC^{\dagger}I$ CDS CS SUPPORTIVE & ANALYTICAL ASSERTIVE & PERSUASIVE **Balances & Values Data Both Assertive and** CIS DI+C & Diplomacy, Mindful of Persuasive, Likely to the "Rules". Will be Goal embrace New Concepts, CS' Focused, Dislikes S/C D/I Often a Mover and a SCD ID\*S **Confusion and** Shaker, Can be very Ambiguity. outgoing with High Energy SDC SD IC ICD) and Engaging Effort. ISC ISD VERY REPOSIDENCE SI+C IS+D SI+ Very Outgoing & Persuasive, **Very Patient & Favors** Very People Oriented, Quite Stability and Structure. Not a 1/5 **Optimistic Outlook, Strong** Risk Taker, Likes to operate SUPPORTIVE & PERSUASIVE Communication Skills, Likes to at a Steady, Even Pace. have Variety in their day. Supportive & Persuasive, Good Team Player, Creates Good Will & = Natural Behavioral Style provides Good Customer Service.

= Adapted Behavioral Style

# **Communication Tips for Others**

The following suggestions can help others who interact with you understand and be aware of your communication preferences. To use this information effectively, share it with others and also discuss their preferences.

Check the two most important ideas when others communicate with you (dos & don'ts) and transfer them to the Summary of Your Style page.

#### When Communicating with Janice, DO:

- Give Janice the opportunity to express opinions and make some of the decisions.
- Get to the point quickly, and don't ramble.
- Plan to talk about things that support Janice's dreams and goals.
- Be certain to conclude the communication with some modes of action and specific next steps for all involved.
- Plan some extra time in your schedule for talking, relating, and socializing, but let Janice take the lead, and don't be surprised if the socializing ends abruptly.
- Be specific about what's needed, and who is going to do it.
- Join in with some name-dropping, and talk positively about people and their goals.

#### When Communicating with Janice, DON'T:

- Be overly task-oriented.
- Speculate wildly without factual support.
- Let the discussion with Janice get caught in dreams too much, otherwise you'll lose time.
- Get bogged down in facts, figures, or abstractions.
- Leave loopholes or vague issues hanging in the air.
- Forget or lose things necessary for the meeting or project.
- Be sloppy or disorganized.

#### Your Motivators: Wants and Needs

Motivation is the enthusiasm or willingness to do something. Everybody is motivated; however, all people are motivated for their own reasons, not somebody else's. Simply, people are motivated by what they want.

Our behaviors are also driven by our needs. Each style has different needs. If one person is stressed, they may need quiet time alone; another may need social time around a lot of people. Each has different ways to meet their needs. The more fully our needs are met, the easier it is to perform at an optimal level.

Choose the two most important wants and the two most important needs and transfer them to the Summary of Your Style page.

#### You Tend to Be Motivated By:

- The existence of a variety of challenges and goals which offer you opportunities to demonstrate your skills and abilities.
- A climate allowing for communication with new people.
- Having the power to control your own career destiny, and make the necessary choices and decisions in fulfilling that destiny.
- New problems to solve and new challenges to address.
- Having authority equal to the responsibility you are given.
- Recognition for the skills, insight, and problem-solving you dedicate and contribute on a daily basis.
- An environment that provides rapid advancement to positions of higher responsibility.

#### People With Patterns Like You Tend to Need:

- To negotiate with others in a real-time, face-to-face manner, as opposed to using electronic means.
- To become more aware of your impact and approach toward others in the organization.
- A strong support staff to handle work details.
- To soften the ego a bit, especially with those who don't share the same egotism and optimism.
- To become more sensitive to the climate of the situation, and adjust your intensity accordingly.
- To understand the limits of your authority, and not to overstep those boundaries.
- A team of competent people who understand the urgency of important requirements.

# What You Bring to the Organization

This page provides useful insights for a job or as you work together on a team or family project. These are the talents and tendencies you bring. When used in environments that you are most effective in, you are likely to be self-motivated to accomplish great things. It is possible that you may not always be in an environment that allows you to be your best. We recommend you speak with your leader to see what can be incorporated into your current environment to help maintain your motivation. Check the two most important strengths, the two most important work style tendencies and the two most important environmental factors and transfer them to the Summary of Your Style page.

#### **Your Strengths:**

- You are socially poised and confident, able to speak in a persuasive way to both small and large groups of people.
- You are able to jump into the middle of a project in process, get people on board, and make decisions quickly.
- You have the ability to develop bold and new solutions independently, without deferring to others.
- You are able to efficiently multi-task, maintaining control over many projects simultaneously.
- You are ready to take the credit or assume the blame for the results.
- You tend to take on challenging assignments or difficult tasks, and succeed with them.
- You have the ability to be both firm and friendly, as the situation demands.

#### Your Work Style Tendencies:

- You are motivated to be a very active agent in everything you do.
- You want to be seen by others as flexible, versatile, and positive, in all environments.
- You expect others to keep up and maintain a rapid pace.
- You seem to thrive in positions of power, authority, and responsibility.
- You are able to take charge of a project, even in mid-stream, and work hard to make it a success.
- You possess the ability to motivate others on the team, and to help get projects done on time and within budget.
- You may be perceived by some as aggressive, in your strong determination to meet or exceed expectations.

#### You Tend to Be Most Effective In Environments That Provide:

- Assignments involving motivational skills in leading others.
- Management that is flexible as to your need for activity and change.
- A climate that supports innovative ideas.
- Challenges in building new territory or networks of people.
- A broad bandwidth of operation and influence.
- Opportunities to see immediate results.
- Social recognition for accomplishments.

## The D Style

#### Under Stress - Perceptions, Behavior and Needs for the D

Stress is unavoidable. The perceptions of our behavior may have a significant impact on our effectiveness - both in how we perceive ourselves and how others perceive us. The way we behave under stress can create a perception that is not what we intend. The descriptions below of perceptions by others may seem somewhat extreme at times (especially if our behavior is an over-extended strength that becomes a weakness or limitation). As you understand these perceptions more clearly, you are able to modify your behavior to maximize your own effectiveness and ensure that others see you as you intend.

#### **Potential Self Perception:**

- Independent thinker
- Trail-blazer
- Multi-tasks effectively
- Self-starter

#### **Under Stress You Need:**

- Accomplishments
- Control of the situation and yourself
- Tangible evidence of progress

#### Under Stress, May be Perceived by Others: Too much pressure for speed of results

- Impatient with others who are slower
- Everything seems to be a competition
- Fault-finding and sarcastic

#### Your Typical Behaviors in Conflict:

- You generally do not hold a grudge. Once an incident is over, it is generally forgotten on a personal level, although the factors that produced a lack of satisfactory results will be considered and evaluated.
- Your anger is directed at the situation and the lack of desired results, not at anyone, personally. However, your outbursts and behaviors may appear to be a personal attack. You tend to react quickly and often may fail to choose your words appropriately.
- Since you tend to focus on your own results, you may tend to become autocratic in order to get your way.

#### Strategies to Reduce Conflict and Increase Harmony:

- You need to take time to express your ideas and instructions fully and clearly; asking questions to ensure that everyone understands. Time spent clarifying your message up front will result in more efficient operations later.
- Recognize that others may not be comfortable dealing with conflict, anger, and aggression. Therefore, reacting with your normal behavior may be counterproductive, resulting in interference with your desired results.
- Avoid creating controversy or "stirring up the pot" just to keep things interesting. This may increase your own energy for the task; however, it is likely to have a serious negative effect on many others.

# **Potential Areas for Improvement**

Everyone has struggles, limitations, or weaknesses. Oftentimes, it's simply an overextension of our strengths which may become a weakness. For example, a High D's directness may be a strength in certain environments, but when overextended they may tend to become bossy.

As you consider ways to continue to improve to be a better communicator, we recommend you focus on no more than two at a time, practice and strengthen them, and then choose another area to focus on and improve.

Check the two most important areas you are committed to improve upon and transfer them to the Summary of Your Style page.

#### **Potential Areas for Improvement:**

- You may be so focused on the big picture that you may tend to ignore important details.
- While directing team projects, you may tend to avoid direct participation with others.
- Your sense of urgency may lead you to attempt too many simultaneous tasks. You may avoid delegation, reasoning that it's easier and faster to do the task yourself.
- You may oversell others on project goals, and the team's ability to achieve them.
- You tend to be a selective listener, hearing only what you want to hear.
- Your sense of urgency, coupled with your strong ego and optimism, may cause you to overstep your authority or scope.
- Your strong ego may make you appear blunt and overly critical to those who may not share the same
  personality type. You may get more positive reactions by softening your approach and putting aside your
  ego.

# 12 Behavioral Tendencies - Summary

The primary styles - **D**, **I**, **S**, and **C** - are each influenced by the other three styles in our behavioral expression. You are not just **one** of these styles; you are the result of all four combining and affecting each other. The following behavioral tendencies are scored based on the way your DISC styles combine and influence one another. On this page you'll see all 12 Behavioral Tendencies in Summary, and the following pages deliver more detail about each of these measurements.

| Behaviors  | Natural                | Adapted                |
|--|------------------------|------------------------|
| <b>Providing Instruction</b> How this individual dictates directions and expectations.   | Directive & Compulsive | Directive & Compulsive |
| <b>Expressing Openness</b> How this individual is most comfortable expressing themselves.  | Social                 | Social                 |
| Personal Drive  How this individual's own goals move things forward.   | Self-Driven            | Self-Driven            |
| Customer & Team Interaction  How this individual engages with customers and stakeholders, internal and external.                       | Engaging               | Engaging               |
| Work Process Alignment  How this individual focuses on process to follow through on work.  | Consistency            | Situational            |
| Self-Reliance  How this individual works within a team.  | Situational            | Directive              |
| <b>Building Rapport</b> How this individual focuses when interacting with others.  | Situational            | Results-Focused        |
| Accuracy  How this individual focuses on correctness and exactness.  | Predictability         | Situational            |
| Careful Decision Making  How this individual approaches decisions and actions.   | Impulsive              | Impulsive              |
| Change Resistance How this individual resists engaging with change.  | Drives Change          | Drives Change          |
| <b>Reasoning</b> How this individual uses evidence to think through and solve problems.  | Intuition-based        | Intuition-based        |
| <b>Prioritizing</b> How this individual determines the order for dealing with items or tasks based on established rules and structure. | Results                | Results                |

# 12 Behavioral Tendencies - Details & Graphs

For each of the 12, you will see a graph and personalized statement for your Natural and Adapted style. These scores and statements reveal which of your style combinations are most observable and describe how you express that tendency based on your DISC blend.

#### **Interpretation Notes:**

- 1. **Frequency Observed**: The behavioral tendencies are presented in the order from Most Frequently Observed to Least Frequently Observed.
  - o HI Clearly observed in most situations, seen more often
  - HM Frequently observed in many situations
  - o **MOD** May or may not be observed depending on the situation
  - o **LM** Sometimes observed in some situations
  - o **LOW** Absence of the behavior in most situations
- 2. **Direction of your score** As the graph **moves to the right or left**, it shows how you will likely express the behavior. If the graphs are near the center, the result is a balancing behavioral effect that will depend on the situation.
- 3. **General Population Comparison** The **blue box** represents the general population in this behavioral tendency. Approximately 68% of people score in this range.

#### **Providing Instruction**

Natural (HI): You are assertive, direct and results-focused, likely to resist set expectations, preferring to set your own course and outline directions for others to follow. Sometimes providing more detail and engaging with others for additional thoughts can lead to greater outcomes.

Adapted (HI): Consistent with natural style

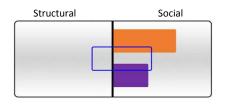
# Reserved & Detailed Directive & Compulsive

Situational

#### **Expressing Openness**

Natural (HI): You are very comfortable when interacting with others, quick paced and focused on personal connections, and may tend to embellish to capture attention. You are likely to be most confident and comfortable when interacting with others, and are likely to trust information passed along through people you trust. Remember, sometimes having the support documentation is important too.

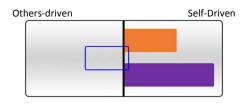
Adapted (HM): You are somewhat comfortable when interacting with others, quick paced and focused on personal connections, and may tend to elaborate to engage with others. You are likely to be most confident and comfortable when interacting with others, and are likely to trust information passed along through people you trust. Remember, sometimes having the support documentation is important too.



#### **Personal Drive**

Natural (HM): You are somewhat self-determined, often focused on taking actions that achieve results and goals. You will likely be driven to action based on your own needs and motivations and are likely a self-starter. Be aware that it can be appropriate to support and help others as well.

Adapted (HI): You are self-determined, focused on taking immediate actions that achieve immediate results and goals. You will likely be driven to action based on your own needs and motivations and are likely a self-starter. Be aware that it can be appropriate to support and help others as well.

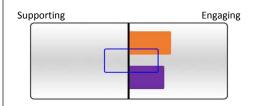


**Situational** 

#### **Customer & Team Interaction**

Natural (HM): You are somewhat engaging, charming, persuasive, and influential, often connecting with others in a way that builds trust and confidence. You are more likely to focus on engaging with the others to create a relationship, interacting with them to build a friendship to ensure they will come back to work with you directly. Sometimes business should be just business.

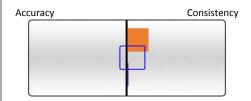
Adapted (HM): Consistent with natural style



#### **Work Process Alignment**

Natural (HM): Your process and follow through is often driven by a desire to keep things consistent and moving forward at a methodical, steady pace. You are likely to process information and follow through with consistency and predictability as your focus. Don't forget that accuracy is an important part of reliability and stability.

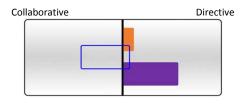
Adapted (MOD): Your process and follow through is balanced between keeping things methodical and steady and upholding quality standards to be sure what you are doing is accurate and precise. There may be times when you process information and then follow through based on an equal emphasis on accuracy and consistency. These two, when balanced, will ensure great outcomes.



#### **Self-Reliance**

Natural (MOD): You balance results and interaction, getting things done efficiently, but also involving others to get this accomplished as effectively as possible. You are likely to be productive and efficient whether working independently or in collaboration with others, depending on the circumstances and variables of the work.

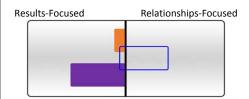
Adapted (HM): You are quite results driven, focused on accomplishing things quickly and efficiently and are likely to do so mostly independently and directively. You will likely do your best work independently when you can manage your productivity and efficiency autonomously. Be sure you are not distancing yourself too much.



#### **Building Rapport**

Natural (MOD): Your interactions are driven by both a desire to connect with others socially, and to get the work done and reach results. If you can do both at once, that's great!

Adapted (LM): You are somewhat results driven in your interactions, preferring not to connect socially unless there is a specific outcome or purpose. You are more likely to focus on results with a desire to reach a goal or complete a task, rather than connecting or building relationship. Remember, others may like to get to know you more when working together.

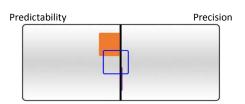


**Situational** 

#### **Accuracy**

Natural (LM): Your planning often focuses on keeping processes and systems as predictable and steady as possible to support others in understanding and reaching the best outcome. You are likely to focus on risk-aversion when planning. Predictability and consistency are incredibly important when taking things from start to finish, but remember correctness is important too.

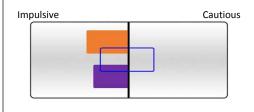
**Adapted (MOD):** Your plans are a combination of careful deliberations to ensure quality outcomes, and systems and processes that allow forward movement in a steady environment. You are likely aware of both predictability and precision when making plans. You will like have more positive outcomes when using balanced planning.



#### **Careful Decision Making**

Natural (LM): You are somewhat impulsive based on feelings rather than taking the time toconsider the risks and consequences. You are likely to make decisions spontaneously and emotionally, trusting your gut and going with what feels right. Sometimes it is important to see if it makes sense too, not just feels good.

Adapted (LM): Consistent with natural style



#### **Change Resistance**

Natural (LM): You are likely to be more firm in times of change, preferring to lead and direct activities focused on results and solutions. You are likely to respond/interact in change by driving action and facing it head on as it comes. You may even want to change things just to see how it can be different. Sometimes keeping things consistent is good too.

Adapted (LOW): You can be resolute and determined in times of change, desiring to have the authority to command and direct activities and reach immediate results and solutions. You are likely to respond/interact in change by driving action and facing it head on as it comes. You may even want to change things just to see how it can be different. Sometimes keeping things consistent is good too.

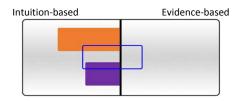
# Drives Change Reluctant to Change

Situational

#### Reasoning

Natural (LOW): You frequently rely on your intuition and interactions with others to make decisions, and value external validation and social acceptance. You are likely to think things through based on emotions over logic and trusting your gut. Be aware that balanced thinking looks at both the emotions and the logic.

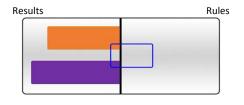
**Adapted (LM):** You often rely on your feelings and interactions with others to make decisions, choosing what is likely to be social acceptable. You are likely to think things through based on emotions over logic, trusting your gut. Be aware that balanced thinking looks at both the emotions and the logic.



#### **Prioritizing**

Natural (LOW): You frequently focus specifically and directly on results now and take actions that target immediate accomplishments, likely unconcerned with the established guidelines. You will likely prioritize and focus on the results and the bottom line. While the end result is certainly a key component of what should take priority, be sure you are also aware of the rules and constraints of your situation.

Adapted (LOW): Consistent with natural style



# Summary of Janice Jokkel's Style

Communication is a two-way process. Encourage others to complete their own DISCstyles Online Assessment and then share the Summary Sheet with each other. By discussing preferences, needs and wants of the people you work with, socialize with and live with, you can enhance these relationships and turn what might have been a stressful relationship into a more effective one just by understanding and applying the DISCstyles information. Complete the worksheet below from the previous pages of this report.

| 1                               |
|---------------------------------|
| 2                               |
|                                 |
|                                 |
|                                 |
| YOUR MOTIVATIONS: WANTS         |
|                                 |
| 1                               |
| 2                               |
|                                 |
|                                 |
| YOUR MOTIVATIONS: NEEDS         |
| 1.                              |
| 1                               |
| <b>-</b>                        |
|                                 |
| VOLID CTDENICTUS                |
| YOUR STRENGTHS                  |
| 1                               |
| 2                               |
|                                 |
|                                 |
| YOUR WORK STYLE TENDENCIES      |
| 1                               |
| 2                               |
| ~                               |
|                                 |
| EFFECTIVE ENVIRONMENTAL FACTORS |
|                                 |
| 1                               |
| 2                               |
|                                 |
|                                 |
| POTENTIAL AREAS FOR IMPROVEMENT |
| 1                               |
| 2.                              |

#### PART III UNDERSTANDING OTHERS AND ADAPTABILITY

Understanding your own behavioral style is just the first step to enhancing relationships. To really begin to use the power of behavioral styles, you also need to know how to apply the information to other people and in other situations. Good relationships can get better and challenging relationships may become good.

#### People want to be treated according to their behavioral style, not yours.

People generally make the mistake of assuming that others interact and think the same way they do, and many of us grew up believing in The Golden Rule: treating others the way you would like to be treated. Instead, we encourage another practical rule to live by - what Dr. Tony Alessandra calls **The Platinum Rule®: to treat others the way THEY want to be treated**. This practice requires strategic adjustment made on a case-by-case basis, and adjusting your own behavior to make people feel more at ease with you and the situation is known as **Adaptability**.

It is important to remember that adapting our styles is not always easy! It may take some time, feel very difficult, or seem especially foreign in certain situations. Give it time, practice, patience and diligence and you will see relationship benefits.

# **ADAPTABILITY**

#### THE APPLICATION SECTION INCLUDES:

- What is Adaptability?
- How to Identify Another Person's Behavioral Style
- Communicating with Each Style
- How to Adapt to the Different Behavioral Styles
  - Modifying Directness/Indirectness
  - Modifying Openness/Guardedness
  - Modifying Pace & Priority
- Adapting in Different Situations
  - o At Work
  - In Sales and Service
  - In Social Settings
  - In Learning Environments
- Application Activities

# What is Adaptability?

Adaptability is based on two elements: **Flexibility and Aptitude**. **Flexibility** is your **Willingness** and **Aptitude** is your **Capability** to adjust your approach or strategy based on the particular needs of the situation or relationship at a particular time. It's something you must **cognitively choose to apply** to yourself (to your patterns, attitudes and habits), not expect from others.

We practice adaptability each time we slow down for a C or S style; or when we move a bit faster for the D or I style. It also occurs when the D or C styles take the time to build the relationship with an S or I style, or when the I or S style focuses on facts or gets right to the point with D or C styles.

Adaptability does not mean an "imitation" of the other person's style. It does mean adjusting your openness, directness, pace, and priority in the direction of the other person's preference, while maintaining your own identity. Adaptable people know how to negotiate relationships in a way that allows everyone to win.

Your adaptability level influences how others judge their relationship with you. Raising your adaptability will increase trust and credibility; if you lower your adaptability, trust and credibility will decrease. Being more adaptable enables you to interact more productively with difficult people and helps you to avoid or manage tense situations.

#### **Important Considerations:**

- Adaptability is important to all successful relationships.
- No one style is naturally more adaptable than another.
- Adaptability is a choice:
  - You can choose to be adaptable with one person, and not so with others.
  - You can choose to be quite adaptable with one person today and less adaptable with that same individual tomorrow.
- People often adopt a different style in their professional lives than they do in their social and personal lives.
  - We tend to be more adaptable at work and with people we know less.
  - o We tend to be less adaptable at home and with people we know better.

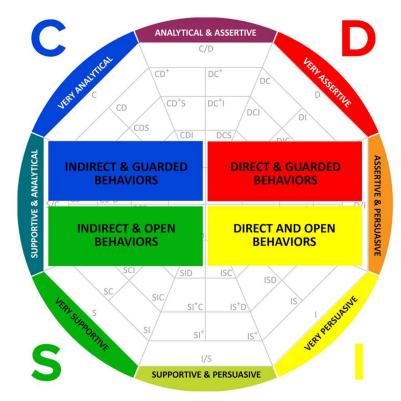
#### Words of Advice:

Adaptability at its extreme could appear wishy-washy and two-faced. A person who maintains high adaptability in all situations may not be able to avoid stress and inefficiency. There is also the danger of developing tension from the stress of behaving in a "foreign" style. Usually, this is temporary and may be worth it if you gain rapport with others. At the other end of the continuum, no adaptability would cause others to view someone as rigid and uncompromising because they insist on behaving according to their own natural pace and priority.

# Recognizing another person's Behavioral Style

#### 2 Power Questions:

- 1. Are they <u>DIRECT or INDIRECT</u> in their communications? (Directness is the 1<sup>st</sup> predictor of Style. Direct plots on the right, Indirect on the Left).
- 2. Are they <u>GUARDED or OPEN</u> in their communications? (Openness is the 2<sup>nd</sup> predictor of Style. Open plots on the Bottom, Guarded on the Top).



When we integrate both the natural tendency to be either DIRECT or INDIRECT with the natural tendency to be either GUARDED or OPEN, it forms the foundation and the basis for plotting each of the four different behavioral styles:

- D = Individuals who typically exhibit *direct & guarded behaviors* define the Dominant Style.
- = Individuals who exhibit *direct & open behaviors* define the Influence Style.
- **S** = Individuals who exhibit *indirect & open behaviors* define the Steadiness Style.
- C = Individuals who exhibit *indirect & guarded behaviors* define the Conscientious Style.

The behavioral intensity of <u>directness or indirectness and being open or guarded</u> is shown in the quadrant you plot. The plots towards the edge of the BPV reflect **MORE INTENSITY** and those plotting closer to the center reflect **MODERATE INTENSITY** of both characteristics.

# **Communicating with each Style**

| With D's   | With I's   | With S's   | With C's   |  |
|--|--|--|--|--|
| <ul> <li>Show them how to win</li> <li>Display Reasoning</li> <li>Provide concise data</li> <li>Agree on goals and boundaries</li> <li>Vary Routine</li> <li>Compliment them on what they have done</li> <li>Provide opportunities for them to lead, impact results</li> </ul> | <ul> <li>Show them that you admire and like them</li> <li>Be Optimistic</li> <li>Support their feelings and ideas</li> <li>Avoid involved details</li> <li>Focus on the Big Picture</li> <li>Interact and Participate with them - do it together</li> <li>Provide acknowledgements, accolades and compliments</li> </ul> | <ul> <li>Show how your idea minimizes risk</li> <li>Demonstrate interest in them</li> <li>Compliment them on follow through</li> <li>Give personal assurances</li> <li>Provide a relaxing, friendly, stable atmosphere</li> <li>Act non-aggressively, focus on common interests</li> <li>Provide opportunities for deep contribution and teamwork</li> </ul> | <ul> <li>Approach indirectly, non-threatening</li> <li>Show your reasoning, logic, give data in writing</li> <li>Allow them to think, inquire and check before they make decisions</li> <li>Tell them "why" and "how"</li> <li>Provide opportunities for precision, accuracy and planning for quality results</li> </ul> |  |

# **Tension Among the Styles**

| PACE  | PRIORITY   | PACE & PRIORITY  |
|---|--|--|
| Direct, Fast-Paced<br>vs.<br>Indirect, Slower-Paced   | Guarded, Task-Oriented<br>vs.<br>Open, People-Oriented | Direct, Fast-Paced, Guarded,<br>Task-Oriented<br>vs.<br>Indirect, Slower-Paced, Open,<br>People-Oriented |
| High S + High (Lower Left vs. Lower Right Quadrant).  | High D + High (Upper Right vs. Lower Right Quadrant)   | High S + High D (Lower Left vs. Upper Right Quadrant)  |
| High C + High D (Upper Left vs. Upper Right Quadrant) | High C + High S (Upper Left vs. Lower Left Quadrant)   | High C + High (Upper Left vs. Lower Right Quadrant)  |

# **To Modify Directness and Openness**

# **DIRECT/INDIRECT**

| With D's<br>DIRECT   | With I's<br>DIRECT  | With S's<br>INDIRECT  | With C's<br>INDIRECT   |  |  |
|--|---|---|--|--|--|
| Maintain Directness  | Maintain Directness   | Decrease Directness   | Decrease Directness  |  |  |
| <ul> <li>Use a strong, confident voice</li> <li>Use direct statements rather than roundabout questions</li> <li>Face conflict openly, challenge and disagree when appropriate</li> <li>Give undivided attention</li> </ul> | <ul> <li>Make decisions at a faster pace</li> <li>Be upbeat, positive, warm</li> <li>Initiate Conversations</li> <li>Give Recommendations</li> <li>Don't clash with the person, but face conflict openly</li> </ul> | <ul> <li>Make decisions more slowly</li> <li>Avoid arguments and conflict</li> <li>Share decision-making</li> <li>Be pleasant and steady</li> <li>Respond sensitively and sensibly</li> </ul> | <ul> <li>Do not interrupt</li> <li>Seek and acknowledge<br/>their opinions</li> <li>Refrain from criticizing,<br/>challenging or acting pushy –<br/>especially personally</li> </ul> |  |  |

# **GUARDED/OPEN**

| With D's<br>GUARDED   | With I's<br>OPEN  | With S's<br>OPEN   | With C's<br>GUARDED  |  |
|---|---|--|--|--|
| Maintain Openness   | Increase Openness   | Increase Openness  | Maintain Openness  |  |
| <ul> <li>Get Right to the Task, address bottom line</li> <li>Keep to the Agenda</li> <li>Don't waste time</li> <li>Use businesslike language</li> <li>Convey Acceptance</li> <li>Listen to their suggestions</li> </ul> | <ul> <li>Share feelings, show more emotion</li> <li>Respond to expression of their feelings</li> <li>Pay Personal compliments</li> <li>Be willing to digress from the agenda</li> </ul> | <ul> <li>Take time to develop the relationship</li> <li>Communicate more, loose up and stand closer</li> <li>Use friendly language</li> <li>Show interest in them</li> <li>Offer private acknowledgements</li> </ul> | <ul> <li>Maintain logical, factual orientation</li> <li>Acknowledge their thinking</li> <li>Down play enthusiasm and body movement</li> <li>Respond formally and politely</li> </ul> |  |

# **To Modify Pace and Priority**

# **PACE**

| With D's<br>FASTER   | With I's<br>FASTER   | With S's<br>SLOWER   | With C's<br>SLOWER  |  |
|--|--|--|---|--|
| Maintain Pace  | Maintain Pace  | Decrease Pace  | Decrease Pace   |  |
| <ul> <li>Be prepared, organized</li> <li>Get to the point quickly</li> <li>Speak, move at a faster pace</li> <li>Don't waste time</li> <li>Give undivided time and attention</li> <li>Watch for shifts in attention and vary presentation</li> </ul> | <ul> <li>Don't rush into tasks</li> <li>Get excited with them</li> <li>Speak, move at a faster pace</li> <li>Change up conversation frequently</li> <li>Summarize details clearly</li> <li>Be upbeat, positive</li> <li>Give them attention</li> </ul> | <ul> <li>Develop trust and credibility over time, don't force</li> <li>Speak, move at a slower pace</li> <li>Focus on a steady approach</li> <li>Allow time for follow through on tasks</li> <li>Give them step-by-step procedures/instructions</li> <li>Be patient, avoid rushing them</li> </ul> | <ul> <li>Be prepared to answer questions</li> <li>Speak, move at a slower pace</li> <li>Greet cordially, and proceed immediately to the task (no social talk)</li> <li>Give them time to think, don't push for hasty decisions</li> </ul> |  |

# **PRIORITY**

| With D's<br>TASK  | With I's<br>PEOPLE  | With S's<br>PEOPLE  | With C's<br>TASK   |  |  |
|---|---|---|--|--|--|
| Maintain Focus  | Adapt Focus   | Adapt Focus   | Maintain Focus   |  |  |
| <ul> <li>Get right to the task</li> <li>Provide options and let them decide</li> <li>Allow them to define goals and objectives</li> <li>Provide high-level follow up</li> </ul> | Make time to socialize     Take initiative to introduce yourself or start conversation     Be open and friendly, and allow enthusiasm and animation     Let them talk     Make suggestions that allow them to look good     Don't require much follow-up, details, or long-term commitments | <ul> <li>Get to know them personally</li> <li>Approach them in a friendly, but professional way</li> <li>Involve them by focusing on how their work affects them and their relationships</li> <li>Help them prioritize tasks</li> <li>Be careful not to criticize personally, keep it specific and focused</li> </ul> | <ul> <li>Be prepared with logic and practicality</li> <li>Follow rules, regulation and procedures</li> <li>Help them set realistic deadlines and parameters</li> <li>Provides pros and cons and the complete story</li> <li>Allow time for sharing of details and data,</li> <li>Be open to thorough analysis</li> </ul> |  |  |

# **Adapting in Different Situations: AT WORK**

#### **DOMINANT STYLE**

#### **HELP THEM TO:**

- More realistically gauge risks
- Exercise more caution and deliberation before making decisions
- Follow pertinent rules, regulations, and expectations
- Recognize and solicit others' contributions
- Tell others the reasons for decisions
- Cultivate more attention/responsiveness to emotions

#### **INFLUENCING STYLE**

#### **HELP THEM TO:**

- Prioritize and organize
- See tasks through to completion
- View people and tasks more objectively
- Avoid overuse of giving and taking advice
- Write things down

#### **STEADY STYLE**

#### **HELP THEM TO:**

- Utilize shortcuts and discard unnecessary steps
- Track their growth
- Avoid doing things the same way
- Realize there is more than one approach to tasks
- Become more open to some risks and changes
- Feel sincerely appreciated
- Speak up and voice their thoughts and feelings

#### **CONSCIENTIOUS STYLE**

#### **HELP THEM TO:**

- Share their knowledge and expertise with others
- Stand up for themselves with the people they prefer to avoid
- Shoot for realistic deadlines and parameters
- View people and tasks less seriously and critically
- Balance their lives with both interaction and tasks
- Keep on course with tasks, less checking
- Maintain high expectations for high priority items, not everything

# **Adapting in Different Situations: IN SALES AND SERVICE**

#### **DOMINANT STYLE**

- Plan to be prepared, organized, fast-paced, and always to the point
- Meet them in a professional and businesslike manner
- Learn and study their goals and objectives what they want to accomplish, how they currently are motivated to do things, and what they would like to change
- Suggest solutions with clearly defined and agreed upon consequences as well as rewards that relate specifically to their goals
- Get to the point
- Provide options and let them make the decision, when possible

#### **INFLUENCING STYLE**

- Take the initiative by introducing yourself in a friendly and informal manner and be open to new topics that seem to interest them
- Support their dreams and goals
- Illustrate your ideas with stories and emotional descriptions that they can relate to their goals or interests
- Clearly summarize details and direct these toward mutually agreeable objectives and action steps
- Provide incentives to encourage quicker decisions
- Give them testimonials

#### **STEADY STYLE**

- Get to know them more personally and approach them in a non-threatening, pleasant, and friendly, but professional way
- Develop trust, friendship, and credibility at a relatively slow pace
- Ask them to identify their own emotional needs as well as their task or business expectations
- Get them involved by focusing on the human element... that is, how something affects them and their relationships with others
- Avoid rushing them and give them personal, concrete assurances, when appropriate
- Communicate with them in a consistent manner on a regular basis

#### **CONSCIENTIOUS STYLE**

- Prepare so that you can answer as many of their questions as soon as possible
- Greet them cordially, but proceed quickly to the task; don't start with personal or social talk
- Hone your skills in practicality and logic
- Ask questions that reveal a clear direction and that fit into the overall scheme of things
- Document how and why something applies
- Give them time to think; avoid pushing them into a hasty decision
- Tell them both the pros and cons and the complete story
- Follow through and deliver what you promise

# **Adapting in Different Situations: IN SOCIAL SETTINGS**

#### **DOMINANT STYLE**

- Let them know that you don't intend to waste their time
- Convey openness and acceptance of them
- Listen to their suggestions
- Summarize their achievements and accomplishments
- Give them your time and undivided attention
- Appreciate and acknowledge them when possible

#### **INFLUENCING STYLE**

- Focus on a positive, upbeat, warm approach
- Listen to their personal feelings and experiences
- Respond openly and congenially
- Avoid negative or messy problem discussions
- Make suggestions that allow them to look good
- Don't require much follow-up, detail or long-term commitments
- Give them your attention, time and presence

#### **STEADY STYLE**

- Focus on a slower-paced, steady approach
- Avoid arguments and conflict
- Respond sensitively and sensibly
- Privately acknowledge them with specific, believable compliments
- Allow them to follow through on concrete tasks
- Show them step-by-step procedures
- Behave pleasantly and optimistically
- Give them stability and minimum of change

#### **CONSCIENTIOUS STYLE**

- Use a logical approach
- Listen to their concerns, reasoning, and suggestions
- Respond formally and politely
- Negative discussions are OK, so long as they aren't personally directed
- Privately acknowledge them about their thinking
- Focus on how pleased you are with their procedures
- Solicit their insights and suggestions
- Show them by what you do, not what you say

# **Adapting in Different Situations: IN LEARNING ENVIRONMENTS**

#### **DOMINANT STYLE**

- Likes to learn quickly; may be frustrated with a slower pace
- Has own internal motivation-clock, learns for their own reasons, not for anyone else's reasons
- May like to structure their own learning design
- Does okay with independent self-study
- Defines own goals
- May have a short attention span

#### **INFLUENCING STYLE**

- Likes learning in groups
- Interacts frequently with others
- Responds to extrinsic motivation, praise, and encouragement
- Needs structure from the facilitator; may lose track of time
- Needs "what to do" and "when to do it"
- May exceed deadlines if left on their own and learning may be completed late

#### **STEADY STYLE**

- Accepts a balance between individual and group work
- Shows patience with detailed or technical processes
- Likes journaling and follow-through
- Prefers explicit instructions
- Wants to know the performance outcomes and expectations
- May need help in prioritizing tasks if a long assignment; may take criticism personally

#### **CONSCIENTIOUS STYLE**

- Prefers individual work over group interaction
- Accepts more impersonal training, such as remote or on-line
- Has high expectations of their own performance
- Will structure their own activities only with explicit goals and outcomes established
- Emphasizes details, deep thinking, and theoretical bases for the learning
- May get overly bogged down in details, especially if the learning climate is pressured

# **Application Activities**

#### **Adaptability Practice**

Spend some time with people at home and at work that you know and trust who are different styles than you. Explore ways to communicate more effectively with them. Ask for support and feedback as you try new ways to communicate. Remember- tell them this is a skill you are building so they aren't surprised when you are behaving differently and can provide helpful feedback!

- Practice Identifying their style based on observable behavior
- Practice Modifying your Directness and Openness in conversation with them
- Practice Modifying your Pace and Priority
- Ask for feedback on your effectiveness in communicating with them
- Take some time to reflect on your experience and what worked or didn't work for you and for them
- **Consider** what you should repeat, and what you need to modify further to communicate as effectively as possible.

As you begin feeling more comfortable with adaptability and the needs of each style, try it with others!

## **Adaptability Activity**

Select a relationship in which things have not gone as smoothly as you would like. Make a commitment to take the time to gain an understanding of the other person's behavioral style and take a few steps to adapt your behavior to improve the relationship.

1

Identify the behavioral style of the other person using the 2 Power Questions:

- Are they <u>DIRECT</u> or <u>INDIRECT</u> in their communication?
- Are they <u>GUARDED</u> or <u>OPEN</u> in their communication?
- Brush up on their style and look at ways to adapt your Directness and Openness when working with them.
- To further understand the tension that may exist in the relationship, notice the difference in preference in pace and priority and modify accordingly.
- Practice approaching them in the way you think **THEY want to be treated.** Remember, it may feel uncomfortable at first, but with practice and dedication to adapting, you will be amazed at the difference.

# **Tension Among the Styles Exercise**

Even if you have the highest regard toward a person, tension can exist in a relationship where styles are different. If this is behavior related, applying The Platinum Rule® - Treat others the way THEY want to be treated – may be helpful. Complete this exercise to gain insights on how to improve tense relationships. If you feel comfortable, you may discuss with the other person things you can do to ease the tension.

| RELATIONSHIP 1 | RELATIONSHIP 2 |
|----------------|----------------|
| Name:          | Name:          |
| Style:         | Style:         |
| Pace:          | Pace:          |
| Priority:      | Priority:      |
| Difference:    | Difference:    |
| Strategy:      | Strategy:      |
|                |                |
|                |                |

## **Create a DISC POWER TEAM**

Wouldn't it be amazing to have a DISC POWER TEAM where all members brought their best strengths to the table, and each of our challenges could be supported by someone who was skilled in the areas we struggle?

Considering the strengths and workplace behaviors for each style, who would be an ideal DISC POWER TEAM Member?

|                        | DOMINANT STYLE                       | INFLUENCING<br>STYLE                     | STEADY<br>STYLE                         | CONSCIENTIOUS STYLE                      |
|------------------------|--------------------------------------|--|---|--|
| STRENGTHS              | Supervising<br>Leading<br>Pioneering | Persuading<br>Motivating<br>Entertaining | Listening<br>Teamwork<br>Follow-through | Planning<br>Systemizing<br>Orchestration |
| WORKPLACE<br>BEHAVIORS | Efficient<br>Busy<br>Directive       | Interacting<br>Active<br>Personal        | Friendly<br>Purposeful<br>Sincere       | Formal<br>Functional<br>Structured       |
| TEAM MEMBER            |                                      |  |   |  |

For an upcoming project, consider how your DISC POWER TEAM could accomplish greatness!

- Assign responsibilities based on strengths
- Determine what opportunities or challenges exist or may come up
- Give each Team Member the opportunity to showcase their skills and experience
- Check in regularly and discuss as a team how it's going
- Provide feedback regarding roles, strengths, needs, and any additional support required

#### So Now What?

This report is filled with information about each of your four learning style categories. Now you have a learning profile that will truly help you understand your own unique learning style patterns.

There are many suggestions in each of the four sections of this report, presenting opportunities for you to apply this valuable information. Take the next action steps required to make improvements in the specific learning styles sections most important to you and your success.

Do not put this report on a shelf or in a file. You have the opportunity to use this information to open a meaningful dialogue with others and improve the way you learn new information. Use this report as a reference tool. It contains a lot of information and it wasn't designed to be digested in a single reading.

Have fun making the minor changes in the way you attend, translate, relate and understand new material and immediately experience improved results. You will be pleasantly surprised!

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