



EVERYTHING **DiSC**  
WORKPLACE®  
CERTIFICATION

## OPTIONS

### Option 1 – Everything DiSC Online Course (Wiley)

Participants are awarded Wiley's DiSC Trainer Certification, a lifetime personal achievement that is fully portable throughout one's career, and you'll discover how to apply the Everything DiSC strategy throughout the workplace.

It's a blended learning course spread over four weeks and requiring attendance at 4 x 90-minute online sessions on scheduled dates in addition to offline preparatory work and a final, online exam.

You'll required to purchase the Everything DiSC Workplace Facilitator Kit so that you'll have access to all the resources that will be referred to during the course. The kit is scripted and fully customisable.

- The course includes taking a personal Everything DiSC Workplace profile
- **The cost is £1900 +VAT per participant, and £995 +VAT for the Facilitation Kit.** There are also discounts if more than one participant from your organisation attends the same course

Course dates available upon request. See page 3 for Syllabus.

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### Option 2 – Everything DiSC classroom course (Wiley)

- Delivered over two days by Wiley, in London, 30-31<sup>st</sup> January 2019.
  - Content, syllabus and cost as Option 1.
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### Option 3 – Everything DiSC in-person 1-day course (ITDA)

- The third option is for ITDA, in our role as Wiley's Authorised UK Partner, to deliver a 1-day intensive course on your premises (or at a venue provided by you), tailored to your needs. We will deep-dive into Everything DiSC and how it links to Five Behaviours. You'll also learn how to manage challenging scenarios that could arise during a workshop
  - The course will provide access to one copy of the Everything DiSC Facilitator Kit so that the participant has access to all the resources that will be referred to during the course. We recommend the purchase of the kit in order to fully embed DiSC into your overall L&D strategy
  - The course includes an Everything DiSC Workplace profile
  - Participant will receive a certificate from ITDA
  - **The cost is £1500 +VAT per participant.** The course facilitator's travel and hotel expenses are charged additionally, at cost
  - To be scheduled at your convenience, delivered by one of the most experienced DiSC trainers in the UK
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### Option 4 – Combined Everything DiSC & Five Behaviors in-person 2-day course (ITDA)

- ITDA will deliver a 2-day intensive course on your premises (or at a venue provided by you). We will deep-dive into Everything DiSC on day 1, and Five Behaviours on day 2. You'll learn how to fully embed both programmes into your overall L&D strategy, and how to manage any challenges that may arise during workshops
  - The course will provide access to one copy of both the Everything DiSC and Five Behaviour Facilitator Kits, so that the participant has access to all the resources that will be referred to during the course.
  - Participant will receive a certificate from ITDA
  - **The cost is £3000 +VAT per participant.** The course facilitator's travel and hotel expenses are charged additionally, at cost
  - To be scheduled at your convenience, and delivered by one of the most experienced DiSC trainers in the UK.
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### Option 5 – Everything DiSC Essentials (Wiley)

An alternative resource, designed to develop foundational knowledge of the Everything DiSC solutions suite. This self-directed learning course contains 2-3 hours of online, engaging activities, providing insights into the Workplace, Management, Work of Leaders and Sales profiles. With flexible access to the online Everything DiSC Training Center, you can work through the course at your own pace, expanding your DiSC knowledge and re-visiting the content at your convenience. **The cost is £400 +VAT per person.**

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# Everything DiSC Workplace® Certification

## Online & Classroom Course Syllabus

### WEEK 1: COURSE INTRODUCTION AND MODULE 1 (EVERYTHING DISC® BASICS)

Activity Title	Activity Description
Welcome Video—An Introduction to Everything DiSC Workplace	Watch a video providing an overview of the Workplace program.
Orientation for Everything DiSC Workplace Certification	Review the course requirements and information about the technology and platform navigation.
Introductions	Participate in an online forum activity. Introduce yourself and meet your classmates.
The Structure of the Workplace Profile	Learn about the flow and structure of the Workplace profile through an interactive activity.
The Everything DiSC Workplace Assessment	Review instructions for taking the assessment.
Take the Workplace Assessment	Complete the Workplace assessment and receive your personalised Workplace profile with your DiSC® style.
What's in Your Kit?	Study the resources in your Workplace facilitation kit and learn how to navigate through the different folders.
Invite a Friend to Take the Workplace Assessment	In preparation for the Applying DiSC activity at the end of Module 1, you'll invite someone to take the Everything DiSC Workplace Assessment.
Live Practice Session (Optional)	Learn to use the tools in the live classroom environment.

Activity Title	Activity Description
Everything DiSC Model: Basic Characteristics	Learn about the basic DiSC characteristics through an interactive activity.
Cornerstone Principles of Everything DiSC Workplace	Discover the Workplace cornerstone principles.
Understanding Your DiSC Style	Explore the DiSC map and dot placement through an interactive activity.
Where Is Your Dot?	Complete an interactive activity about your dot's placement on the map.
Your DiSC Priorities and Shading	Learn about the DiSC priorities and shading through an interactive activity.
What Motivates Others? What Do Others Find Stressful?	Complete two interactive activities to explore others' motivators and stressors.
The Everything DiSC People- Reading Technique	Learn a simple people-reading technique to assess others' DiSC styles.
People Reading: Practice Session	Practice the Everything DiSC people- reading technique through an interactive activity.
The Value of DiSC Card Sort	Complete an interactive knowledge check activity about common misuses and appropriate uses of DiSC.
Common Misuses of DiSC Language	Discover the most common misuses of DiSC through an interactive activity and learn how to address them in your sessions.
Build the Map: The Basic DiSC Styles	Identify dimensions, motivators, tendencies, and limitations for each DiSC style.
Live Session 1	Participate in a live session to apply what you've learned about DiSC basics.
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Applying DiSC: Debrief the Workplace Profile	Conduct a debrief of a Workplace profile.
Module 1 Survey	Provide some feedback about your experience with this course to date.

WEEK 2: MODULE 2 (EVERYTHING DISC FOR FACILITATORS)

Activity Title	Activity Description
Reading Assignment: Everything DiSC Manual, Chapter 1 and Appendix A	Learn more about DiSC history and theory.
Common Everything DiSC Myths	Explore some common myths associated with DiSC.
DiSC Styles Expanded	Extend your knowledge of qualities associated with each of the DiSC styles.
How Your Responses Become a Style (Video)	Learn how a person's style is determined and complete a short knowledge check following the video.
Everything DiSC Workplace Priority Scoring and Shading (Video)	Take a closer look at how priorities and shading are determined.
Supplement for Facilitators	Explore the Everything DiSC Supplement for Facilitators Report through an interactive activity.
Reading Assignment: Everything DiSC Manual, Chapter 8	Learn more about interpreting DiSC results.
Why Do I Need to Know the Research?	Study the significance of the research behind Everything DiSC. Download a Research Report and Frequently Asked Questions document for use in the next activity.
Research Scavenger Hunt	Navigate through the Research Report to become comfortable using it as a resource in your future sessions. Receive common language explanations of the research behind DiSC through an interactive activity.
Ask Us Tough Questions	Post your tough questions about DiSC research to a discussion board.
Live Session 2	Participate in a live session to apply what you've learned about DiSC research and theory.
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Applying DiSC: Managing Questions	Practice posing and responding to common DiSC-related questions with a partner.
Module 2 Survey	Provide some feedback about your experience with this course to date.

Activity Title	Activity Description
Exploring Your DiSC Style as a Facilitator	Place your dot on the DiSC circle and learn how your DiSC style might impact your facilitation.
Personal Case Studies: Interpersonal Conflict During a Workshop	Post to the Discussion Forum about a difficult interaction you had with a participant.
Conducting a Needs Assessment	Learn about the steps required to conduct a needs assessment prior to a workshop.
Who's in the Room?	Explore various scenarios for workshop composition and receive facilitation tips for each one.
Goals for My Workshop	Select and prioritise goals for a workshop.
How Do You Conduct Needs Assessments?	Post to the Discussion Forum about your own experience with needs assessments.
Live Session 3	Participate in a live session to apply what you've learned about preparing for a DiSC workshop.
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Applying DiSC: Project Presentation	Prepare your small-group presentation for Live Session 4.
Module 3 Survey	Provide some feedback about your experience with this course to date.

**WEEK 4: MODULE 4 (KEEPING DISC ALIVE IN AN ORGANISATION) AND FINAL EXAM**

<b>Activity Title</b>	<b>Activity Description</b>
Using Workplace to Keep DiSC Alive	In this two-part activity, you'll learn about various scenarios for keeping DiSC alive in an organisation and how the different Workplace reports can support those efforts.
Creating a DiSC Culture	Explore a variety of choices related to embedding DiSC in an organisation's culture.
MyEverythingDiSC.com	Learn how to use MyEverythingDiSC.com to keep DiSC alive in an organisation.
MyEverythingDiSC.com Discussion	Post to the Discussion Forum your ideas about how to use MyEverythingDiSC.com to keep DiSC alive in an organisation.
Everything DiSC Family of Profiles (Optional)	Understand the broader Everything DiSC family and how the different programs compare to each other. Explore introductory videos, sample profiles, and supplemental reports for other programs within the Everything DiSC family.
Live Session 4	Project presentations
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Module 4 Survey	Provide some feedback about your experience with this course to date.
<b>FINAL EXAM</b>	
Certification Exam	Take the final certification exam (graded activity – open for 72 hours).
Course Closed	The course will remain open for review for one week after exam posting