





performance through people

DISC Profile Report

Max Boath

5/28/2021

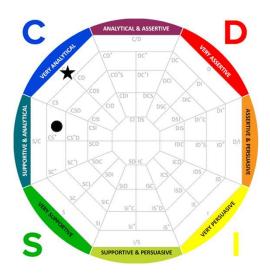




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Introduction to the DISC Profile Report

Congratulations on your decision to take this DISC Profile.

The DISC Profile is an online assessment to support you in your personal and professional development. You can use this Profile to further develop self-awareness of your behaviors in your work environment. Using this information enables you to be more effective with your communication and build stronger relationships with staff, management, clients and others you interact with. You also have a deeper understanding of your motivation, strengths and areas for development. It is specifically designed to enable you to take the next step in your professional development.

The Team 8 DISC Profile is founded on the internationally recognized and respected work of Dr Tony Alessandra and DISC Profiling Theory. DISC Profiles have been in use since 1928 and millions of profiles are completed by business managers every year. The profiles provide you with a performance improvement tool which is easily interpreted, practical and most importantly, is easy to remember and apply.

This report does not deal with values or judgments. It focuses on patterns of external, observable behaviors exhibited in your current environment. In summary, the report accurately describes how you <u>act</u> and makes recommendations on how to improve your personal performance.

HOW TO USE THIS PROFILE REPORT

Firstly, read this entire report and make highlighter notes as you go along. <u>We highly recommend you</u> <u>complete the Summary of your DISC Style on page 17</u> of this report as it becomes a useful tool and you can easily share this one-page summary with others, if you choose to.

For your convenience, this report is divided into three parts:

- Part I focuses on understanding you within your role and your DISC style characteristics. It also offers strategies for increasing your personal and professional effectiveness. It is important to note that there is no "best" behavioral style. Each style has its unique strengths and opportunities for improvement. As well, each style has its own limitations. Knowing what your strengths and limitations are, enables you to produce more consistent, higher level work performance and results. The most successful and effective people know what they do best and where they need to improve. Most people are very eager to jump straight into the information about their own personal profiles so this is what we've done with Part I of this report.
- Part II provides valuable background and reference materials about DISC. Using this information you can begin to identify likely behavioral styles of others you work with. Knowing this information can help you build more productive relationships with them. There are also action plans provided we recommend that you share these action plans with others too. This can greatly enhance each of those relationships.
- **PART III includes feedback from those you invite as 'observers'.** As part of your DISC profile, you are able to invite observers to complete an assessment questionnaire about you, as they see you in your role. This is valuable 360 degree feedback. It is completely optional and at your control as to who to invite. Please refer to your online account for more information.

BEHAVIORAL STYLES

Historical and contemporary research reveals more than a dozen models of our behavioral differences, but many share one common thread: the grouping of behavior into four basic categories. **DISC theory focuses on patterns of external, observable behaviors** using scales of directness and openness that each style exhibits. Because **we can see and hear these external behaviors, it becomes much easier to "read" people**. The four categories are: **D is for Dominance, I is for Influence, S is for Steadiness and C is for Conscientious.**

| 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 |

ADAPTED AND NATURAL STYLES

Within this DISC Profile, we refer to your Adapted Style and your Natural Style patterns:

- Adapted Style: This is your self-perception of the way you believe you behave in your role within the context of your current environment. This behavior may change in different environments, situations and roles. For example, you responded to this assessment with a work focus and your Adapted Style could be different if you responded with a family focus. It makes sense that the behavior required to be successful in your role may and could be vastly different to the behaviors required to be a contributing member of your family.
- Natural Style: This is your self-perception of the "real you", your instinctive behaviors and motivators. These are behaviors you are most likely to exhibit when in situations you perceive as being stressful or in situations where you can simply do as you choose without having to please or consider anyone else. The reason this is described as the real you, is in the times just mentioned, our reaction and thinking times are either dramatically reduced or we literally do not have to think about adapting ourselves to suit anyone else. Hence, the real you emerges. This Natural Style tends to be fairly consistent even in different environments, that is, in and outside of your current role.

ADAPTABILITY

In addition to understanding your DISC style, this report identifies ways you can apply your style strengths or modify your style weaknesses in order to meet the needs of others, build productive relationships and to create better outcomes in diverse situations. This is called adaptability. Social scientists call it "social intelligence". There has been a lot written lately on how your social intelligence is just as important as your Intelligence Quotient (IQ) in being successful in today's world. In some cases, social intelligence is even more important than IQ. The concept of adaptability is discussed in detail in Part II of this report.

BACKGROUND TO DISC THEORY

We mentioned earlier that the DISC model is a measure of observable human behaviors. What do we mean by behaviors? Think of them as the delivery vehicle we use to transmit our ideas, concepts and most importantly, our decisions to other people. The DISC model has been used over 50 million times and has been found to be very accurate in its ability to reflect how we prefer to interact with others. Everyone possesses some degree of each of these 4 primary behavioral styles. The intensity of each factor and how they combine and interact with each other define our unique behavioral style.

The four behavioral styles measured by the DISC model are:



1. Dominance

Dominance (D style) measures and identifies how assertively an individual prefers to deal with the PROBLEMS they encounter. Someone with a "high D" will actively pursue and attack problems, while someone with a "low D" will be more reserved and conservative in tackling difficult, problematic and confrontational issues. Individuals who plot in the upper right "D" Dominant quadrant of the behavioral diamond will typically exhibit a more assertive, direct, guarded and results oriented behavioral style.

2. Influence (Extroversion)

The Influence (I style) measures and identifies how an individual prefers to deal with the **PEOPLE they encounter.** Someone with a "high I" will be outgoing, seek personal connections and enjoy frequent interactions with others while someone with a "low I" will be more introverted, more reserved and less inclined to initiate new personal connections and interactions with others. Individuals whose integrated plot is in the lower right "I" Influence/Extroversion quadrant of the behavioral diamond will typically exhibit a more people oriented, direct but open behavioral style.

3. Steadiness (Patience)

The Steadiness (S style) measures and identifies how an individual prefers to deal with the ACTIVITY LEVEL or PACE of their daily agenda. Someone with a "high S" will exhibit a great deal of patience and prefers a stable, focused and consistent workload preferring not to frequently shift gears and alter direction mid-stream. Someone with a "low S" exhibits strong urgency or low patience and prefers a fast-paced, rapid fire, multi-tasked agenda that offers active, change-oriented and spontaneous options. Individuals whose integrated plot is in the lower left "S" Steadiness/Patient quadrant of the behavioral diamond will typically exhibit a more indirect but open, patient and team-focused behavioral style.

4. Conscientious or Compliance (Following the Rules)

The Conscientious/Compliance (C style) measures and identifies how an individual prefers to deal with the RULES, attention to detail, accuracy and data. Someone with a "high C" will insist on accuracy, reliable facts, precision and high standards. Someone with a "low C" will tend to question the rules, can be quite independent, opinionated and may favor emotional persuasion over logical data. Individuals plotting in the upper left "C" Conscientious/Compliant quadrant will typically exhibit a more indirect and guarded, data focused detailed and analytical behavioral style.

Part I Understanding You in Your Role

General Behavioral Characteristics

- Your Adapted Style (how you think you should behave) indicates you tend to use the behavioral traits of the C style(s) in your current role.
- Your Natural Style (the "real you") indicates that you naturally tend to use the behavioral traits of the **CS** style(s).

The narration below serves as a general overview of your behavioral tendencies in your current environment. It sets the stage for the report which follows, and provides a framework for understanding, reflecting on and applying your results. We've occasionally provided key improvement ideas throughout this report. This is so you can leverage your strengths whenever possible to maximize your personal career goals and successes.

You are very conscientious and attentive to follow through in working on detailed projects and complex assignments. Others on the team can depend on you and the efforts you provide to make the project a success. Some on the team may not realize all of the work you have done, and all the thought you have given to the project, because much of it might have been done behind the scenes. To maintain your own sense of accomplishment, be certain that others on the team know what you're doing for them in the background. Your modesty may make this a challenge, but you should always find a time and place to make sure your efforts are being recognized.

Max, your motto could be, "There is a right way and a wrong way to complete all projects. Let's complete it the right way." You score like those who read instructions on new appliances and computers. Whether at home or at the office, you like to do things correctly. When writing, rarely do you have the need for spell-checking or proofreading for grammar.

You tend to evaluate others by how well they implement and execute procedures, standards, and quality action. You hold others accountable to the same high standards that you maintain for yourself. Those who demonstrate these high standards (as you know, they are somewhat rare) are individuals that you will tend to hold in esteem.

You tend to make decisions slowly and carefully, only after consideration of all variables and input from others. Of the many patterns of behavioral styles, your scores put you among a minority of the population (a positive minority) who show the trait of careful and deliberate decision making when it comes to important decisions. We specify "important," because you may make routine decisions rather rapidly.

You like your space to be neat and well-organized. When the workspace is clean and clutter-free, you are more able to focus clearly on the project at hand.

Your score pattern indicates that you tend to maintain a keen awareness of time. You tend to be on time or early for appointments, and expect the same consideration of your time from others. It annoys you when certain people are perpetually late, or when meetings drag on with no assigned time to end.

You take calculated, educated risks only after a thoughtful analysis of the facts and data, and after you have examined all options and potential outcomes. This is a strength. However, when the team has a deadline, you could be perceived as a bottleneck to the process. Not maliciously, but because you want to analyze the facts and data and determine all possible outcomes as a result of a decision. Be aware of this, and be prepared to abbreviate the analysis a bit when the clock is ticking.

You tend to judge others by objective standards, and prefer to be evaluated by specific criteria, preferably provided in writing. For you, things are more clear and well-defined when written down. When evaluation time comes, your preference is a list of specific criteria, or a performance measure that is specific and unambiguous.

YOUR STRENGTHS What You Bring to Your Role

You are likely to display your strength characteristics rather consistently. For the most part, these qualities tend to enhance your effectiveness within your role. The Work Style Tendencies also provide useful insights into your preferred behaviors (i.e. how you prefer to behave in your current role). **Highlight what you believe are your two most important strengths and the two most important work style tendencies and transfer them to the Summary of Your Style (on page 17).**

Your Strengths:

- You may be sought after by other members of the team because of your complete knowledge of processes and procedures.
- You provide an objective, reality-focused view of systems, procedures, and organizational operations.
- You are a strong guardian of quality-control standards and procedures.
- You are tactful in explaining ideas that may impact others on the team.
- You demonstrate a high degree of technical specialty and skill in your area of expertise.
- You have an excellent, considerate, analytical listening style.
- You are patient in working with others on the team and demonstrating detailed methods for completing a project.

Your Work Style Tendencies:

- You will take calculated, educated risks only after a thoughtful analysis of the facts and data, and after you have examined all options and potential outcomes.
- You appreciate an occasional word of reassurance from your supervisor or board, as long as it is sincere input.
- You are highly conscientious and can be relied on to follow through on detailed projects and complex assignments.
- You persuade others on the team by careful attention to detail, and through facts, data, and logic.
- You may get bogged down in details due to your tendency to keep the "data gate" open too long. You always worry that there may be more information forthcoming that can impact the direction of the decision.
- On work-related projects, you tend to be restrained and reticent with your emotions. You may not be openly verbal at a team or organizational meeting unless asked for input, or if the topic is of high personal importance.
- You give careful consideration to all variables and input on a project. This process may take a bit more time, but it will yield a quality outcome.



Adapted Natural

YOUR MOTIVATIONS Your Wants & Needs

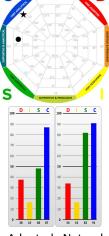
Everybody is motivated...however; they are motivated for their own reasons, not somebody else's reasons.

For example, some people are most motivated to achieve results. Others are most motivated to build relationships. Others are motivated to perfect the systems within their work or technique of their craft. Others are more motivated to be part of an energetic company or team. The list is endless. Suffice to say, understanding your motivation strategies enables you to achieve a motivated state more often. This is critical for those in highly visible and/or management positions as you are expected to role model successful behaviors to others.

Highlight what you think are your two most important motivators (wants) and transfer them to the Summary of Your Style (on page 17).

You Tend to Be Motivated By:

- Having sufficient time to adjust to change, so as not to disrupt systems or processes.
- The assurance that changes are made thoughtfully, carefully, and only when proven to be necessary.
- Work projects of a highly specialized nature that support your natural curiosity and detail orientation, as well as allow you to demonstrate your skill and competence.
- A home life that is supportive of work demands.
- Appreciation for the competence and work ethic demonstrated over the long haul.
- Inclusion as a part of the group in social functions.
- The knowledge that the products and services offered are of the highest quality.



Adapted Natural

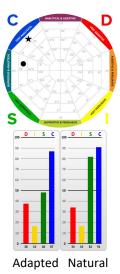
YOUR MOTIVATIONS Your Wants & Needs (continued)

All of our behaviors are driven by our needs. Each behavioral style has different needs or drivers to be met. All of our behavior is simply an attempt to meet our individual needs. Of course it is critical each person understands what their real needs are and how to have them met in a positive, sustainable and emotionally productive manner. The more fully our needs are met, the easier it is to perform at an optimal level. You can discuss with others what your needs are and how you think it is best to meet them. This understanding helps build stronger bonds between you and those you work with.

Highlight your two most important needs and transfer them to the Summary of Your Style (on page 17).

People Like You Tend to Need:

- Increased urgency in making decisions. To be able to shut the data gate and make a decision based on the information currently available.
- Increased authority to delegate routine tasks and procedures to a reliable and trustworthy support staff, especially when the work culture is under pressure.
- Reassurance that your contributions are significant to the success of the team.
- A method to be introduced to new groups of people or business associations.
- Greater participation in team efforts and activities which would provide you with a broader perspective and greater ability to see the "big picture."
- Sufficient time for effective planning, especially prior to change.
- An increased urgency to take advantage of opportunities.



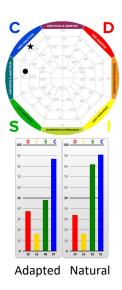
YOUR MOTIVATIONS Ideal Working Environment

By understanding your motivations, you can create an environment where you are most likely to be selfmotivated.

Highlight the two most important environment factors and transfer them to the Summary of Your Style (on page 17).

You Tend to be Most Effective in Work Environments that provide:

- Activities that can be monitored from beginning to end.
- A workplace relatively free of interpersonal conflict and hostility.
- Highly specialized assignments and technical areas of responsibility.
- A secure work situation.
- Sufficient time to adjust to changes in workplace procedures.
- Support for your critical thinking skills, and encouragement to make decisions based on logic over emotion.
- Freedom from intensely pressured decisions.



The C's Behavior and Needs Under Stress

Under Stress You May Appear:

- Resistant to change
- Withdrawn
- Unable to meet deadlines
- Slow to begin work
- Slow to act

Under Stress You Need:

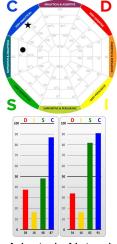
- Accuracy
- Guarantees that they are right
- Understanding of principles and details

Your Typical Behaviors in Conflict:

- C's appear to acquiesce to the demands of others and, thus, avoid conflict. In reality, however, C's are often just withdrawing to prepare for a future, probably covert, attempt to reestablish their position.
- C's tend to hold conflicts or conflicting views in their mind, looking for proof that they are right or a new valid way of looking at things that accommodates both points of view.
- Since C's tend to focus on quality and their own high standards, they may become demanding in order to ensure compliance.

Strategies to Reduce Conflict and Increase Harmony:

- Be sure to share the reasoning behind your decisions. Failure to do so makes them seem arbitrary.
- Include all the people involved with a project in your decision-making process. Ask for their suggestions as well as their data.
- Be more open with your friends and co-workers, sharing your feelings, needs and concerns with them.



Adapted Natural

Please note that the information on this page is more general as a description related to your highest DISC style score.

Communication Tips for Others

The following suggestions assist your peers, staff, management and others who interact with you. This information gives them an understanding of your communication preferences. Everyone has a unique communication style. For example, how do you like to be spoken to? To use this information effectively, share it with others. Find out and discuss their preferences also. The result of this is increased understanding and rapport. Importantly, in pressured situations there is less confusion and more productive action.

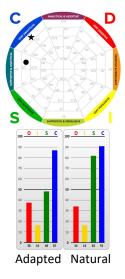
Highlight the two most important ideas when others communicate with you (do's & don'ts) and transfer them to the Summary of Your Style (on page 17).

When Communicating with Max, <u>DO</u>:

- Outline individual tasks and responsibilities in writing.
- Show sincere interest in Max as a person.
- Provide assurances about Max's input and decisions.
- Be sensitive to possible areas of disagreement, as Max may not be verbal about them.
- Ask "how" oriented questions to draw out Max's opinions.
- Be certain that individual responsibilities are clear, and that there are no ambiguities.
- Approach issues in a logical, straightforward, and factual way.

When Communicating with Max, **DON'T**:

- Offer promises that you can't keep.
- Rush the issues or the decision-making process.
- Fail to follow through. If you say you're going to do something, do it.
- Leave things up in the air, or decide by chance.
- Be rude, abrupt, or too fast-paced in your delivery.
- Offer assurances and guarantees that you can't fulfill.
- Leave an idea or plan without backup support.



Communication Plan with the **DOMINANT** Style

| CHARACTERISTICS: | SO YOU |
|---------------------------------------|---|
| 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 |

Communication Plan with the **INFLUENCING Style**

| CHARACTERISTICS | SO YOU |
|---|--|
| 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 |

Communication Plan with the **STEADY** Style

| CHARACTERISTICS | SO YOU |
|--|--|
| 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 perseverance | Compliment them for their steady follow-through |
| 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 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 appreciated | Acknowledge their easy-going manner and helpful efforts, when appropriate |

Communication Plan with the <u>CONSCIENTIOUS</u> Style

| CHARACTERISTICS | SO YOU |
|--------------------------------------|---|
| 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 |

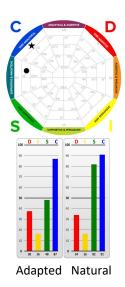
Potential Areas for Improvement

Everyone has some possible struggles, limitations or weaknesses. Oftentimes, it's simply an overextension of your strengths which become a weakness in various situations.

Highlight the two most important areas you are committed to improve upon and transfer them to the Summary of Your Style (on page 17).

Potential Areas for Improvement:

- You may sometimes overthink or overexert yourself on standard or routine procedures.
- You may tend to spend more time than necessary on certain details, for fear of being seen as underprepared.
- You could demonstrate more flexibility regarding new ideas and innovations.
- You may sometimes use facts, figures, and details as a "security blanket" to avoid confrontation or hostility.
- You could broaden your perspective by interacting with a wider variety of people.
- You may be perceived as slow in making decisions and tentative when it comes to making changes.
- You may be perceived by others as private, guarded, shy, and undemonstrative.



DISC Summary Page for Max Boath

Consistent high performance is directly related to knowing yourself well (self-awareness). Primarily, high performers, in all fields, understand themselves and those they work and interact with. Top performers build strong relationships. Complete the worksheet below from the previous pages of this report. Review this summary of your DISC profile and share it with those who matter the most in achieving your career goals and work results.

YOUR STRENGTHS: WHAT YOU BRING TO YOUR ROLE (from page 8)

| 1 |
|---|
| 2 |
| YOUR WORK STYLE TENDENCIES (YOUR PREFERRED BEHAVIORS) |
| 1 |
| 2 |
| YOUR MOTIVATIONS (WANTS) (from page 9) |
| 1 |
| 2 |
| YOUR NEEDS (from page 10) |
| 1 |
| 2 |
| IDEAL WORKING ENVIRONMENT (from page 11) |
| 1 |
| 2 |
| COMMUNICATION DO'S & DON'TS TIPS (from page 13) |
| 1 |
| 2 |
| POTENTIAL AREAS FOR IMPROVEMENT (from page 16) |
| |
| 1 2 |
| 2 |

EXTRA NOTES

Personal Review Questions

At the end of your survey, you were asked to answer three questions in your own words. Here are the responses you wrote.

What behaviors do you consider to be your strengths in relation to your role?

Deliberative decision-maker; strive for the best; adaptable and flexible; focused.

What behaviors do you consider to be your limitations in relation to your role?

Ideation; planning according to deadlines.

What behaviors do you commit to improve and what would the payoffs be when you make these improvements?

Compromising on direction and approach. Being a better listener of others' ideas. Being available to teammates whenever.

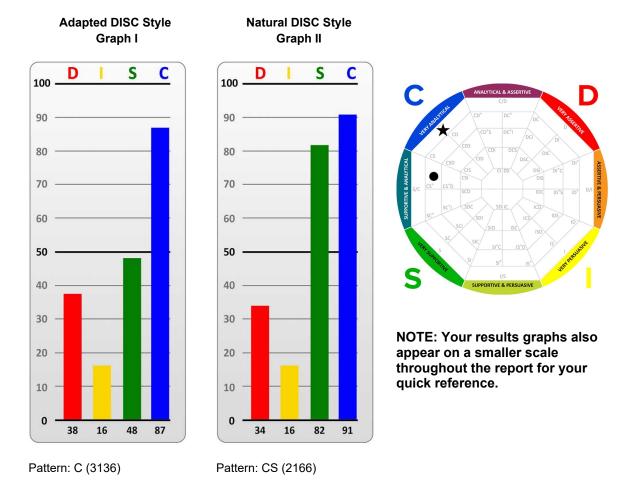
DISC Graphs for Max Boath

Your **Adapted Style** is your perception of the behaviors you think you should use in your current role. This graph may change when you change roles or situations.

• Your Adapted Style (Graph I below) indicates that you tend to use the behavioral traits of the C style(s). Note the highest bar(s) in the graph on the left hand side.

Your **Natural Style** is often a better indicator of the "real you" and your "knee jerk", instinctive behaviors. This is how you act when you feel very comfortable in an environment where you 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.

• Your Natural Style (Graph II below) indicates that you naturally tend to use the behavioral traits of the CS style(s). Note the highest bar(s) in the right hand side graph below.



The numbers under the graphs represent your scores in DISC order and dictate the adjectives highlighted on the 'Word Sketch' pages.

If the two graphs above are similar, it means that you tend to use your natural behaviors in your current role and don't adapt your behavior in any significant way. We see this regularly, just as we see differing levels of adaption (different graph 'shapes'). Anything is possible. The key focus is on whether you are achieving your desired results? In some instances, if your Adapted Style is significantly different from your Natural Style, this may cause stress if done over a long period of time as you are likely using behaviors that are not as comfortable or natural for you.

WORD SKETCH Adapted Style

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 <u>D</u>ominance of Problems, <u>Influence of other</u> People, <u>S</u>teadiness of Pace, or <u>C</u>onscientious to Procedures and Rules.

Note that the shaded groups of words match the four-digit numbers under the graphs on the previous page.

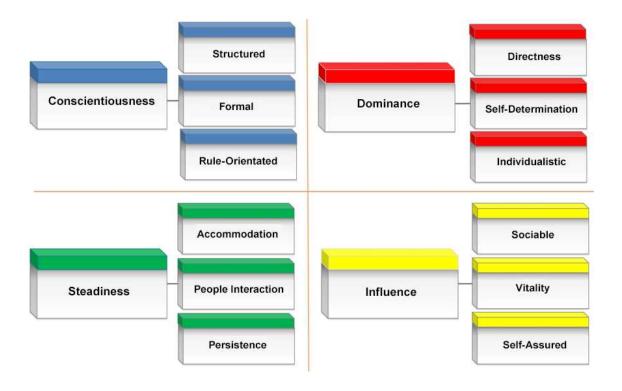
| | D | l I | S | С |
|------------|---|--|---|--|
| DISC Focus | Problems / Tasks | People | Pace (or Environment) | Procedures |
| Needs | Challenges to solve, Authority | Social relationships, Friendly environment | Systems, Teams, Stable environment | Rules to follow, Data to analyze |
| Emotion | 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 | adventurous risk-taker direct forceful | charming influential sociable trusting | consistent cooperative possessive relaxed | conscientious courteous focused high standards |
| 4 | assertive competitive determined self-reliant | confident friendly generous poised | composed deliberate stable steady | analytical diplomatic sensitive tactful |
| 3 | calculated risk moderate questioning unassuming | controlled discriminating rational reflective | alert eager flexible mobile | own person self-assured opinionated persistent |
| 2 | mild seeks consensus unobtrusive weighs pro/con | contemplative factual logical retiring | discontented energetic fidgety impetuous | autonomous independent firm stubborn |
| 1 | agreeing cautious conservative contemplative modest restrained | introspective pessimistic quiet pensive reticent | active change-oriented fault-finding impatient restless | arbitrary defiant fearless obstinate rebellious sarcastic |
| | restrained | suspicious | spontaneous | Sallasill |

WORD SKETCH Natural Style

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 \underline{D} ominance of Problems, Influence of other People, \underline{S} teadiness of Pace, or \underline{C} ompliance to Procedures and Rules.

You might find it useful to compare the difference between your Natural and Adapted Styles using the Word Sketch. Note that the shaded groups of words match the four-digit numbers under the graphs on page 19.

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



The 12 DISC Sub Patterns

For a more complete understanding of a person's overall behavior style, you can view how each of the primary four DISC factors combine to produce twelve different behavioral patterns, also known as DISC Sub Patterns.

Each of the DISC Sub Patterns has been assigned a specific descriptor to help you understand the behavior. The 12 DISC Sub Patterns in your report are ranked, according to your natural behaviors that are displayed most often, in most situations. They are ranked from most intense (meaning the degree to which that behavior is shown is strongest) to least intense. This unique ranking system of DISC Sub Patterns can also be used to compare other people's behavioral styles in a more in-depth way.

The five behavioral intensity levels, as denoted by the text within the square brackets next to each DISC Sub Pattern heading, range from Low (absent in most situations) to High (clearly displayed in most situations). The length of the black line on the scale underneath the DISC Sub Pattern heading shows the relative impact of that behavioral pattern on someone's overall observable behavioral style.

We recommend you add this powerful view to your tool kit and use it to assist you in understanding why and how people shape their communications and connections with other people.

Intensity Scoring Legend – DISC Sub Pattern intensity is a measure of how you will likely display the specific behavior when interacting and communicating with others in most situations

- Low Intensity Low Intensity scores indicate the ABSENCE of this behavior in MOST situations.
- Low Moderate Low Moderate Intensity scores are only SOMETIMES observable in SOME situations.
- **Moderate Intensity** Moderate Intensity scores do not mean "mild." Moderate means the behavior is flexible and <u>may or</u> <u>may not</u> become observable based upon the requirements of the specific situation.
- High Moderate High Moderate Intensity scores are frequently observable in many situations.
- **High Intensity** High Intensity scores will be clearly observable, displayed more often and seen in most situations.

1. The Formal Behavior (C/I) [High Intensity]

The Formal score measures the degree to which an individual operates within established protocols, hierarchies and systems. This DISC Sub Pattern is also very cautious in taking new or unplanned action. They have an intense dislike for mistakes and can be critical of other people's mistakes. High scores suggest greater reliance upon formal and established protocols for interacting with others. They are known to be risk averse. Low scores suggest informality in dealing with people and protocols, and the use of more emotional and persuasive strategies to build relationships, lead and influence others.

2. The People Interaction Behavior (S/I) [High Intensity]

The People Interaction score measures the degree to which a person's care, in crafting their words and interactions with others, is the main focus as opposed to the need to expressively engage and interact with others. This behavior prefers an abundance of time to analyze an interaction or situation prior to taking action. High scores reflect great care and thoughtfulness in their interactions. Low scores reflect a free-wheeling and confident belief that most, if not all, personal interactions can be handled on the fly with no planning needed.

3. The Structured Behavior (C/D) [High Moderate Intensity]

The Structured score reflects the degree for relying on established plans, procedures, systems and rules to guide their way in achieving results. This style seeks to avoid confrontation and will work towards finding solutions that are supported by others who work within the established guidelines. High scores favor a strong need to comply with established standards and adherence to rules, policies and practices. Low scores suggest a need to control events in order to more freely make progress without being constrained by established guidelines, plans and policies.

4. The Accommodation Behavior (S/D) [High Moderate Intensity]

The Accommodation score measures the degree to which an individual has capacity to work at a steady and slower pace (even when tolerating difficult and unfamiliar circumstances) and cooperate with others. High scores will reflect the capacity to persevere on tasks, and consider then support alternative solutions (not necessarily their own solutions) when working with others. Low scores reflect far less accommodation of other people's needs, amplified by a higher sense of urgency and "results now" focus. This sees those with low scores revert to a more individualistic approach.

5. The Directness Behavior (D/I) [Moderate Intensity]

The Directness score measures the degree to which a direct, non-personal approach to accelerate the achievement of results, is used. It reflects a capacity to prioritize tasks and clearly focus on outcomes, as opposed to a focus on relationships and the quality of the outcome. Ultimately, the result outweighs all else. High scores result in a willingness to engage in conflict situations, make difficult decisions and remain firm in supporting those decisions, even when others voice disapproval. Low scores reflect an emphasis on preferring harmony and if dealing with conflict to do so in an empathic and diplomatic style while focusing on relationships.

6. The Rule-Orientated Behavior (C/S) [Moderate Intensity]

The Rule-Orientated score measures the degree to which an individual operates within established structures, sticks to established plans, policies and rules, combined with a high degree of sense of urgency to take action. High scores reflect a desire to strive for fail-safe environments and structures, achieved through the accuracy of statistics and thoroughness of preparation with a sense of urgency of action. Low scores suggest a greater focus on steadiness, supporting current procedures, retaining the status quo, resisting change and working harmoniously with others.

7. The Persistence Behavior (S/C) [Moderate Intensity]

The Persistence score measures the degree to which a person's behavior does not challenge the status quo of relationships, roles and leadership within the team. Instead, they support current hierarchies, procedures and processes (such as established plans and strategies). High scores place a greater emphasis on group support which gives them a sense of security. Low scores reflect a need to make changes to people's roles and where needed, develop new strategies and standards.

8. The Sociable Behavior (I/D) [Moderate Intensity]

The Sociable score measures the degree of the person's outgoing (extroverted) verbal and non-verbal behaviors. It reflects the degree of willingness to accommodate, support and please others in order to build friendships which are important to them. It also identifies the interest in assisting others to succeed and achieve their goals. High scores reflect an emphasis on social interaction rather than routines and strict plans which will bore them. Low scores reflect a willingness to make difficult decisions, remain firm in supporting those choices and are energized by a focus on achieving results.

9. The Self-Determination Behavior (D/S) [Low Moderate Intensity]

The Self-Determination score measures the degree of a results-oriented drive, supported by an emphasis on urgency and action. This style combines the drive of a self-starter with a clear need to take actions and make changes to address problems, challenges and opportunities. High scores maintain consistent progress toward their goals with impatience toward those who do not keep pace with their personal timetable and agenda. Low scores do not exhibit high urgency and take their time to carefully consider their plans and actions before they act, often ensuring others are aligned before final action is taken.

10. The Individualistic Behavior (D/C) [Low Moderate Intensity]

The Individualistic score reflects the degree of an independent (they like to work alone), direct and fluid approach toward achieving their goals. This style tackles problems, challenges and opportunities best when they have freedom from controls such as plans, structures and others telling them what to do. High scores are not deterred by potential restraints or established procedures or plans as they pursue their goals and objectives. Low scores favor a strong adherence to plans, policy, rules and established practices in order to achieve critical outcomes.

11. The Vitality Behavior (I/S) [Low Intensity]

The Vitality score measures the degree to which an outwardly expressive style is used for interacting with others and the amount of energy expended whilst interacting. High scores reflect a free-wheeling, confident and engaging style that is interested in new ideas, making changes and the outgoing demonstration of that interest (high energy and enthusiasm). This behavior is likely to be a strong source of influence on others. Low scores reflect thoughtfulness and great care in considering their words, thinking prior to talking and also considering their actions to support steady progress towards a goal, without ever rushing.

12. The Self-Assured Behavior (I/C) [Low Intensity]

0......10........20.......30.......40.......50......60.......70.......80.......90.......100

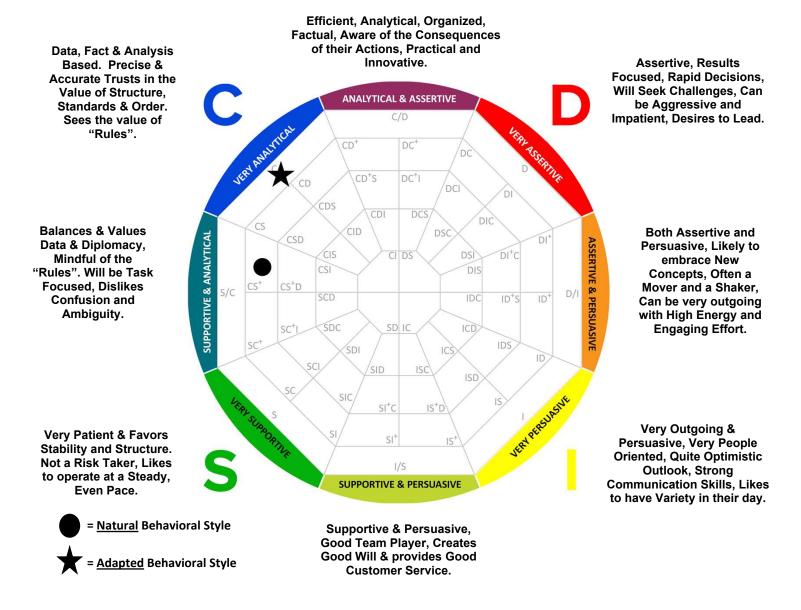
The Self-Assured score measures the degree to which an individual projects confidence in a variety of people-related situations. They often behave without complete regard to established social boundaries, rules and guidelines. High scores in this factor can sometimes lead to over confidence, willingness to improvise and take spontaneous actions (this means being unstructured and free flowing or even impulsive) rather than preparing in advance and following established plans and strategies. Low scores reflect a cautious and conscientious approach, based on the evidence contained in the relevant data such as statistics and analysis of previous experiences.

Behavioral Pattern View

Here is yet another way to view your DISC style. The Behavioral Diamond has eight behavioral zones. Each zone identifies a different combination of behavioral traits. The peripheral descriptors describe how others typically see people with your style. Plots on the outer edges of the diamond identify that one factor (DISC) of your style will dominate the other three. As you move towards the center of the diamond 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 is for Dominance: How you deal with Problems
I is for Influence/Extroversion: How you deal with Other People
S is for Steadiness/Patience: How you deal with your Activity Level and Pace
C is for Conscientious/Compliance/Structure: How you deal with the "Organization's Rules" as well as the focus on details, accuracy and precision



PART II Application of DISC

Understanding your own behavioral style is just the first step to enhancing your personal and professional effectiveness. All the knowledge in the world doesn't mean much if you don't know how to apply it in real life situations. That's what the rest of this report is all about.

To begin to use the power of behavioral styles, you also need to know how to apply the information to people and situations. Remember, people want to be treated according to their behavioral style, not yours.

THIS APPLICATION SECTION INCLUDES:

- Overview of the Four Basic DISC Styles
- How to Identify Another Person's Behavioral Style
- What is Behavioral Adaptability
- How to Modify Your Style
- Tension Among the Styles
- How to Adapt to the Different Behavioral Styles

This section will help you understand how to be more effective in your role, with your working relationships and situations. Good relationships can get better and challenging relationships may become good.

After reviewing the information, select a relationship in which things have not gone as smoothly as you would like. You might choose one of your colleagues or a more senior manager you work with. Make a commitment to at least 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. Here's how to do it:

Identify the behavioral style of the other person using the How to Identify Another Person's Behavioral Style section. You can read about their style in Overview of the Four Basic DISC styles. The section on What Is Behavioral Adaptability gives you an in-depth insight into what adaptability is, what it is not, and why it's so important to all your working relationships.

2 Once you know their style and preferences for directness and/or openness, you can use the **How to Modify Your Directness and Openness** section to adjust these areas when relating to this person. You will be amazed at the difference.

3 To further understand the tension that may exist in the relationship, you can refer to the Tension Among the Styles section and complete the Tension Among the Styles Worksheet. Being aware of the differences in preference in pace and priority, and modifying accordingly, can make a big difference in those tension-filled relationships.

And finally, the last section, **How to Adapt to the Different Behavioral Styles**, will give you suggestions when dealing with each of the four basic DISC styles.

Overview of the Four Basic DISC Styles

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 various situations.

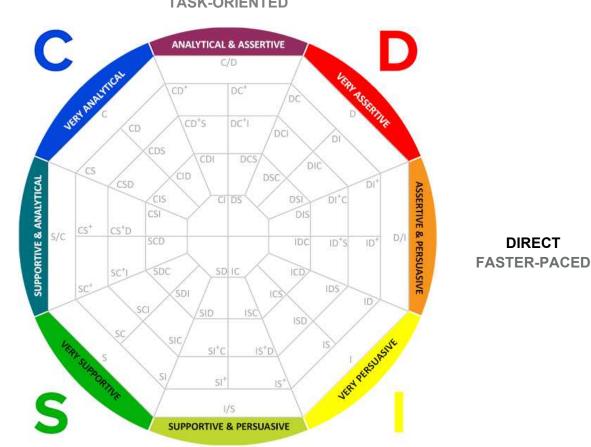
| | HIGH DOMINANT STYLE | HIGH INFLUENCING STYLE | HIGH STEADY STYLE | HIGH CONSCIENTIOUS STYLE |
|----------------------------------|--|---|--|---|
| PACE | Fast/Decisive | Fast/spontaneous | Slower/Relaxed | Slower/Systematic |
| PRIORITY | Goal | People | Relationship | Task |
| SEEKS | Productivity Control | Participation Applause | Acceptance | Accuracy Precision |
| STRENGTHS | Administration Leadership Pioneering | Persuading Motivating Entertaining | Listening Teamwork Follow-through | Planning Systemizing Orchestration |
| GROWTH AREAS | Impatient Insensitive to others Poor listener | Inattentive to detail Short attention span Low follow-through | Oversensitive Slows to begin action Lacks global perspective | Perfectionist Critical Unresponsive |
| FEARS | Being taken advantage of | Loss of social recognition | Sudden changes Instability | Personal criticism of their efforts |
| IRRITATIONS | Inefficiency Indecision | Routines Complexity | Insensitivity Impatience | Disorganization Impropriety |
| UNDER STRESS MAY BECOME | Dictatorial Critical | Sarcastic Superficial | Submissive Indecisive | Withdrawn Headstrong |
| GAINS SECURITY THROUGH | Control Leadership | Playfulness Others' approval | Friendship Cooperation | Preparation Thoroughness |
| MEASURES PERSONAL WORTH BY | Impact or results Track records and results | Acknowledgments Applause Compliments | Compatibility with others Depth of contribution | Precision Accuracy Quality of results |
| IN WORK ENVIRONMENT IS | Efficient Busy Structured | Interacting Busy Personal | Friendly Functional Personal | Formal Functional Structured |

How to Identify Another Person's Behavioral Style

How do you quickly and accurately identify each of the four behavioral styles in order to practice adaptability? You do this by focusing on two areas of behavior - DIRECTNESS and OPENNESS.

To identify the styles of other people, ask the questions on the following page. When you combine both scales (directness and openness), you create each of the four different behavioral styles. Individuals who have:

- guarded and direct behaviors are Dominant Styles; •
- direct and open behaviors are Influence Styles; .
- open and indirect behaviors are Steadiness Styles; and •
- indirect and guarded behaviors are Conscientious Styles. •



GUARDED

The Whole Picture

TASK-ORIENTED

INDIRECT **SLOWER-PACED**

OPEN **PEOPLE-ORIENTED**

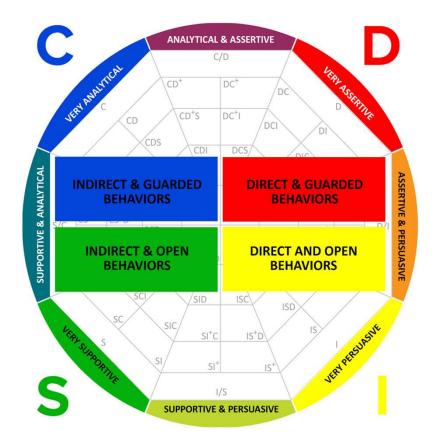
Recognizing Another Person's DISC Behavioral Style - Two Useful Questions:

1. Are they <u>DIRECT or INDIRECT</u> in their communications?

(Directness is the 1st Predictor of DISC Style. Direct plot on the right, Indirect on the Left).

2. Are they <u>GUARDED or OPEN</u> in their communications?

(Openness is the 2nd Predictor of DISC Style. Open plot 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 Styles

- I = Individuals who exhibit *direct & open behaviors* define the Influence/Extroverted Styles.
- S = Individuals who exhibit indirect & open behaviors define the Steadiness/Patient Styles.
- C = Individuals who exhibit *indirect & guarded behaviors* define the Conscientious/Compliant Styles.

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 diamond reflect **MORE INTENSITY** and those plotting closer to the center reflect a **MORE MODERATE INTENSITY** of both characteristics.

What is Behavioral Adaptability?

Adaptability is your willingness and ability to adjust your approach or strategy based on the particular needs of the situation or relationship at a particular time. It's something applied more to yourself (to your patterns, attitudes and habits) than to others.

No one style is naturally more adaptable than another. For any situation, the strategic adjustments that each style needs to make will vary. The decision to employ specific adaptability techniques is made on a case-by-case basis: 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. Adaptability concerns the way you manage your own behaviors.

You practice adaptability each time you slow down for a **C** or **S** style; or when you move a bit faster for the **D** or **I** styles. It 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** styles focus on facts or get right to the point with **D** or **C** styles. It means adjusting your own behavior to make other people feel more at ease with you and the situation.

Adaptability does not mean "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.

Adaptability is important to all successful relationships. People often adopt a different style in their work lives than they do in their social and personal lives. We tend to be more adaptable with people we know less. We tend to be less adaptable at home and with people we know well.

Adaptability at its extreme could make you 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.

Effectively adaptable people meet other people's needs and their own. Through practice, they are able to achieve a balance: strategically managing their adaptability by recognizing when a modest compromise is appropriate, or, when the nature of the situation calls for them to totally adapt to the other person's behavioral style, they do so. Adaptable people know how to negotiate relationships in a way that allows everyone to win. They are tactful, reasonable, understanding, and non-judgmental.

Your adaptability level influences how others judge their relationship with you. Raise your adaptability level and trust and credibility go up; lower your adaptability level and trust and credibility go down. Adaptability enables you to interact more productively with difficult people and helps you to avoid or manage tense situations. With adaptability you can treat other people the way THEY want to be treated.

How to Modify Your Directness and Openness

In some situations, you will only be able to identify another person's directness or openness, but not both. In these situations, you need to know how to practice adaptability, one behavioral dimension at a time. With that in mind, let's look at what you can do to modify YOUR level of Directness or Openness before looking at specific guidelines for being more adaptable with each of the four styles.

DIRECTNESS

TO INCREASE

- Speak, move and make decisions at a faster pace
- Initiate conversation and decisions
- Give recommendations
- Use direct statements rather than roundabout questions
- Use a strong, confident voice
- Challenge and tactfully disagree, when appropriate
- Face conflict openly, but don't clash with the person
- Increase your eye contact

TO DECREASE:

- Talk, walk and make decisions more slowly
- Seek and acknowledge others' opinions
- Share decision-making
- Be more mellow
- Do not interrupt
- When talking, provide pauses to give others a chance to speak
- Refrain from criticizing, challenging or acting pushy
- When disagreeing, choose words carefully

OPENNESS

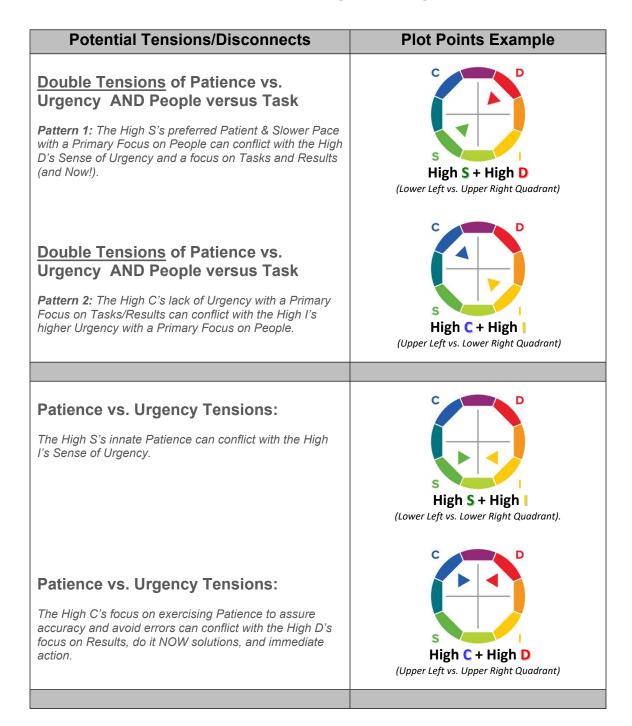
TO INCREASE

- Share feelings; show more emotion
- Respond to the expression of others' feelings
- Pay personal complements
- Take time to develop the relationship
- Use friendly language
- Communicate more; loosen up and stand closer
- Be willing to digress from the agenda

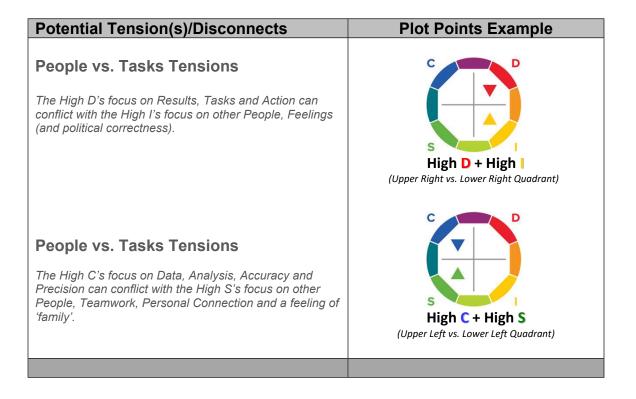
TO DECREASE:

- Get right to the task the bottom line
- Maintain more of a logical, factual orientation
- Keep to the agenda
- Do not waste the other person's time
- Do not initiate physical contact
- Downplay your enthusiasm and body movement
- Use more "business-like" or professional language

Tension Among the Styles



Tension Among the Styles (continued)



Tension Among the Styles WORKSHEET

Everybody has a few tension-filled relationships. You may have the highest regard toward the person, yet it seems no matter what you do, your interactions can be stressful. If this is behavior related, applying The Platinum Rule - Treat others the way THEY want to be treated - may be helpful. Complete this worksheet to gain insights on how to improve the relationship.

First, refer to the section on How to Identify Another Person's Style and determine their primary behavioral style. Then refer to the **Tension Model** to identify their pace and priority preferences. Next, see which preferences are different than yours and note the strategy you will take to modify your behavior. If both preferences are the same as yours, then determine where you will allow their needs to be placed above yours. A little give and take will go a long way.

| JANE DOE'S INFORMATION STYLE: C PACE: Slower-paced PRIORITY: Goal/Task-oriented | RELATIONSHIP Name: John Doe Style: High I Pace: Faster-paced Priority: People-oriented Difference: Pace and Priority Strategy: Be more personable, social, upbeat, and faster-paced with John |
|--|--|
| RELATIONSHIP 1 Name: Style: | RELATIONSHIP 2 Name: Style: |

| Name: | |
|-------------|-------------|
| Style: | Style: |
| Pace: | Pace: |
| Priority: | Priority: |
| Difference: | Difference: |
| Strategy: | Strategy: |
| | <u> </u> |
| | |
| | |

How to Adapt to the **DOMINANT** Style

They're <u>time-sensitive</u>; so don't waste their time. Be organized and get to the point. Give them relevant information and options, with probabilities of success. Give them written details to read at their leisure — all on a single page.

The Dominant Styles are <u>goal-oriented</u>, so appeal to their sense of accomplishment. Stroke their egos by supporting their ideas and acknowledge their power and prestige. Let the D Style call the shots (if possible, or at least feel like they are). If you disagree, argue with facts, not feelings. In groups, allow them to have their say because they are not the type who will take a back seat to others.

With the D Style, in general, be efficient and competent.

WHEN WORKING WITH THEM, 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

AT IMPORTANT MEETINGS...

- Plan to be prepared, organized, fast-paced, and always to the point
- Meet them in a professional 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

IN SOCIAL OR OTHER SETTINGS...

- 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

How to Adapt to the INFLUENCING Style

The Influencing Styles thrive on <u>personal recognition</u>, so pour it on sincerely. Support their ideas, goals, opinions and dreams. Try not to argue with their pie-in-the-sky visions; <u>get excited about them</u>.

The Influencing Styles are <u>social-butterflies</u>, so be ready to flutter around with them. A strong presence, stimulating and <u>entertaining conversation</u>, jokes and liveliness will win them over. They are <u>people-oriented</u>, so give them <u>time to socialize</u>. Avoid rushing into things without first a friendly chat.

With the I Styles, in general, be interested in them.

WHEN WORKING WITH THEM, HELP THEM TO...

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

AT IMPORTANT MEETINGS...

- Show that you're interested in them, let them talk, and allow your animation and enthusiasm to emerge
- 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 or examples of others' successes

IN SOCIAL OR OTHER SETTINGS...

- 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

How to Adapt to the **STEADY Style**

They are <u>relationship-oriented</u> and want warm and fuzzy relationships, so <u>take things slow</u>, <u>earn their</u> <u>trust</u>, support their feelings, and <u>show sincere interest</u>. Talk in terms of feelings, not facts. The Steady Styles don't want to ruffle feathers. They want to be assured that everyone will approve of them and their decisions. Give them time to solicit others' opinions. Never back a Steady Style into a corner. It is far more effective to apply warmth to get this chicken out of its egg than to crack the shell with a hammer.

With the S Style, in general, be non-threatening and sincere.

WHEN WORKING WITH THEM, 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 things
- Become more open to some risks and changes
- Feel sincerely appreciated
- Speak up and voice their thoughts and feelings
- Modify their tendency to automatically do what others tell them
- Get and accept credit and praise, when appropriate

AT IMPORTANT MEETINGS...

- 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 work 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

IN SOCIAL OR OTHER SETTINGS...

- 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

How to Adapt to the <u>CONSCIENTIOUS</u> Style

They are <u>time-disciplined</u>, so be sensitive to their schedules. They <u>need details</u>, so give them data. They are task-oriented; so don't expect to become their friend before working with them. Friendship may develop later, but, unlike the Influencing Styles, it is not a prerequisite.

Support the Conscientious Styles in their <u>organized</u>, thoughtful approach to problem solving. Be <u>systematic</u>, <u>logical</u>, <u>well</u> prepared and <u>exact</u> with them. Give them time to make decisions and work independently. Allow them to talk in detail. In team or groups, do not expect the C Styles to be leaders or outspoken contributors, but do rely on them to conduct research, crunch numbers, and perform detailed footwork for the team. If appropriate, set guidelines and exact timelines. The C Styles like to be complimented on their brainpower, so recognize their contributions accordingly.

With the C Styles, be thorough, well prepared, detail-oriented, "business-like" and patient.

WHEN WORKING WITH THEM, HELP THEM TO ...

- Share their knowledge and expertise with others
- Stand up for themselves with the people they prefer to avoid
- Shoot for realistic timelines 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

AT IMPORTANT MEETINGS...

- 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

IN SOCIAL OR OTHER SETTINGS...

- 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

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Part III Observer Feedback

As part of your profile, you are able to invite observers to complete an assessment questionnaire about you, as they see you in your role. This is valuable 360 degree feedback.

Comments in this report are included exactly as they are answered by the observers - without any editing, spelling corrections or censoring.

The graphical results of your observer feedback are available through your online log in. They can be accessed in the same place this report was downloaded.

If you have not invited observers, the next pages will remain blank.

PLEASE NOTE: If your feedback on these pages is missing and you anticipate that it should be within this report, you can login to your webpage (where you downloaded this report) and download the report again. Each time you download your report, it contains updated observer data. To ensure your report is up to date, you should do this after new observers complete their surveys.

What behaviors do you consider to be Max's strengths in relation to Max's role?

Observer Feedback (continued)

What behaviors do you consider to be Max's limitations in relation to Max's role?

Observer Feedback (continued)

What behaviors do you believe Max could improve and what would the payoffs be if Max made these improvements?

Next Steps

This report is filled with information about you in your current role and your preferred working behaviors.

Have this report printed into a hard copy form and keep with you. Digest it slowly and look at it often. Let it sink in. There is a lot of information here and it is not meant to be digested in just one reading.

Ensure that you have completed your Summary Page on page 17. This is useful as an exercise for you to review the report content and is also useful to share as a one-page summary with others.

There are also valuable resources available to you through your personal login. You may also like to consider getting feedback from others as your 'Observers'. It is completely optional and at your control. Access this through your personal login.

If you haven't already, many professionals get enormous value from using the DISC Profile with their colleagues and others they interact with. Simply contact the person who organized your DISC profile or go to the <u>www.team8.com.au</u> website for more information.

Have fun with making a few changes in your behavior and experience the results. You might be surprised! There is a great rule to apply called The Platinum Rule: "Treat others the way THEY want to be treated" and you will have much more success in your work and all relationships!



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