

# Your DiSC® Profile

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# Your DiSC® Style

## INTRODUCTION

Mateo, when you think of your best work experiences, what do they have in common? Maybe you had a familiarity with your team, where everyone just clicked. Coworkers considered the way you liked to communicate and collaborate. Things got done, and even conflicts ended up being productive. The environment empowered you to stretch in new ways.

DiSC® helps you transform these “best” work experiences into everyday work life. It does this by helping you understand yourself and others better, improve your relationships, and become more effective in the workplace.

To get you started, this section will introduce you to the DiSC model, your DiSC style, and the story your style reveals about you. With this foundation, you’ll be ready to explore how DiSC can help you grow and thrive across a variety of contexts.

### YOU WILL LEARN

1. The basics of the DiSC model
2. Your DiSC style
3. What your style says about you



Fundamentals

## CORNERSTONE PRINCIPLES

- All DiSC styles and priorities are **equally valuable** and everyone is a blend of all four styles.
- Your work style is also influenced by **other factors** such as life experiences, education, and maturity.

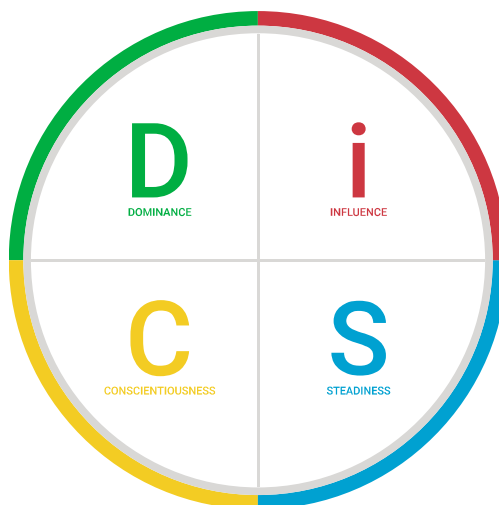
## OVERVIEW OF THE DiSC® MODEL

### Dominance

- Direct
- Firm
- Strong-willed
- Forceful
- Results-oriented

### Conscientiousness

- Analytical
- Reserved
- Precise
- Private
- Systematic



### Influence

- Outgoing
- Enthusiastic
- Optimistic
- High-spirited
- Lively

### Steadiness

- Even-tempered
- Accommodating
- Patient
- Humble
- Tactful



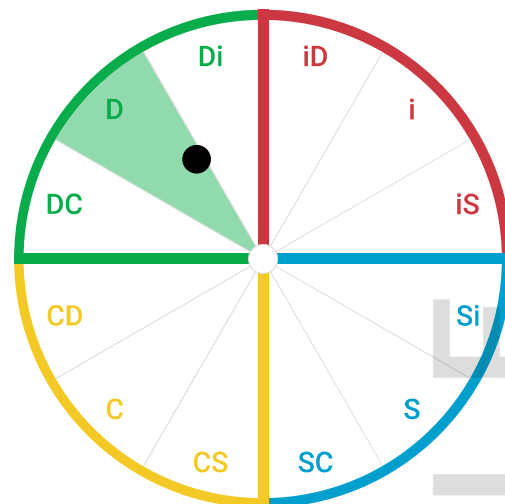
# Your DiSC® Overview

## YOUR DOT

**This report is personalized to you, Mateo, based on your assessment results.** In order to get the most out of your experience, you'll need to understand your personalized DiSC® map, pictured to the right. As you saw on the previous page, the Everything DiSC® model is made up of four basic styles: D, i, S, and C. Each style is divided into three regions. The picture to the right illustrates the 12 different regions where a person's dot might be located.

Your dot location shows your DiSC style. Because your dot is located in the middle of the D region, you have a D style.

Keep in mind that everyone is a blend of all four styles, but most people tend strongly toward one or two styles. Whether your dot is in the center of one style or in a region that borders two, **no dot location is better than another**. All DiSC® styles are equal and valuable in their own ways.



### Your DiSC® Style: D

People with the D style tend to be direct, strong-willed, and driven to achieve.

## CLOSE TO THE EDGE OR CLOSE TO THE CENTER

A dot's **distance from the edge** of the circle shows how naturally inclined a person is to encompass the characteristics of his or her DiSC style. A dot positioned toward the edge of the circle indicates a strong inclination toward the characteristics of the style. A dot located between the edge and the center of the circle indicates a moderate inclination. And a dot positioned close to the center of the circle indicates a slight inclination. A dot in the center of the circle is no better than one on the edge, and vice versa. **Your dot location is about halfway between the edge of the circle and the center, so you are moderately inclined and probably relate fairly well to the characteristics associated with the D style.**

Now that you know a little bit about the personalization of your DiSC Map, you'll learn more about what your dot location says about you. You'll also learn some basic information about the other DiSC styles.



# Your D Style

## YOUR DOT TELLS A STORY

Mateo, one of the words that best describes people with your D style is driven. You probably prefer to have variety and forward momentum. Because of this, you may become bored or restless if forced to slow down for too long. Sitting still may be difficult for you. When you reach your goals, you may not always take time to celebrate. Instead, your attention tends to quickly shift to the next goal.

You probably like to get things out the door quickly, and you may emphasize results over how you get there. Consequently, you're probably willing to question the rules if you think they don't make sense. And when you sense something is wrong, you may do whatever it takes to save the situation. At times, you may fail to realize that this forceful approach can be stressful for the people around you.

People with the D style have little patience for small talk, and you may grow restless listening for long periods without the opportunity to speak. You probably dislike working with people whom you see as incompetent, and it may be hard for you to hide your annoyance at times. When you get really upset, you may let your irritation show in your body language and facial expressions.

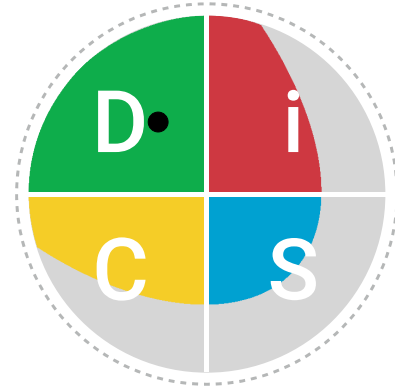
You have a fairly strong competitive side, and at times, you may be fueled by disagreements or conflict. In fact, the idea of losing is probably more upsetting to you than it is to most people. You may suspect that people are driven by self-interest and will take advantage of you if you let them. Consequently, you're unlikely to take kind words at face value, tending to look for the intentions behind them.

You tend to speak up when you see a problem, even when no one else will. And although you may realize that others can be taken aback by your directness, you're probably unwilling to compromise what you see as honesty. Because you can be fairly intense, others may sometimes feel that you're irritated with them.

Although everyone questions their decisions from time to time, you probably do it less often than most people. Those with the D style usually exude self-confidence. This can be infectious, allowing other people to feel good about your bold plans. However, your belief in your opinions may make it difficult for you to admit that you sometimes need to depend on others.

Like others with the D style, you probably like to be in charge. At times, you may even take control over projects where authority was meant to be divided, alienating some people. This is particularly true when you feel that others are not competent to carry out your vision or don't see it as clearly as you do. When there is no question that you are in command, you may encourage input, but you may disregard those opinions that conflict with your ideas. Once you've had your say in the important decisions, however, you may be more than willing to delegate.

Mateo, like others with the D style, your most valuable contributions to the workplace may include your drive to get results, your tendency toward bold action, and your willingness to challenge assumptions. In fact, these are probably some of the qualities that others admire most about you.

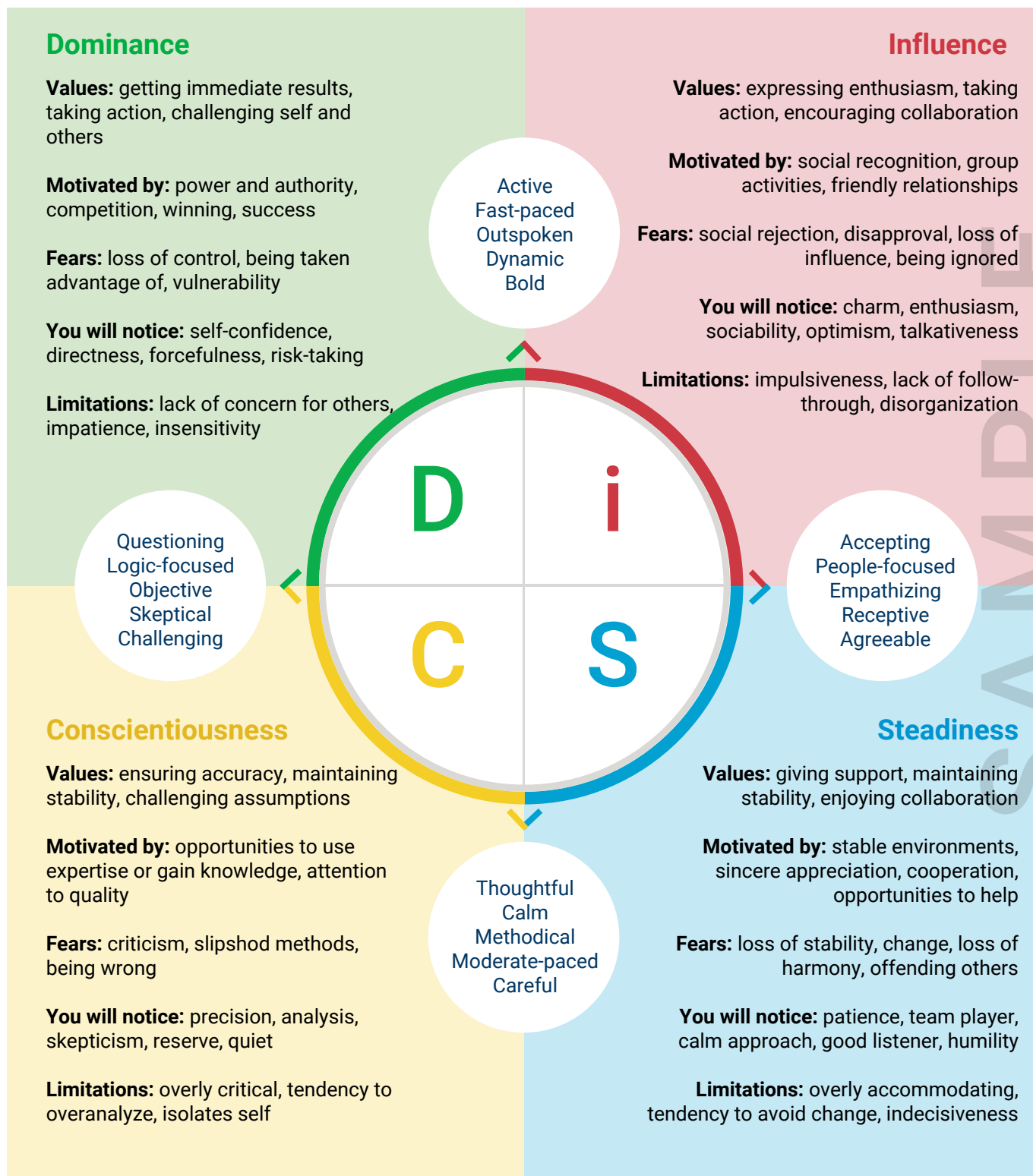


**Your dot location determines your shading, which indicates your comfort zone. Activities associated with your comfort zone may come more naturally to you, while those outside may take more energy.**



# Overview of DiSC®

The graphic below provides a snapshot of the four basic DiSC® styles.





# What Drives You

## INTRODUCTION

Mateo, have you ever noticed that there are certain things you tend to focus on at work? Or that you're energized by some tasks but dread doing others?

We all bring different preferences and tendencies to the workplace. Some of us focus on making rapid progress. Others advocate for a more cautious approach. Some people seek out collaboration and interaction. Others prefer to go it alone.

In the pages that follow, you'll gain a deeper understanding of what you bring to the workplace. What do you care about? What motivates you? What frustrates you? Personalized strategies built on these insights will then help you increase your effectiveness and satisfaction at work.

### YOU WILL LEARN

1. Your workplace priorities
2. Your workplace motivators
3. Your workplace stressors
4. Strategies to be more effective



Workplace

## THE DiSC® MODEL

Your dot location and style are shown below, along with information on what people with different DiSC styles often value in the workplace.

### Dominance

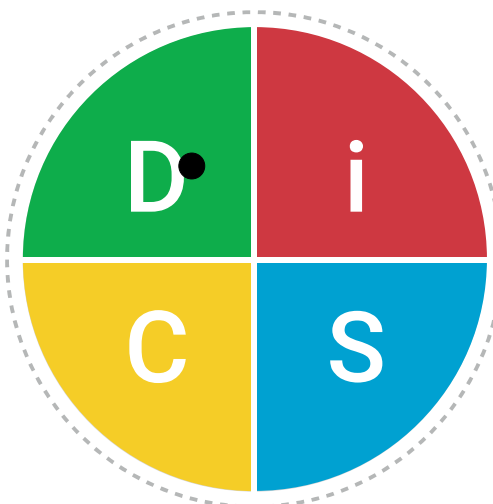
#### Cares about:

- Making quick progress
- Pushing through obstacles

### Conscientiousness

#### Cares about:

- Getting things right
- Maintaining high standards



### Influence

#### Cares about:

- Building strong relationships
- Being part of exciting new ventures

### Steadiness

#### Cares about:

- Creating a harmonious environment
- Being a good teammate

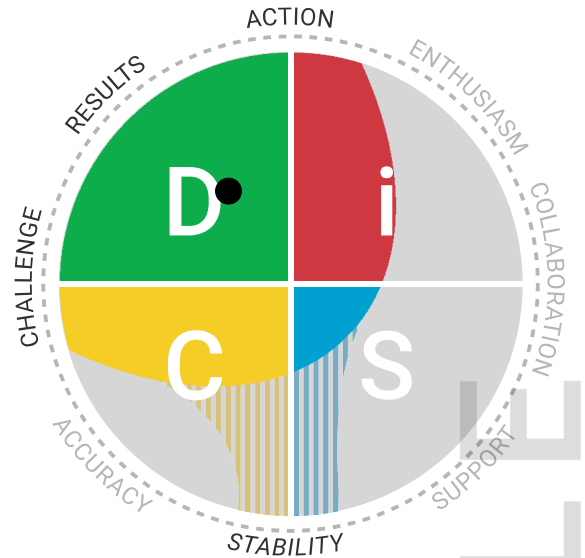


# Your DiSC<sup>®</sup> Style at Work

## WORKPLACE PRIORITIES

The eight words around the Everything DiSC<sup>®</sup> map are what we call priorities, or the primary areas where people focus their energy in the workplace. Your shading shows your comfort zone and the priorities that tend to shape your workplace experience. The closer your comfort zone shading comes to a priority, the more likely you are to focus your energy on that area. Everyone has at least three priorities, and sometimes people have four or five. Having five priorities is no better than having three, and vice versa.

Typically, people with the D style have shading that touches Results, Action, and Challenge. Your shading stretches to include Stability, which isn't characteristic of the D style.



### Getting Results

Mateo, you're willing to do what it takes to reach your goals. Once you've established what needs to be done, you go after it, and you're not going to let a few obstacles stand in your way. Furthermore, you aren't likely to make excuses for failure, nor to accept any. You focus on getting results and showing the ambition it takes to succeed.

### Taking Action

People with the D style are eager for success and like to hit the ground running. You're likely to make rapid decisions so you can advance at a fast pace. As a result, you have little patience for people's hesitancy or other obstacles that stand in the way of immediate progress. Once you choose a course, you want to take quick action and keep things moving.

### Offering Challenge

Like others with the D style, you're likely to speak up when you see flaws and inefficiencies. You don't beat around the bush, and others might find your bluntness intimidating. However, you probably don't see the benefit of sugar-coating things. To you, being straightforward is realistic and saves time. You value efficiency and candor, and you aren't afraid to challenge others with tough questions to get things done.

### Maintaining Stability

As well, you probably place a high value on maintaining a calm, secure environment, and this is not typical for someone with the D style. You may not respond well if things become chaotic, and as a result, you may put quite a bit of energy into creating a stable setting. And because you're probably seen as reliable, people likely know they can count on you to follow through on projects or tasks.





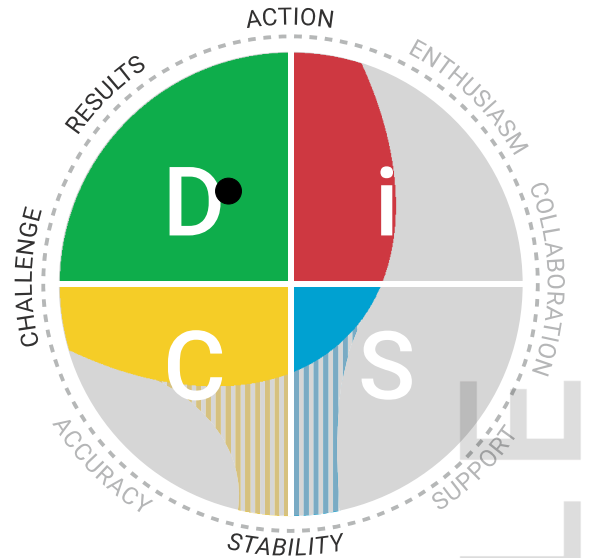
# Motivators & Stressors

## WHAT MOTIVATES YOU?

Different people find different aspects of their work motivating. Like other people with the D style, you probably enjoy situations that allow you to take charge and have authority. Most likely, you prefer working in a high-energy environment, and you're often willing to do whatever it takes to get the impressive results you're after. However, you may also appreciate an environment that allows you to work steadily and stay on-task, and this is less typical of the D style.

**You probably enjoy many of the following aspects of your work:**

- Implementing ideas
- Having authority
- Achieving results
- Overcoming obstacles
- Working in an innovative setting
- Making key decisions
- Getting things moving
- Creating a safe, predictable environment
- Working steadily toward a goal



## WHAT IS STRESSFUL FOR YOU?

Then there are those aspects of your work that are stressful for you. Because you tend to focus on the end result and achieving your goals, you may find it particularly frustrating when your authority is challenged or you feel you don't have control over your own success. In addition, you probably get irritated when you feel bogged down with tasks or procedures that waste your time. At the same time, unlike others with the D style, you may avoid situations that involve unclear direction.

**Many of the following aspects of your work may be stressful for you:**

- Following strict rules or protocols
- Getting bogged down in inefficient procedures or meetings
- Having your ideas or authority challenged
- Having little independence or autonomy
- Lacking control over situations
- Slowing down your pace
- Dealing with people who don't meet your standards
- Dealing with a chaotic environment
- Working without clear guidelines



# Strategies for Effectiveness

Mateo, the three key strategies below can help you apply what you've learned about your style to becoming more effective at work and positively contributing to your organization's culture.

## 1 GIVE OTHERS A CHANCE TO SHARE THEIR IDEAS

You may have a tendency to dominate conversations so that others don't have the opportunity to speak up. Keep in mind that not everyone is as outspoken as you tend to be, and you may end up missing out on their valuable insights. By inviting more collaboration and dialogue, you can benefit from the talents of those around you.

- Consciously seek out the opinions of those who tend to be more soft-spoken.
- Listen actively and acknowledge everyone's contributions, even if you disagree.

## 2 SHARE YOUR ENTHUSIASM WITH OTHERS

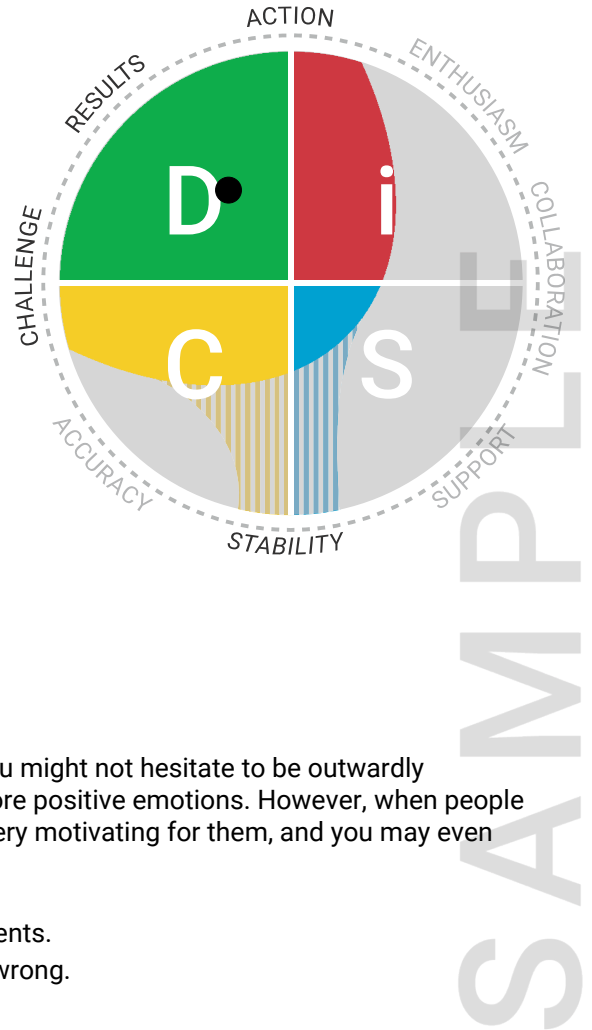
You can probably come across as a bit intimidating at times. While you might not hesitate to be outwardly expressive with your frustration or impatience, you may internalize more positive emotions. However, when people can see what excites you rather than just what upsets you, it can be very motivating for them, and you may even seem more approachable.

- Recognize people for good work and be more open with compliments.
- Celebrate what's going right instead of focusing on what's going wrong.

## 3 TAKE CARE TO GET THINGS RIGHT THE FIRST TIME

You probably want to move things along quickly, so you may get frustrated with delays caused by others' need for precision. However, people who are more accuracy-focused may feel that you don't respect their work if you move ahead too quickly, especially if it causes rework. Taking the time to analyze deeper issues will help you get to the root of problems and minimize wasted time and effort.

- Be willing to sacrifice immediate progress to examine the details and get things right.
- Give recognition to people for their focus on quality by letting them know that you value their precision.





# You and Other Styles

## INTRODUCTION

Mateo, have you ever wondered why you connect well with some people, but find it harder to relate to others?

DiSC® gives you insight into your relationships by helping you appreciate where others are coming from. In this section, you'll learn about the different DiSC styles, so you can see what you and your colleagues have in common and where you differ. You'll explore how others' priorities compare to yours, and what that means for your relationships.

Seeing these priorities for what they are—areas where work is most meaningful for each of us—creates opportunities to appreciate differences. This lays the groundwork for stronger relationships based on understanding and respect.

### YOU WILL LEARN

1. The workplace priorities of other styles
2. How well you might relate to those priorities
3. Your similarities and differences



Workplace

## DiSC® MODEL AND WORKPLACE PRIORITIES

The priorities around the circle show where the different styles focus their energy at work. Your dot and surrounding comfort zone (shading) are also shown. Typically, people with the D style have shading that touches Results, Action, and Challenge. Your shading stretches to include Stability, which isn't characteristic of the D style.

### Dominance

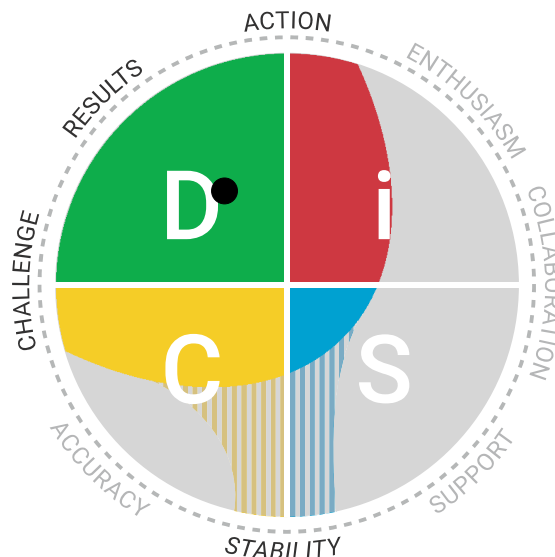
#### You will notice:

- Driving toward results
- Taking quick and bold action
- Challenging things that aren't working

### Conscientiousness

#### You will notice:

- Striving for accuracy and high quality
- Taking a systematic approach to ensure stability
- Challenging flawed ideas and approaches



### Influence

#### You will notice:

- Maintaining enthusiasm
- Taking quick action toward exciting possibilities
- Collaborating and socializing

### Steadiness

#### You will notice:

- Being supportive and patient with others
- Collaborating and cooperating
- Being dependable and even-tempered to ensure stability



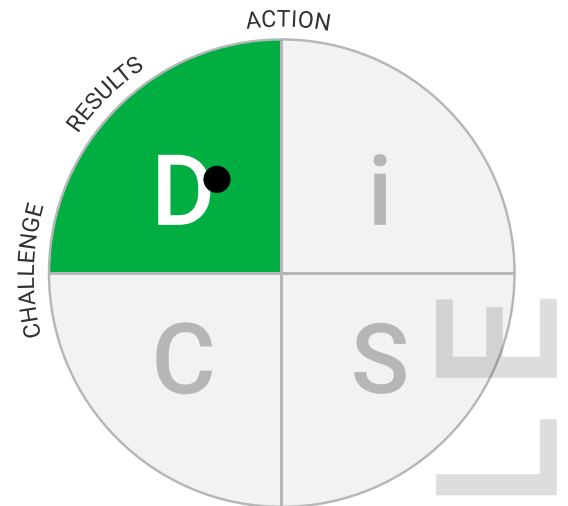
# The D Style & You

## HOW MIGHT YOU REACT TO THE D STYLE?

Imagine that you regularly interact with someone who also has a D style. Like you, she's focused on results and wants to see big things accomplished, and you probably share her initiative and strong determination. She's well-respected by the organization as a go-getter who delivers on her promises, and you probably have no trouble relating to her direct, forceful approach.

Like you, this colleague seems confident, assertive, and ready to tackle anything head-on. Because you both prefer an action-oriented and demanding work environment, you're probably comfortable with her fast pace and intensity.

Furthermore, the two of you share a questioning nature and a desire to challenge the status quo, so you're likely to appreciate the healthy sense of skepticism she brings to a situation. However, because you both like to control how things are done, you may butt heads at times, and you may prefer to fly solo on important projects.



To you, people with the D style may seem:

- Driven
- Competitive
- Forceful
- Strong-willed

## WHAT IS THE MOTIVATION FOR THEIR BEHAVIOR?

### Results

People with the D style tend to be strong-willed individuals who prioritize **Results**. Because they are so driven, they constantly look for new challenges and opportunities. They strive for success and won't give up just because they run into a few obstacles. Most likely, you can relate well to their goal-oriented nature and may even compete with them at times.

### Action

In addition, they prioritize **Action**, so they focus on achieving their goals quickly and forcefully. Cautious and predictable environments are particularly tedious for them, and they may get impatient if others spend a lot of time analyzing ideas rather than acting on them. Since you share their bold style, you can probably relate well to their desire to keep moving.

### Challenge

Furthermore, those with the D style also prioritize **Challenge**. Because they want to control outcomes, they're often questioning and independent-minded. They are unlikely to accept things they're unsure about, and they won't hesitate to challenge ideas that they don't agree with. Since you probably share these qualities, you may find that the two of you get locked into stubborn arguments at times.



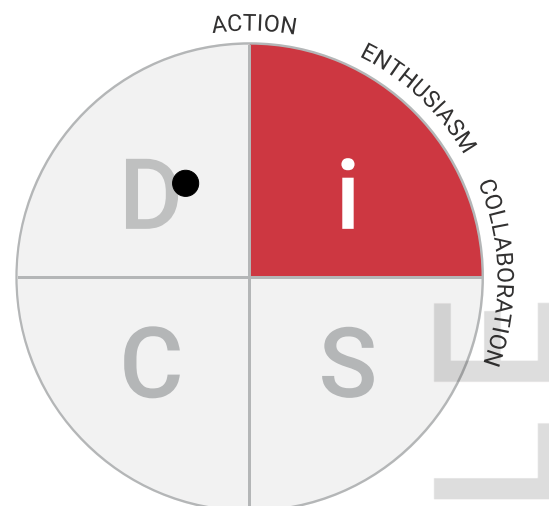
# The i Style & You

## HOW MIGHT YOU REACT TO THE i STYLE?

Now, imagine that you also work with someone with an i style. He seems to know everyone on a first-name basis and always has the latest scoop. You probably don't share his positive approach and enthusiasm, and you may find him to be overly optimistic.

Because you share his priority of action and interest in rapid change, you probably admire his spontaneity and flexible approach. However, you're likely more concerned with getting tangible results than he is. And while you both enjoy coming up with bold ideas, you're probably more driven to implement them.

To you, he may seem overly concerned with being in the spotlight, and you may wonder how he gets any work done with all that socializing and joke telling. Since you tend to be fairly independent and want to control how things get done, you may not appreciate his desire to work collaboratively.



To you, people with the i style may seem:

- Talkative
- Optimistic
- Naïve
- Passionate

## WHAT IS THE MOTIVATION FOR THEIR BEHAVIOR?

### Enthusiasm

People with the i style put a high priority on **Enthusiasm** and tend to maintain an upbeat attitude. Because they get excited about new possibilities, they may be very expressive when communicating their ideas. Because you probably focus more on achieving success and getting concrete results, you may not relate well to their desire to create a lively atmosphere.

### Action

In addition, they prioritize **Action**, so they focus on making quick progress toward exciting solutions. Because they tend to be fast-paced, they may be eager to get going without spending a lot of time considering the consequences. Since you also tend to move swiftly and decisively, you may relate well to their spontaneous approach.

### Collaboration

Furthermore, those with the i style also prioritize **Collaboration**. They enjoy meeting new people, and they probably have a talent for getting everyone involved and building team spirit. They appreciate teamwork and often gather the group to work on projects collaboratively. Since you tend to be more interested in individual accomplishments, you may not relate to their need to promote teamwork.



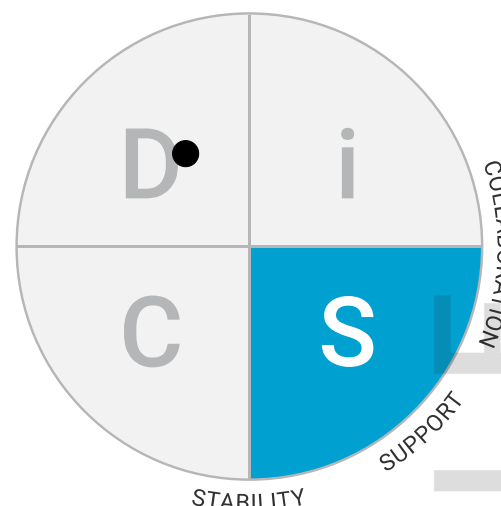
# The S Style & You

## HOW MIGHT YOU REACT TO THE S STYLE?

Now, let's imagine that you regularly interact with someone with an S style. To you, he seems calm and compliant, and whenever you ask him a question, he's always patient and eager to help. However, since you're most interested in bottom-line results, you may become frustrated by his tendency to worry about keeping everyone happy.

He's considered a "rock" around the office, and unlike others with the D style, you share some of his desire for stability. He is well-liked by everyone and can always be counted on to perform his job consistently. However, he's not likely to make bold decisions confidently or push others to achieve, like you tend to do.

You may find that he's much more concerned with including everyone than you are. While you tend to be outspoken and assertive, he seems more easygoing and concerned with group harmony. He doesn't share your interest in victory, but instead he keeps a low profile and seems embarrassed when someone showers him with praise. In response to this kind of recognition, he tends to say, "It's really not a big deal."



### To you, people with the S style may seem:

- Soft-spoken
- Indecisive
- Unassertive
- Trusting

## WHAT IS THE MOTIVATION FOR THEIR BEHAVIOR?

### Support

People with the S style place a high priority on providing **Support**. They tend to be good listeners, and as a result, they're often seen as patient and accommodating. They don't hesitate to help out when they can, and they value a warm and easygoing environment. Because you tend to strive for quick results, you may find it difficult to relate to their laidback approach, which may get in the way of immediate progress at times.

### Stability

In addition, they prioritize **Stability**, so they often focus on maintaining a predictable, orderly environment. Since they tend to be cautious, they're probably methodical and avoid rapid change whenever possible. Although you share their desire for dependability, you may think they are too hesitant to accept change.

### Collaboration

Furthermore, people with the S style also prioritize **Collaboration**. They enjoy working with others in a trusting, warm environment, and they may go out of their way to make sure people feel included and accepted. Because you tend to focus more on individual accomplishments, you may find their desire for friendly teamwork to be unnecessary or counterproductive.



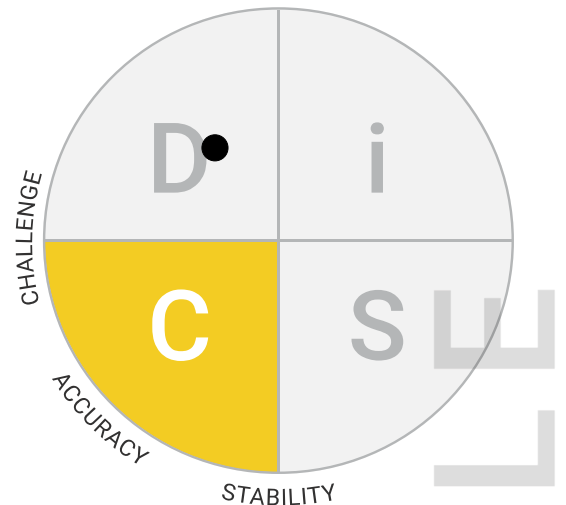
# The C Style & You

## HOW MIGHT YOU REACT TO THE C STYLE?

Imagine that you regularly interact with someone with a C style. She's not highly sociable, and she insists on working tirelessly on tasks until they're done according to her high standards. Because she wants quality and accuracy, she tends to hole up in her office for long stretches of time. You may be frustrated by her tendency to check her work two or three times before being satisfied, since it seems to cause unnecessary delays.

She prefers a predictable setting where she can do her best work, and even though it's not typical of someone with the D style, you share her priority on stability. To you, this colleague often seems careful and methodical, and you may appreciate her dependability. However, you still want to see plans become reality quickly, so you may think her nitpicking can sometimes stand in the way of progress.

Furthermore, you both may have strong feelings about how things should be done, and the two of you may be equally challenging and determined that your way is the right way. However, you can trust that when she does commit to something, she will follow through.



### To you, people with the C style may seem:

- Analytical
- Private
- Precise
- Methodical

## WHAT IS THE MOTIVATION FOR THEIR BEHAVIOR?

### Accuracy

People with the C style place a high priority on **Accuracy**. Because they want to ensure superior results, they tend to analyze options rationally and separate emotions from facts. They value being precise, and as result, they will often ask in-depth or skeptical questions. While you can probably relate to their detached approach, you may find their systematic nature to be too tedious to get the quick results you seek.

### Stability

In addition, they prioritize **Stability**. Because they tend to value follow-through and restraint, they're uncomfortable with quick or risky decisions and prefer to take time to make an informed choice. They tend to analyze all the options, and they often make decisions that promise predictable outcomes. You also like to ensure dependable results, but you may become frustrated if they seem overly cautious.

### Challenge

Furthermore, people with the C style also prioritize **Challenge**. In their quest to find the most streamlined or productive method of completing their tasks, they may openly question ideas and point out flaws that others may have missed. While you usually share their tendency to ask questions, you may find their skepticism frustrating when it stands in the way of quick forward progress.





# Build Better Relationships

## INTRODUCTION

While everyone wants good relationships in the workplace, we may disagree on what that really means. A first step is simply understanding what that looks like for each other—how do we want to be treated?

DiSC® helps you understand the various ways people approach communication and collaboration. In this section, you'll explore how to connect with your coworkers, based on strategies that take their style and priorities into consideration as well as your own.

With this information, you can meet your coworkers where they are, leading to smoother, more effective relationships and a work culture built on respect.

### YOU WILL LEARN

1. How to be more effective with each DiSC style
2. How to solve problems when working with each DiSC style
3. How to manage tension with each DiSC style



Workplace

## DiSC® MODEL AND WORKPLACE PRIORITIES

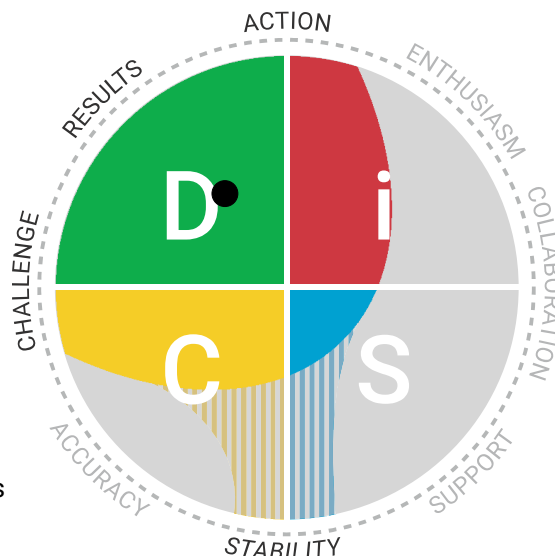
The priorities around the circle show where the different styles focus their energy at work. Your dot and surrounding comfort zone (shading) are also shown. Typically, people with the D style have shading that touches Results, Action, and Challenge. Your shading stretches to include Stability, which isn't characteristic of the D style.

### D style responds well to:

- Directness
- Confidence
- Ability to get to the point quickly

### C style responds well to:

- Facts and logic
- Calm and order
- Time and space to think things through



### i style responds well to:

- Enthusiasm and excitement
- Positivity and optimism
- Warmth and openness

### S style responds well to:

- Patience and calm
- Warmth and acceptance
- Diplomacy and consideration





# Connecting with D

## WHEN YOU NEED TO BE MORE EFFECTIVE:

Mateo, people who share your D style usually like to get right to the point, and this might affect the way you relate to one another. Because you both tend to be straightforward, the two of you may try to clear the air and get things moving. However, since you also share a strong-willed and competitive nature, you may end up overwhelming each other's ideas with your own opinions. As a result, neither of you may listen to what the other has to say.

Therefore, when you need to be more effective with people who have the D style, consider the following strategies:

- Focus on dialogue rather than talking over each other.
- Acknowledge your shared desire to move things forward.
- Give them time to present their case without interruption before offering your own ideas.

## WHEN PROBLEMS NEED TO BE SOLVED:

People who share your D style make quick, firm decisions, and they want to make progress and keep moving. Because you're both eager to confront issues head-on and overcome obstacles rapidly, you may agree on the need for immediate action and bold ideas when solving problems. However, if the two of you disagree on the proper course of action, your mutual drive to be in charge may cause a power struggle.

Therefore, when solving problems with people who have the D style, consider the following strategies:

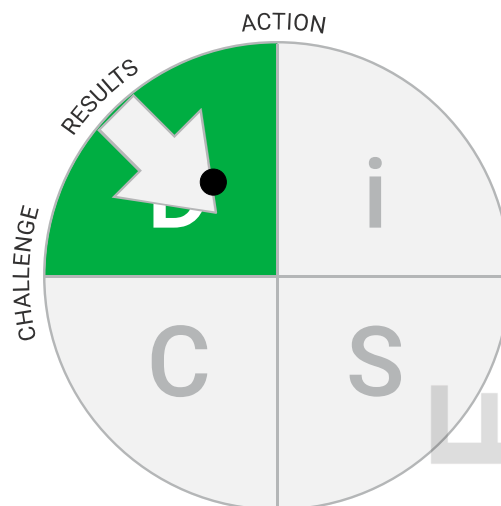
- Don't be so insistent on your own solutions that you dismiss the merit of their ideas.
- Remember that the goal is to solve problems together, not for either of you to win as an individual.
- Be willing to compromise at times to ensure a swift solution.

## WHEN THINGS GET TENSE:

Because neither of you is inclined to gloss over differences or avoid confrontation, both you and your "D" coworkers may challenge ideas and even become argumentative in conflict. The two of you can become competitive, creating win-lose scenarios in which compromise is seen as a sign of weakness. As a result, disagreements between you may become heated, and you may fail to find the common ground needed to come to a resolution.

Therefore, when things get tense with people who have the D style, consider the following strategies:

- Address the situation directly but avoid becoming overly insistent.
- Focus on resolving the issue rather than on winning.
- Resist the urge to escalate the conflict.





# Connecting with i

## WHEN YOU NEED TO BE MORE EFFECTIVE:

Because people with the i style want to collaborate on fun or exciting projects, Mateo, they probably don't share your focus on bottom-line results. Therefore, they may want to spend time being sociable while you just want to get down to business. While you may have little patience for their efforts to build team spirit, they might find your frank and forceful approach to be pushy or insensitive.

Therefore, when you need to be more effective with people who have the i style, consider the following strategies:

- Find ways to recognize them so they feel well-liked and appreciated.
- Avoid dampening their enthusiasm.
- Show more willingness to engage in friendly small talk before launching into the business at hand.

## WHEN PROBLEMS NEED TO BE SOLVED:

People with the i style like to dive in and move quickly when confronting a problem, so your tendency to pick a course of action decisively may appeal to them. However, they also want to consider people's needs, so they may see your push to implement unpopular solutions as insensitive. In turn, you may think that they worry too much about what other people think.

Therefore, when solving problems with people who have the i style, consider the following strategies:

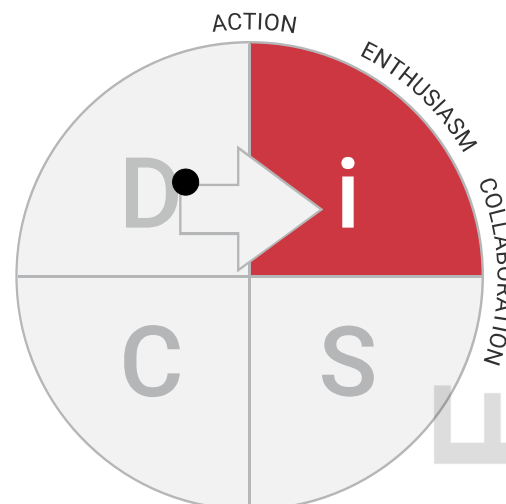
- Avoid insisting on tough-minded solutions that might alienate others.
- Use your shared energy to maintain momentum.
- Show that you understand the value of taking relationships into account.

## WHEN THINGS GET TENSE:

Because people with the i style want to maintain friendly relationships, they're more likely to initially gloss over differences, while you tend to address issues head-on. However, self-expression is very important to them, so they may insist on being heard in confrontations, even if it means that they become emotional and lash out at others. Since you can become forceful in conflict and may argue passionately for your opinion, the two of you might end up escalating the situation.

Therefore, when things get tense with people who have the i style, consider the following strategies:

- Be careful that your directness doesn't come across as a personal attack.
- Express a desire to work through the conflict quickly but thoroughly.
- Let them know that a disagreement now doesn't mean a poor relationship down the road.





# Connecting with S

## WHEN YOU NEED TO BE MORE EFFECTIVE:

People with the S style value cooperation and friendly interaction, Mateo, and this might affect the way you relate to one another. You aren't as concerned with personal connections as they are, and they may see your matter-of-fact approach as callous at times. In addition, your tendency to be straightforward may overwhelm them, and your sometimes aggressive manner may discourage them from offering their opinions and collaborating with you.

Therefore, when you need to be more effective with people who have the S style, consider the following strategies:

- Provide a safe environment so they feel comfortable speaking up when something is bothering them.
- Show a willingness to collaborate rather than just pushing for results.
- Be proactive in seeking their ideas and opinions.

## WHEN PROBLEMS NEED TO BE SOLVED:

While it's uncommon for someone with the D style, you share your "S" coworkers' priority on stability, and this may affect the way you solve problems. Since you seem to prefer some predictability, you may share their sense of caution when making important decisions. However, you're probably more comfortable taking some risks, especially for a bigger payoff. Also, because they like to make decisions collectively, they may think your hard-charging approach overlooks others' input.

Therefore, when solving problems with people who have the S style, consider the following strategies:

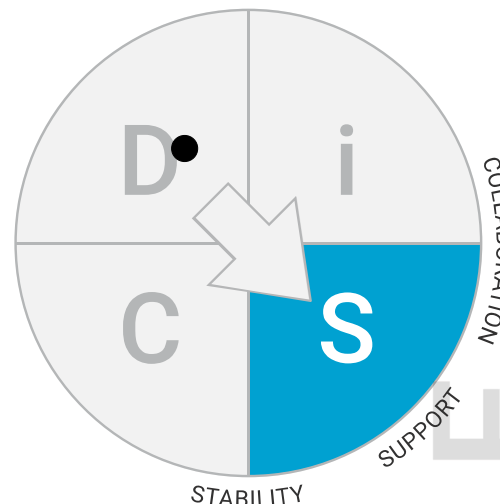
- Consider establishing a mutually agreed-upon deadline rather than pushing them to act.
- Acknowledge their desire to work together and consider other people's feelings when making decisions.
- Respect your mutual desire for stability, but work together to make decisions more efficiently.

## WHEN THINGS GET TENSE:

Because people with the S style want to support others, they avoid rocking the boat and upsetting the people around them. In conflict situations, you tend to confront issues more directly than they do. As a result, you may overpower them and cause them to give in to avoid prolonging the disagreement. While you may win arguments by being forceful, this aggressive approach could undermine their trust, and they may end up burying their growing resentment.

Therefore, when things get tense with people who have the S style, consider the following strategies:

- Take a more diplomatic approach and focus on uncovering the true source of the conflict.
- Keep in mind that forceful tactics may leave them feeling anxious or resentful.
- Don't interpret their silence as a resolution to conflict, as they may be hiding bitterness.





# Connecting with C

## WHEN YOU NEED TO BE MORE EFFECTIVE:

Mateo, people with the C style would often rather focus on facts than feelings, and this might affect the way you relate to one another. They probably appreciate your tendency to concentrate on the task at hand. However, they like to carefully analyze ideas, while you're more likely to want things to happen quickly. As a result, they may find your more forceful approach to be too pushy and reckless, and you might think their tendency to be systematic delays forward progress.

Therefore, when you need to be more effective with people who have the C style, consider the following strategies:

- Talk to them about the objective, fact-based aspects of ideas and projects.
- Avoid pressuring them for immediate action.
- Give them time to analyze their options.

## WHEN PROBLEMS NEED TO BE SOLVED:

When it comes to solving problems, your "C" coworkers want to thoroughly consider all the consequences before choosing a plan. Unlike others with the D style, you also prioritize stability, so you probably like to exercise some caution during the problem-solving process. However, you may be more willing than they are to take risks, which may seem reckless to them. At the same time, it may frustrate you if they second-guess your ideas.

Therefore, when solving problems with people who have the C style, consider the following strategies:

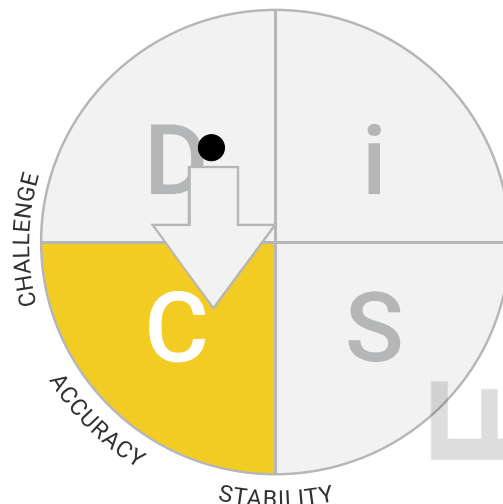
- Reinforce a faster pace if things get too bogged down.
- Show appreciation for their logical viewpoint by backing up your arguments with evidence.
- Set a timeline for finding a solution and balance your shared sense of caution with the need for urgency.

## WHEN THINGS GET TENSE:

Because people with the C style often view conflict as a disagreement over who is correct, they usually avoid direct aggression and focus on challenging the reasoning behind an argument. On the other hand, you tend to be quite blunt and outspoken in a confrontation. Since they prefer more time to process and consider the situation objectively, they may withdraw or become defensive in response to your sometimes forceful tactics.

Therefore, when things get tense with people who have the C style, consider the following strategies:

- Keep in mind that a forceful approach may make them defensive.
- State your position objectively and give them time to present their side.
- Support your opinions with logic and facts, and avoid pushing them to settle the matter immediately.





# Your Management Style

## INTRODUCTION

Hopefully, you've had a few good managers in your life. But if you think about it, they probably didn't approach the job in the exact same way. That's because there are a lot of different ways to be a good, even great, manager. And you've got your own style—priorities you tend to emphasize, assumptions about how people should work together, thoughts about the kind of pace the team should keep.

The DiSC® model is a great tool to help you understand your unique approach to management. Of course, it won't tell you *everything* about how you manage. But this tool has helped millions of managers understand themselves and the impact of their actions. And this insight, in turn, has given them the power to better shape the kind of manager they want to be.

### YOU WILL LEARN

1. How the DiSC model informs the role of manager
2. Your management style
3. The priorities that drive your management style



Management

## MANAGEMENT PRINCIPLES

- Your DiSC style has a strong influence on how you approach management. Other factors such as life experience, education, and maturity also play a role.
- People with all styles can be effective managers, even if they approach the role differently. No style is better than any other.
- No matter what your style, you'll need to adapt to the styles of the people you manage if you want to be effective.

## THE DISC® MODEL AND MANAGING

Your dot location and style are shown below, along with information on what managers with different DiSC styles often value.

### Dominance

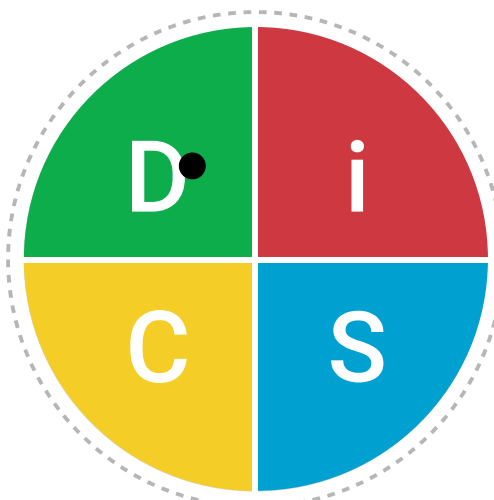
#### Cares about:

- Driving toward results
- Direct communication

### Conscientiousness

#### Cares about:

- Ensuring efficiency
- Maintaining high standards



### Influence

#### Cares about:

- Encouraging passion
- Building team spirit

### Steadiness

#### Cares about:

- Supporting their team
- Meeting people's needs

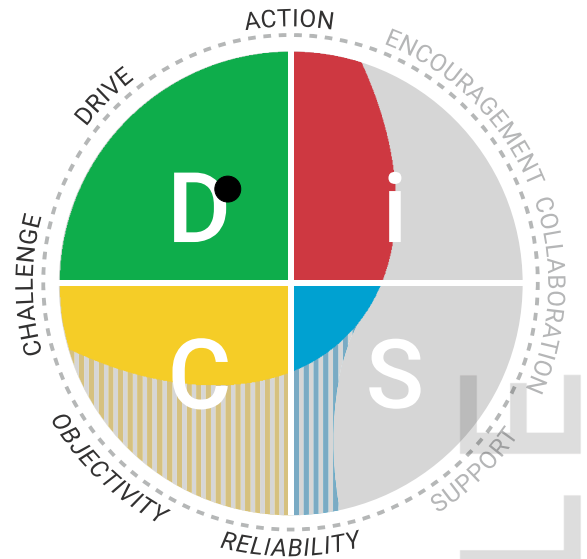


# Your Management Priorities

## WHAT PRIORITIES SHAPE YOUR MANAGEMENT STYLE?

The eight words around the Everything DiSC® map are what we call **priorities**, or the primary areas where people focus their energy. Your shading shows your comfort zone and the priorities that tend to shape your workplace experience and management style. The closer your shading comes to a priority, the more likely you are to focus your energy on that area. Everyone has at least three priorities, and sometimes people have four or five. **Having five priorities is no better than having three, and vice versa.**

Typically, people with the D style have shading that touches **Drive**, **Action**, and **Challenge**. Your shading stretches to include **Reliability** and **Objectivity**, which isn't characteristic of your style.



### Displaying Drive

Mateo, like other managers with the D style, you tend to keep your goals at the forefront of your mind, and you may encourage your team to share this focus on achievement. Because you emphasize concrete accomplishments, you aren't likely to make excuses for failure, nor to accept any. You focus on getting results and displaying the drive it takes to succeed.

### Taking Action

You tend to keep advancing and looking to the future rather than dwelling on the past. Therefore, you don't like to spend time second-guessing yourself, and you may have little patience for people's hesitancy or other obstacles that stand in the way of immediate progress. Once you choose a course, you want to take quick action and keep moving.

### Offering Challenge

Managers with the D style are ambitious and determined, and they set high expectations for themselves and others. Consequently, you're likely willing to demand above-average results and push people to do their best, and if your standards aren't met, you're probably not shy about giving direct feedback. You value efficiency and candor, and you aren't afraid to challenge others with tough questions to get things done.

### Achieving Reliability

Unlike most others with the D style, you also place a high value on maintaining a calm, reliable environment. Because you want to avoid uncertainty and chaos, you probably do your best to establish dependable methods for your team members to follow. As a result, people probably know they can count on you to follow through.

### Ensuring Objectivity

You also tend to place a high value on quality results and objective facts, which is a bit unexpected for someone with the D style. Because you often focus on accuracy, you may be uncomfortable with vague or ambiguous ideas. You tend to analyze options rationally before pursuing any course of action, and you probably expect your team members to be similarly precise.



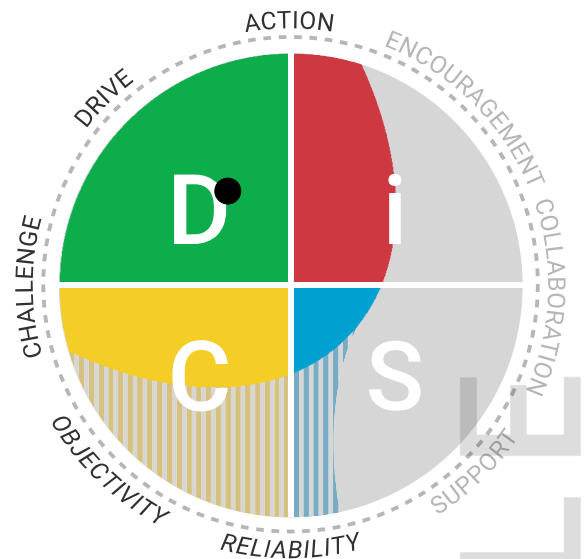
# Your Management Preferences

## WHAT DO YOU ENJOY ABOUT MANAGING?

Different people find different aspects of their work motivating. Like other people with the D style, you may enjoy that management allows you to take charge of situations and lead people. Personal success is important to you, and you may find that being the manager of a team can help you achieve greater goals than you might accomplish on your own. Furthermore, you may enjoy reliably leading a team toward objective results, and this may be less typical of the D style.

**You probably enjoy many of the following aspects of your work:**

- Implementing your ideas
- Having authority
- Achieving results
- Overcoming obstacles
- Promoting innovation
- Creating a safe, predictable environment
- Helping a team progress steadily toward a goal
- Emphasizing accuracy and precision
- Catching errors or flaws in design



## WHAT DRAINS YOUR ENERGY AS A MANAGER?

Then there are those management responsibilities that are stressful for you. Because getting results is so important to you, you may be hesitant to delegate a task unless you're confident that the person can accomplish it. You may also dislike reining in your creative ideas for the benefit of others or because the organization has different priorities. Furthermore, you probably become irritated if things are moving too slowly or if you perceive that time has been wasted. At the same time, unlike others with the D style, you may find it difficult to manage people who fail to exercise precision, and you may avoid situations that lack clear direction.

**Many of the following aspects of your work may be stressful for you:**

- Following strict rules or protocols
- Dealing with challenges to your authority
- Keeping your opinions to yourself
- Providing step-by-step training
- Being faced with inefficiencies
- Managing a chaotic environment
- Moving away from established procedures
- Making decisions without time for analysis
- Being wrong or unprepared





# Direct & Delegate

## INTRODUCTION

As a manager, you may find that effectively directing and delegating to your employees is more complex than simply handing off an assignment with a “please” and “thank you.” Perhaps you’ve noticed that individual employees respond positively to different types of instruction and feedback. Some want specific directions and welcome objective feedback, while others want just the opposite. In this module, you’ll learn about a more systematic method for figuring out what your direct reports need from you during this process.

### YOU WILL LEARN

1. Your natural directing and delegating style
2. The directing and delegating needs of different people
3. How to better direct and delegate to a person you manage



Management

## DISC® MODEL AND MANAGEMENT PRIORITIES

The priorities around the circle show what different managers tend to emphasize in their work, as well as what the people they manage value. Your dot and surrounding comfort zone (shading) are also shown. Typically, people with the D style have shading that touches Drive, Action, and Challenge. Your shading stretches to include Reliability and Objectivity, which isn’t characteristic of your style.

### Dominance

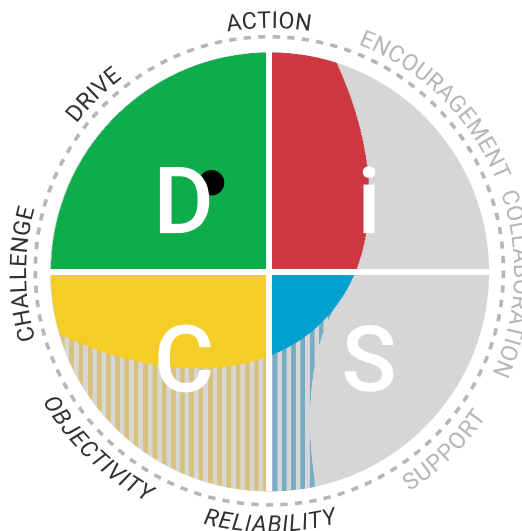
#### Responds well to:

- Autonomy
- Clear goals
- Immediate results

### Conscientiousness

#### Responds well to:

- Independence
- Systematic methods
- Logical explanations



### Influence

#### Responds well to:

- Exciting tasks
- Enthusiasm
- Encouragement

### Steadiness

#### Responds well to:

- Reassurance
- Promise of support
- Clear guidelines





# How You Direct & Delegate

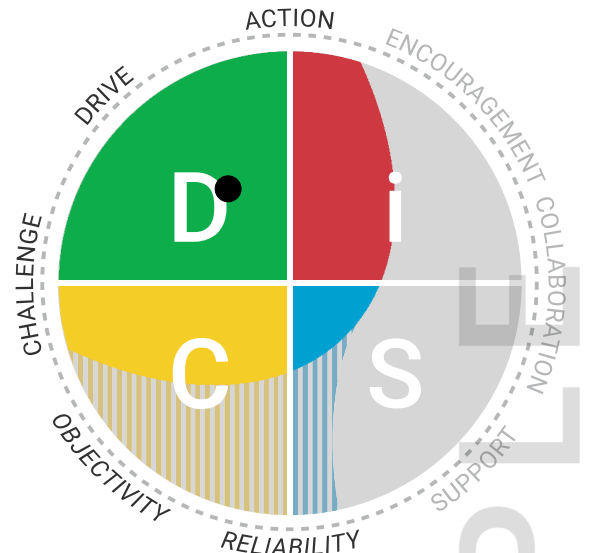
Based on your DiSC® style and priorities, you have a natural approach to directing and delegating. However, it's important to consider how effective your approach may be with employees of different styles.

Mateo, because you have a **strong drive for results**, you tend to push people toward ambitious goals. However, your forceful manner may sometimes prevent people from asking clarifying questions to get the information they need.

Your **preference for action** means that you want to get going quickly and may not spend a lot of time relaying the specifics. Instead, you usually direct people by instilling a sense of urgency and clearly stating your expectations for results.

Because you **strive for challenging goals**, you may be reluctant to delegate much of your authority to others, regardless of their competence. You're more likely to perform important tasks yourself. And if individuals don't meet your standards, you may tell them so bluntly.

Furthermore, your directing and delegating style is probably influenced by your two extra priorities, which aren't typical of the D style. You probably discourage risky shortcuts that could undermine reliable outcomes. Also, you tend to lay out your expectations in an objective, logical manner to ensure accurate outcomes.



## HOW DO YOU APPROACH DIRECTING AND DELEGATING?

### Strengths

- Holding people accountable for their actions
- Getting people moving and keeping them on track
- Ensuring that people understand the need for results
- Setting ambitious goals for people and pushing them to reach their potential
- Ensuring that people understand their responsibilities
- Ensuring quality outcomes

### Challenges

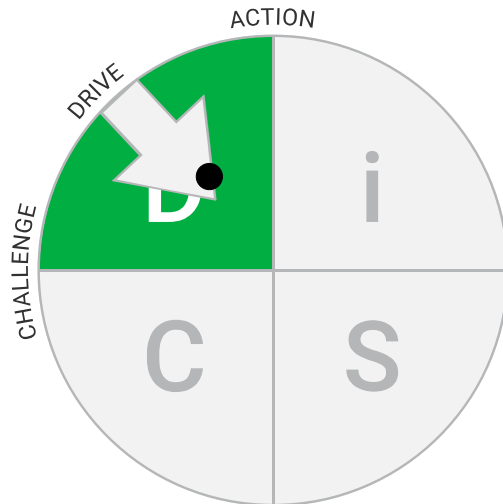
- Offering ongoing encouragement
- Sharing positive emotion, which could boost morale
- Giving more structure to the people who need it
- Delegating rather than doing everything yourself
- Listening to people's concerns about assignments
- Considering the needs of others



# Direct & Delegate: You & the D Style

## HOW THEY LIKE TO WORK

People who share your D style prioritize the bottom line and are driven to get results. Because they are independent like you, they don't require hand-holding or coddling, which you probably appreciate. Most likely, they display initiative and accept as much responsibility as you're willing to give them. In addition, they tend to be straightforward with their opinions and want the freedom to make decisions without having to ask for input from others.



## POTENTIAL CHALLENGES WHEN WORKING TOGETHER

Like you, these individuals are often questioning and skeptical. They're unlikely to simply follow orders, and they may challenge your authority if they disagree with your decisions. Furthermore, they're likely to get defensive if they feel their judgment is being questioned. Because you share this tendency to challenge, disagreements between the two of you may become heated, and you may fail to find the common ground needed to come to a resolution.

## HOW TO ADAPT

Like you, people who share your D style like to initiate big changes and make rapid progress. Therefore, show them the big-picture purpose of the task and how it can lead to innovative results. If they have exhibited sound judgment in the past, show respect for their bold ideas and decision-making ability. If they are inexperienced, remember that they may try to make decisions that exceed their qualifications. Given your D style, you might have to work at allowing them more autonomy and authority as they gain experience.

### If they're less experienced

- Don't confuse confidence with competence.
- Check their understanding of assignments, but don't appear patronizing.
- Establish agreement about the type of decisions that will be left to them.
- Have them check with you before any risky decisions are made.
- Let them know that they will be given more autonomy as they gain experience.

### If they're more experienced

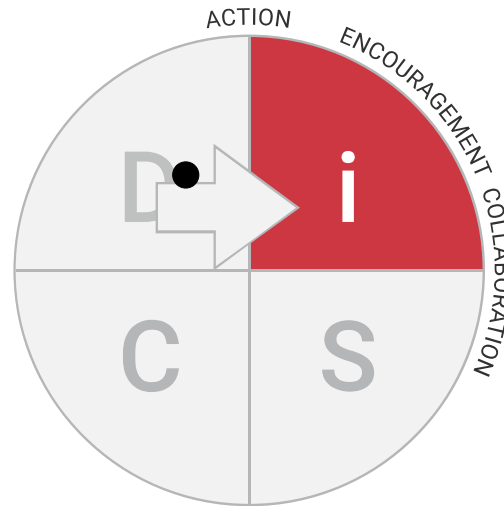
- Make sure you see eye to eye on the goal of the assignment.
- Be direct about the results you expect.
- Set a deadline and let them figure out how to proceed.
- Make sure they understand the consequences of their shortcuts.
- Specify the limits of their authority while still allowing for some autonomy.



# Direct & Delegate: You & the i Style

## HOW THEY LIKE TO WORK

People with the i style tend to be upbeat and optimistic. They'll often focus on the positive possibilities of a task rather than the potential downside, which is contrary to your natural sense of skepticism. Furthermore, because these individuals tend to feed off of open expression and encouragement, they may desire more recognition than you are naturally inclined to give. Despite their high energy, they may not share your interest in the bottom line, and they're probably less driven to make a big impact.



## POTENTIAL CHALLENGES WHEN WORKING TOGETHER

People with the i style want a fun, collaborative work environment, so they may not appreciate your preference to focus on the bottom line. They may see your straightforward, no-nonsense approach as harsh or cold, while you may consider their emphasis on the social aspects of work as distracting or a waste of time. Furthermore, they prefer to work with others, so they may not understand your focus on individual achievement and autonomy. In fact, they may become distressed if their assignments isolate them from others.

## HOW TO ADAPT

Like you, these individuals tend to move quickly, so they want to get the gist of an assignment and dive right in. They may be eager to tackle creative tasks and prefer the freedom to move at their own rapid pace. Because of their energy and enthusiasm, they may enjoy projects that require quick thinking or a fresh approach. Check in frequently with those who lack experience to make sure they're on track. For those who are more experienced, encourage creativity, but hold them accountable for timelines and results.

### If they're less experienced

- Let them collaborate when possible.
- Make sure they don't lose track of details.
- Give them encouragement.
- Check their understanding since their enthusiasm might mask a lack of clarity.
- Stress the importance of thoroughness and deadlines.

### If they're more experienced

- Allow them to take the lead in group settings.
- Make time to go over their ideas with them.
- Acknowledge their contributions publicly.
- Let them try out new ways to look at problems.
- Keep them on track and on schedule.



# Direct & Delegate: You & the S Style

## HOW THEY LIKE TO WORK

People with the S style are often accommodating and flexible. They accept direction easily and will seldom push for more authority, but they may need more hands-on support than you naturally provide. Because they may be hesitant to speak up or assert themselves, it may be difficult for you to identify when they are ready for new responsibilities or challenges. Similarly, they may be so intent on avoiding confrontations that they keep their concerns to themselves, so you may not know about any dissatisfaction until it's too late.

## POTENTIAL CHALLENGES WHEN WORKING TOGETHER

These individuals appreciate working at a steady pace, and unlike others with the D style, you also prioritize reliability and consistency. As a result, you may identify with their desire to focus on tasks without being interrupted by sudden changes. However, you're probably more comfortable than they are when it comes to taking risks and moving quickly, especially for a bigger payoff. Therefore, you may view their hesitancy as indecisive, while your willingness to change course quickly might make them nervous.

## HOW TO ADAPT

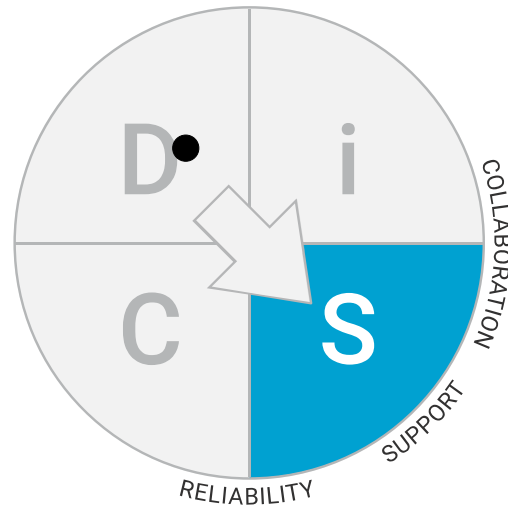
People with the S style may be most comfortable in friendly, collaborative environments. They want to make sure that they're on the same page as other people and to be part of a cooperative team. Given your D style, it may take more effort for you to make them feel valued and connected. For those who lack experience, be straightforward about your expectations, but assist them if needed. For those with more experience, give them responsibility but make it clear that you are available to advise them if they face tough decisions.

### If they're less experienced

- Give clear, step-by-step directions.
- Confirm their understanding of the plan.
- Check in with them frequently.
- Refrain from giving them too much responsibility before they're ready.
- Avoid overriding their decisions whenever possible.

### If they're more experienced

- Remember to ask for their input.
- Give them more responsibility but avoid overburdening them.
- Specify the result and allow them to structure a plan.
- Encourage them to take initiative.
- Ask them directly what kind of support they need.

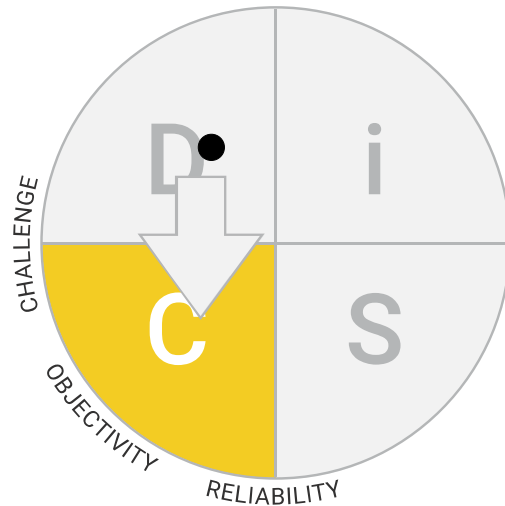




# Direct & Delegate: You & the C Style

## HOW THEY LIKE TO WORK

People with the C style relate well to logic and fact-based ideas, and you share their objectivity even though it's not as typical for someone with the D style. Like you, they strive for quality results, taking time to analyze concepts and examine solutions. Because they may be less interested in the social and emotional aspects of the job (also like you), they may require little face time. Rather, they prefer to be given a task and allowed the time and space to complete it.



## POTENTIAL CHALLENGES WHEN WORKING TOGETHER

These individuals want to thoroughly consider all the consequences before choosing a plan, and unlike others with the D style, you also want to produce dependable outcomes. However, you may be more comfortable with innovation than they are, and your willingness to take risks may seem reckless to them. At the same time, you may become impatient with their need to go over solutions repeatedly. Furthermore, they may become flustered if you pressure them to multi-task or move more quickly.

## HOW TO ADAPT

Like you, people with the C style want to work in an environment where they feel free to point out flaws and question inefficiencies. Remember that they are concerned with high quality, so just because they question an idea doesn't mean they're resistant to your authority. Those with less experience may spend too much time analyzing and perfecting their work, so be sure to keep them on track and moving forward. For those with more experience, allow more autonomy, but make sure you set deadlines that create a sense of urgency.

### If they're less experienced

- Allow them to work independently whenever possible.
- Help them achieve quality without putting deadlines at risk.
- Explain the logic behind the task.
- Make sure they have the resources they need.
- Check in to make sure they aren't getting bogged down.

### If they're more experienced

- Ask them if they need more direction.
- Listen to their concerns about quality.
- Encourage them to study the overall plan for defects.
- Allow them to work independently, but set clear deadlines.
- Give them opportunities to help solve complex issues.



# Motivation

## INTRODUCTION

You can't motivate people. They have to motivate themselves. As a manager, however, you can create an environment where it's easy for people to find their own natural motivation. This means building an atmosphere that addresses employees' basic needs and preferences so they can do their best work. Of course, it's normal for humans to assume that the things that motivate us will automatically motivate others. So what you'll explore in this module is the type of environment you naturally create for those around you and how to adapt this environment to better meet the needs of the people you manage.

### YOU WILL LEARN

1. How you affect the motivation of others
2. What different people find motivating and demotivating
3. How to create a more motivating environment for a specific person



Management

## DISC® MODEL AND MANAGEMENT PRIORITIES

The priorities around the circle show what different managers tend to emphasize in their work, as well as what the people they manage value. Your dot and surrounding comfort zone (shading) are also shown. Typically, people with the D style have shading that touches Drive, Action, and Challenge. Your shading stretches to include Reliability and Objectivity, which isn't characteristic of your style.

### Dominance

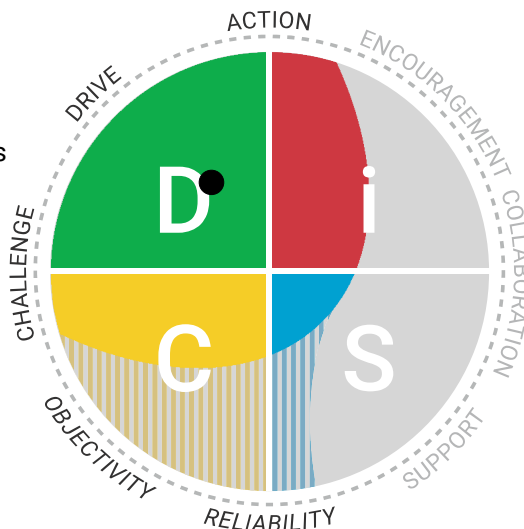
#### Motivated by:

- Challenges
- Chances to prove themselves
- Freedom

### Conscientiousness

#### Motivated by:

- Problem-solving
- Using their expertise
- Clear standards



### Influence

#### Motivated by:

- Enthusiastic praise
- Public recognition
- Passion

### Steadiness

#### Motivated by:

- Sincere appreciation
- A pressure-free environment
- Teamwork



# The Environment You Create

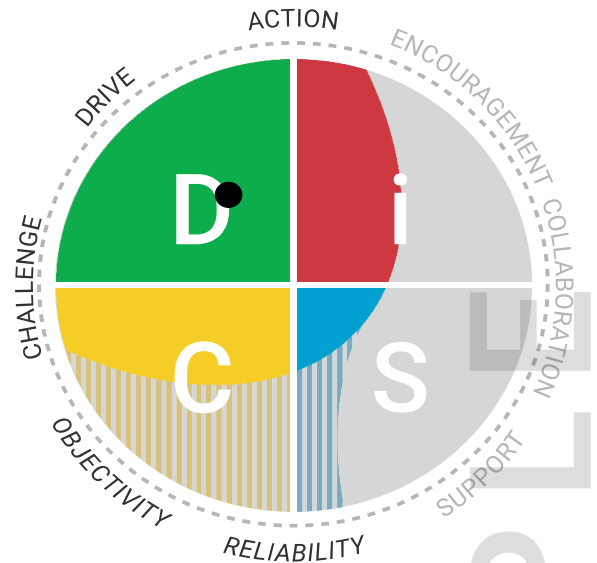
It's important to understand the nature of the environment you create because it has a major impact on the motivation of the people you manage.

Mateo, by **driving toward success**, you can create a setting where people believe that anything is possible. As a result, you may encourage people to strive for more ambitious goals than they would otherwise have considered.

Similarly, your **preference for action** helps create a sense of urgency that may be contagious. The people you manage may feel energized by your fast pace and quick decision making, which could help them to maintain momentum.

Most likely, your **willingness to challenge the status quo** supports a culture of creativity. Because you usually look for original solutions to vexing problems, others are likely to pick up on this behavior as they develop their own ideas and execute their tasks.

Furthermore, unlike others with the D style, you have two extra priorities that may influence motivation and the environment you create. To you, providing a **reliable atmosphere** is important, and people probably feel comforted knowing what to expect and where they stand. Because of your emphasis on **objective analysis and accuracy**, people may work harder to produce quality results.



## YOUR EFFECT ON OTHERS

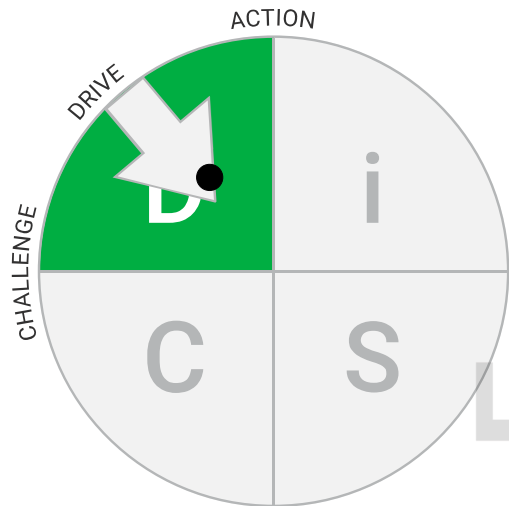
- Because of your drive, people strive for tangible results.
- When you challenge people, they push themselves harder.
- Because you emphasize results, people feel a sense of urgency.
- Because you provide direct feedback, people know they cannot get away with inferior work.
- Because you are reliable, people know they can count on you.
- Because you are objective, people strive to make rational decisions.



# Motivation: You & the D Style

## WHAT ARE THEIR MOTIVATIONAL NEEDS?

Employees with the D style are motivated to win, so they probably care more about the bottom line than how they get there. Like you, they're driven to achieve, so they often thrive in competitive environments and can sometimes turn the most collaborative task into a contest. Furthermore, they share your desire to move quickly and want to make a big impact with innovative or daring ideas. In fact, because they're so focused on individual career growth, they will probably feel empowered to meet the challenging expectations you tend to place on them.



### What demotivates the D style?

- Routine
- Foot dragging
- Being under tight supervision
- Having their authority questioned or overruled
- Feeling like their time is being wasted
- Having to wade through a lot of details

### How does conflict affect the motivation of the D style?

- Employees with this style may embrace conflict as a way to create win-lose situations.
- They may be energized by the competitive aspects of conflict.
- They may waste energy dwelling on who is at fault.

## HOW TO ADAPT

Here's how to adapt your approach to help people with the D style find their own natural motivation.

### How can you help create a motivating environment for the D style?

- Give them concrete goals to work toward.
- Provide opportunities for independent work.
- Increase their control over their work environment.
- Create competitions and chances to win, but don't allow them to overrun the rest of the team.
- Avoid stepping in or overruling their decisions unless absolutely necessary.
- Emphasize the big-picture, results-oriented purpose of a project.

### What's the best way for you to recognize and reward the D style?

- Reward effective performances by stepping back and allowing increased autonomy.
- Compliment them with direct statements that focus on results.
- Let them know how their competitiveness and drive contribute to team success.
- Give them opportunities for advancement when they have proven they're ready for new challenges.

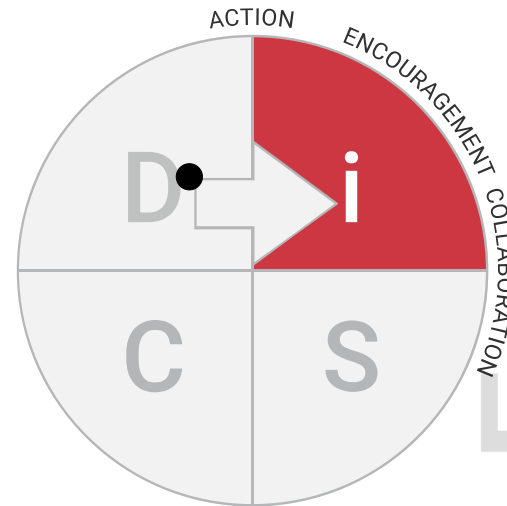




# Motivation: You & the i Style

## WHAT ARE THEIR MOTIVATIONAL NEEDS?

Employees with the i style look for high-energy environments where adventurous or groundbreaking ideas are valued. Unlike you, they're eager to collaborate, so they may put a lot of energy into socializing and maintaining relationships. Because they like fun, vibrant settings, they often move quickly to indulge in a variety of tasks, and you probably don't have much trouble keeping up with their fast pace. Those with the i style are also motivated by public recognition and appreciate a warm and encouraging environment, probably more so than you.



### What demotivates the i style?

- Being isolated from others
- Working in a reserved, slow-paced setting
- Having their contributions go unrecognized
- Performing routine or repetitive tasks
- Wading through a lot of details
- Working with pessimistic or critical people

### How does conflict affect the motivation of the i style?

- Conflict may make them emotional or angry, and as a result may negatively affect their performance.
- They may take conflict personally, which could de-energize them.
- They may dwell on the conflict rather than focus on their tasks.

## HOW TO ADAPT

Here's how to adapt your approach to help people with the i style find their own natural motivation.

### How can you help create a motivating environment for the i style?

- Let them collaborate with others.
- Encourage their positive energy and give them opportunities to express themselves.
- Limit the predictability and routine of their tasks when possible.
- Avoid dampening their enthusiasm by dismissing their ideas too quickly.
- Take their feelings into account rather than relating everything to results.
- Provide encouragement even when delivering tough feedback.

### What's the best way for you to recognize and reward the i style?

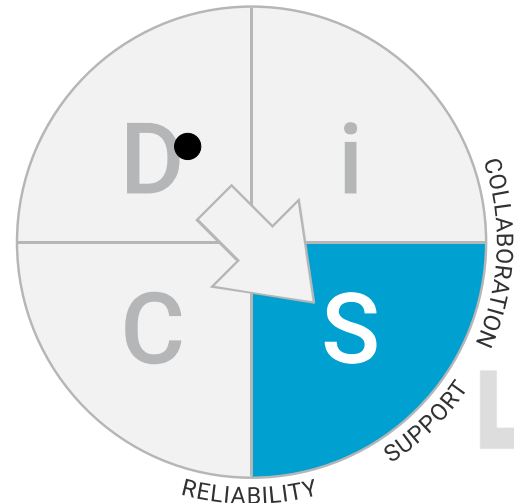
- Reward them for outstanding results by praising them publicly and enthusiastically.
- Tell them how much others appreciate the energy and people skills they bring to the team.
- Give them opportunities to shine and recognize peak achievements.
- Show your approval by recommending them for awards and advancement opportunities.



# Motivation: You & the S Style

## WHAT ARE THEIR MOTIVATIONAL NEEDS?

People with the S style prefer a calm, structured atmosphere where tension and conflict are rare. They want to be supportive of people, and may even withhold their own opinions to accommodate the needs of others, which is a tendency you may not identify with. In addition, they like to connect with colleagues on a personal level, and they may value working in a collaborative setting more than you do. Furthermore, because they share your desire to be seen as reliable, they want enough time to perform their duties without being rushed or stressed.



### What demotivates the S style?

- Competitive environments
- Having to change direction abruptly
- Being rushed into quick decisions
- Dealing with cold or argumentative people
- Being forced to improvise
- Being in chaotic situations

### How does conflict affect the motivation of the S style?

- They may compromise on things they care about but remain frustrated beneath the surface.
- They may waste energy worrying that people are mad at them.
- They may become fearful about making mistakes, limiting their effectiveness or ability to take chances.

## HOW TO ADAPT

Here's how to adapt your approach to help people with the S style find their own natural motivation.

### How can you help create a motivating environment for the S style?

- Avoid rushing them for results, which may require you to slow your pace at times.
- Let them collaborate with others.
- Show them that you care about their feelings rather than focusing solely the bottom line.
- Provide the information and resources they need to do their best work.
- Give plenty of warning when changes are coming.
- Ask for their ideas, which they might not share without encouragement.

### What's the best way for you to recognize and reward the S style?

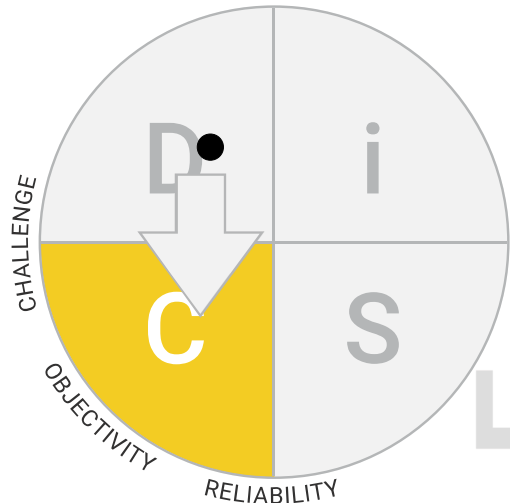
- Recognize how their strengths, such as thoughtfulness and steadiness, contribute to team success.
- Acknowledge how the above-and-beyond support that they provide helps you get results.
- Reassure them regularly that they're appreciated and valued.
- Reward them by taking the time to give warm and sincere praise in a one-on-one setting.



# Motivation: You & the C Style

## WHAT ARE THEIR MOTIVATIONAL NEEDS?

Employees with the C style look for an environment where they will have time to analyze ideas and ensure flawless outcomes. Like you, they want to produce work that's reliable, so they prefer to maintain a moderate pace and exercise a sense of caution. Because they share your objective outlook, they like to weigh the options and gather all the facts before making decisions. Also, they want to master their responsibilities, so like you, they often question ideas and challenge assumptions to ensure accuracy.



### What demotivates the C style?

- Being required to work collaboratively
- Receiving vague or ambiguous directions
- Having to deal with strong displays of emotion
- Being forced to let errors slide
- Having to make quick decisions
- Being wrong

### How does conflict affect the motivation of the C style?

- They may become resentful and unyielding, limiting their productivity.
- They may withdraw from the situation to avoid having to deal with emotional reactions.
- Their unexpressive manner may conceal a tendency to worry excessively.

## HOW TO ADAPT

Here's how to adapt your approach to help people with the C style find their own natural motivation.

### How can you help create a motivating environment for the C style?

- Avoid pressuring them for fast results.
- Explain the purpose of tasks and assignments logically.
- Allow them to help define quality standards.
- Listen to their insights about projects or tasks before asserting your opinion.
- Provide opportunities for independent work.
- Give them challenging projects they can sink their teeth into.

### What's the best way for you to recognize and reward the C style?

- Make time to privately praise their performance and expertise.
- Point out how their high-quality standards contribute to the organization's success.
- Recognize and utilize their strengths, including analysis, logic, and problem solving.
- Reward them for quality work by granting more autonomy and dictating their methods less often.



# Develop Talent

## INTRODUCTION

One of the most important but often overlooked areas of management is employee development. By development, we don't mean day-to-day direction on current job duties. Instead, we're talking about supporting employees' long-term professional growth by providing resources, environments, and opportunities that capitalize on their potential.

Certainly, your direct reports will need to work through those limitations that are significant obstacles to their growth. Research shows, however, that you'll be most effective as a manager if you can help your employees identify and build on their strengths, rather than trying to fix all of their weaknesses. This module will help you better understand their needs and how you can meet them where they're at.

### YOU WILL LEARN

1. Your natural style of developing talent
2. The diverse development preferences
3. How to better develop a specific employee



Management

## DISC® MODEL AND MANAGEMENT PRIORITIES

The priorities around the circle show what different managers tend to emphasize in their work, as well as what the people they manage value. Your dot and surrounding comfort zone (shading) are also shown. Typically, people with the D style have shading that touches Drive, Action, and Challenge. Your shading stretches to include Reliability and Objectivity, which isn't characteristic of your style.

### Dominance

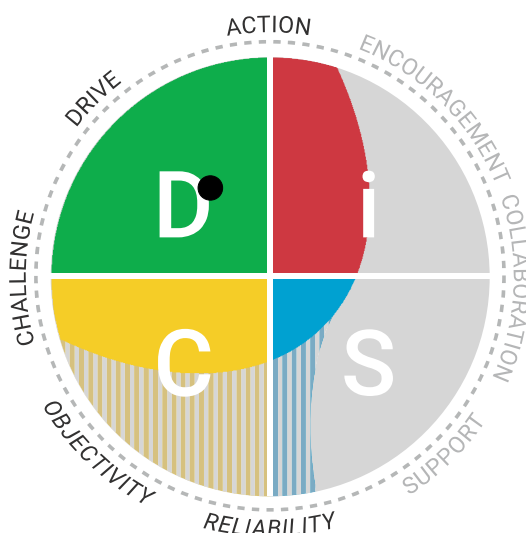
#### Appreciates:

- Big opportunities
- Advancement
- Being in charge

### Conscientiousness

#### Appreciates:

- Building expertise
- Digging deep into a topic
- Self-sufficiency



### Influence

#### Appreciates:

- Social and collaborative opportunities
- Novelty
- Chances to express themselves

### Steadiness

#### Appreciates:

- Collaborative opportunities
- A safety net
- Stability

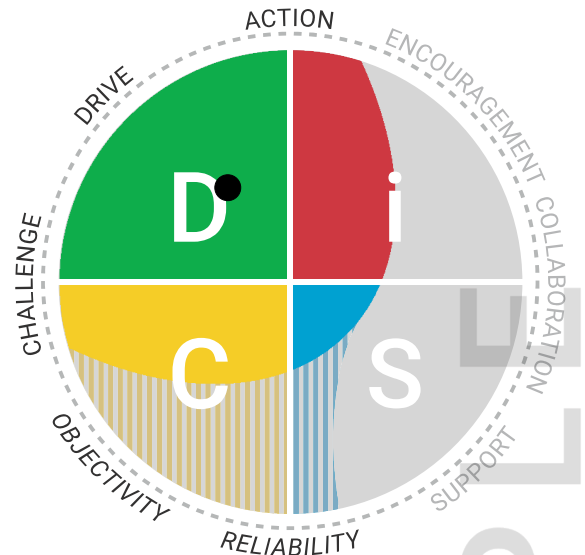


# How You Develop Talent

Every manager has a natural approach to developing talent in others. Your approach is described below.

Mateo, you tend to strive hard for results, and in the quest for accomplishment, you may bring the people you manage along for the ride. To you, development may be synonymous with achieving goals, so you might push people to learn more and move faster in your powerful drive for success. Therefore, you probably set high standards and aren't likely to accept excuses for subpar performances. And because you're willing to challenge assumptions, you may find ways to build on employee strengths that are far from obvious. Overall, your demanding approach may lead people to strive for meaningful accomplishments, rather than settle for modest goals.

Furthermore, unlike others with the D style, you also have two extra priorities that might influence your approach to developing others. Providing reliability is important to you, and for many, the structured environment you create helps them view their development as a predictable, ongoing process. Since you take an objective look at people's abilities and struggles, you're able to match their strengths with the organization's needs.



## HOW DO YOU APPROACH DEVELOPING OTHERS?

### Advantages

- Motivating people to do what they set out to do
- Toughening people up for further challenges in their careers
- Urging people to hone their skills
- Offering creative or daring ideas for people's development
- Creating reliable, concrete plans for development
- Helping people objectively identify their strengths and challenges

### Disadvantages

- Pushing people at a pace that is too fast for them
- Overwhelming others with responsibilities
- Forcing people to develop in ways that contribute to your own agenda
- Failing to take a long-range view of people's development needs
- Insisting things be done the way they always have, regardless of the person's natural strengths and limitations
- Coming across as more concerned with the organization than with other factors

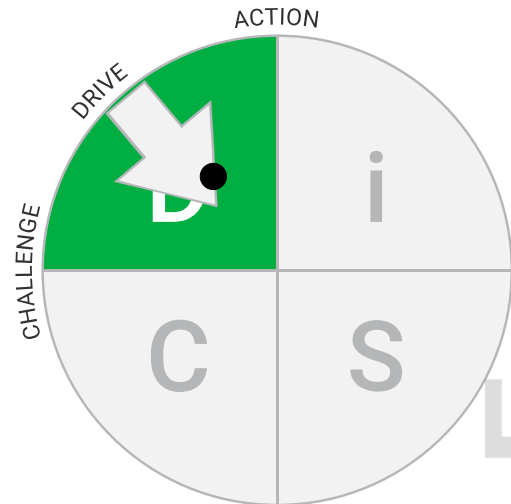


# Develop Talent: You & the D Style

## AREAS WHERE THEY HAVE STRONG POTENTIAL

Consider ways that these employees and the organization can take full advantage of the following strengths:

- Willingness to take risks and challenge the status quo
- Comfort being in charge
- Confidence about their opinions
- Persistence through failure or tough feedback
- Competitive spirit and drive for results
- Ability to create a sense of urgency in others
- Comfort being direct or even blunt
- Restless motivation to take on new challenges
- Ability to find effective shortcuts
- Willingness to speak up about problems



## HOW TO ADAPT

### Remember they're driven

People who share your D style are usually quite driven, so it may be important to ensure that their energy is channeled in the right direction. Because you tend to assert your authority, you probably don't have much trouble reining them in. Respect their drive to achieve independently while making sure that their priorities are in line with those of the broader organization.

- Be sure they know the difference between individual and organizational goals.
- Let them know if they have taken on more than they can handle.
- Encourage their ambition but be prepared to limit their authority.

### They're action-oriented

Like you, people with the D style tend to move fast and work toward an immediate payoff. However, because you both are intent on rapid results, you may neglect to create a step-by-step development plan. This may be necessary if they are inexperienced or prone to make big decisions with very little information.

- Slow down to look at other development opportunities.
- Review the big picture and have them come up with appropriate long-term goals.
- Make sure they have a clear and orderly development plan.

### They have a challenging side

Like you, these individuals can use their strong will to push through obstacles. Because they may often feel that their way is the only way, they may challenge your authority. At times, you may butt heads or get locked into power struggles.

- Remember that heavy-handed tactics will turn disagreements into a power struggle.
- Set up a system so they know when you are suggesting and when you are telling.
- Be firm and assert your authority without coming across as domineering or controlling.

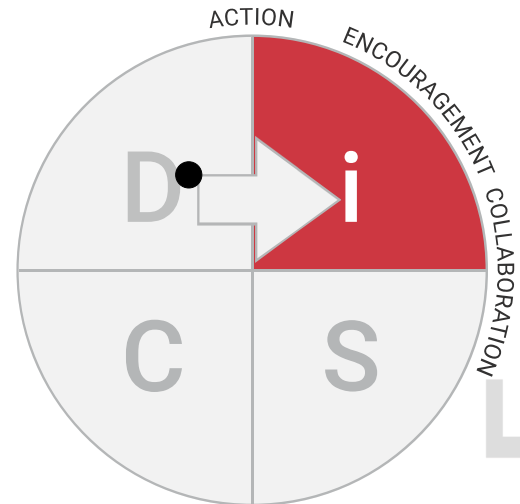


# Develop Talent: You & the i Style

## AREAS WHERE THEY HAVE STRONG POTENTIAL

Consider ways that these employees and the organization can take full advantage of the following strengths:

- Ability to build a network of contacts
- Willingness to accept new ideas
- Interest in working with others
- Comfort taking the lead
- Persistence through optimism
- Tendency to create enthusiasm
- Ability to empathize with others
- Willingness to experiment with different methods
- Tendency to give praise and encouragement to others
- Ability to rally people around an idea



## HOW TO ADAPT

### Remember they respond to encouragement

People with the i style often take feedback personally, so they may not respond well to your blunt assessments. Because they want to know that they are doing a good job and are on the right development path, they may want more upbeat encouragement than you naturally provide. Without positive reinforcement of their progress, they may worry that you're not satisfied.

- Refrain from being overly harsh or blunt in your feedback.
- Be sure to point out the progress they have made.
- Show that you are optimistic about their chances of success.

### They're action-oriented

Like you, these individuals are interested in fast-paced innovation, so they may display less enthusiasm for development opportunities that require a great deal of in-depth analysis or study. Your own desire for quick action may mean that you don't push them to slow down and embrace deliberation or careful examination. As a result, you may both overlook promising opportunities that take more time to study.

- Encourage their spontaneity when appropriate.
- Point out the negative consequences of not taking the time to develop skills with concentrated effort.
- Help them slow down to look at other development opportunities.

### They thrive on collaboration

People with the i style prefer to grow and improve their skills in a team environment where collective effort is the answer to just about any problem. For this reason, your preference to limit collaboration and strive for individual goals may not meet their needs. You may need to reassess your assumption that everyone thrives with as much independence as you do.

- Encourage them to pursue opportunities that involve working with others.
- Allow them to lead small groups.
- Remind them that they will have to work alone from time to time.



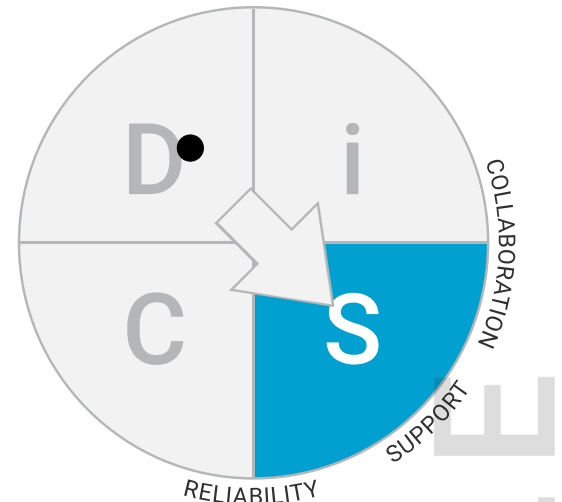


# Develop Talent: You & the S Style

## AREAS WHERE THEY HAVE STRONG POTENTIAL

Consider ways that these employees and the organization can take full advantage of the following strengths:

- Ability to work with different types of people
- Interest in maintaining steady progress
- Tendency to be diplomatic
- Willingness to support team goals
- Ability to empathize with others
- Persistence to work on routine or highly detailed projects
- Tendency to follow through on commitments
- Ability to calm upset people
- Understanding of others' perspectives
- Willingness to be flexible to others' needs



## HOW TO ADAPT

### Remember they appreciate support

Although they'll rarely ask for it, people with the S style need to be reassured that they are doing a good job. Because you are unlikely to offer this type of emotional support, they may become intimidated by your fast pace and results focus and fail to share their real concerns and opinions with you.

- Think beyond results, productivity, and success when structuring their development.
- Ask directly but gently for their thoughts about their interests and skills.
- Show patience and understanding for their fears and concerns.

### They strive to be reliable

Like you, these individuals tend to be reliable and stable, which is more typical for the S style than the D style. Therefore, they probably appreciate your tendency to minimize surprises. However, you are also comfortable moving at a fast pace, and they may feel threatened if you propose innovative plans that include an element of risk.

- Encourage them to maintain their focus on reliable progress.
- Let them know that development often means moving in new directions or learning new skills.
- Give them time to warm up to ideas that involve a lot of change.

### They value collaboration

People with the S style enjoy working with others, and they may believe that groups come up with more effective answers than individuals do. They may look for development opportunities that allow them to collaborate with people, and they are often eager to help develop collective visions. Therefore, your preference to prioritize individual achievement and drive may not meet their needs.

- Encourage them to pursue collaborative opportunities while furthering their own development.
- Show them that they have the skills to work autonomously or as a leader.
- Remember that they don't value individual accomplishment as much as you do.



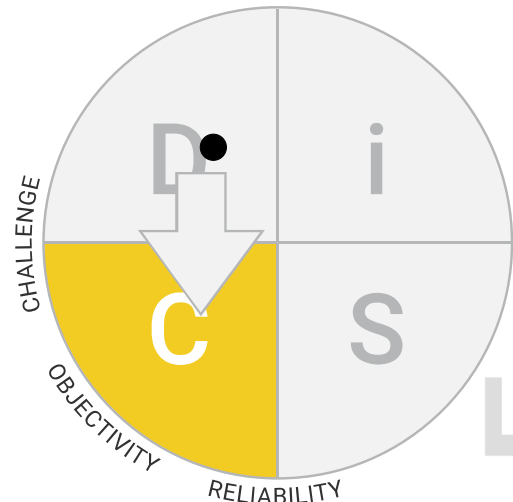


# Develop Talent: You & the C Style

## AREAS WHERE THEY HAVE STRONG POTENTIAL

Consider ways that these employees and the organization can take full advantage of the following strengths:

- Insistence on quality
- Ability to look at ideas logically
- Comfort with studying the specifics
- Interest in maintaining error-free work
- Ability to pinpoint potential problems
- Persistence in analyzing solutions
- Willingness to work alone
- Tendency to avoid letting personal feelings interfere with work
- Ability to exercise caution and manage risks
- Interest in developing a systematic approach



## HOW TO ADAPT

### Remember they prize objectivity

People with the C style rely on logic, a tendency you share even though it's not typical of the D style. Therefore, they may respond well to your tendency to emphasize rational thinking. However, you tend to move at a faster pace than they do, and they may reject development opportunities that reward speed over quality.

- Remember that they may prioritize expertise over achievement.
- Steer them toward methodical development opportunities.
- Push them to move forward rather than overanalyze the specifics.

### They expect reliability

While it's more common for the C style than the D style, you're both interested in development opportunities that are stable and reliable. They may, however, become inflexible once they've decided on a logical course of action. You may need to push them to consider bolder options that provide greater opportunities for growth.

- Avoid getting stuck in a rut of safe or traditional development plans.
- Be aware that they may have trouble admitting their limitations once they've started.
- Ensure that they see the drawbacks of playing it safe.

### They have a challenging side

Like you, these individuals are often skeptical, so they may probe ideas for flaws even after others have accepted them. Their questioning nature may be frustrating as you work with them to create a development path. Their tendency to say "no" may come across as dismissive or resistant, and could lead to power struggles if you respond by pushing them to accept your ideas.

- Expect that you'll have to back up your ideas with evidence if you want buy-in.
- Hold them accountable if they question your ideas in a combative or disrespectful way.
- Give them time to think over your suggestions before making final decisions together.



# Manage Up

## INTRODUCTION

"Managing up" refers to working effectively with and influencing your manager. And though it's a frequently overlooked aspect of management, it's nevertheless critical. Your manager is often your link to other parts of the organization and to resources that your team needs, so it's vital to have a good working relationship with them. If this relationship is solid, you'll be much more effective at communicating the needs of your team and pushing for the changes that will help them succeed. You'll also have a much clearer picture of where the organization is headed and what your manager prioritizes. This module will help you better understand your manager and how you can work together more effectively.

### YOU WILL LEARN

1. How your manager might see you
2. Different approaches for getting buy-in from your manager
3. How to work more effectively with your manager



Management

## DISC® MODEL AND MANAGEMENT PRIORITIES

The priorities around the circle show what different managers tend to emphasize in their work. Your dot and surrounding comfort zone (shading) are also shown. Typically, people with the D style have shading that touches Drive, Action, and Challenge. Your shading stretches to include Reliability and Objectivity, which isn't characteristic of your style.

### Dominance

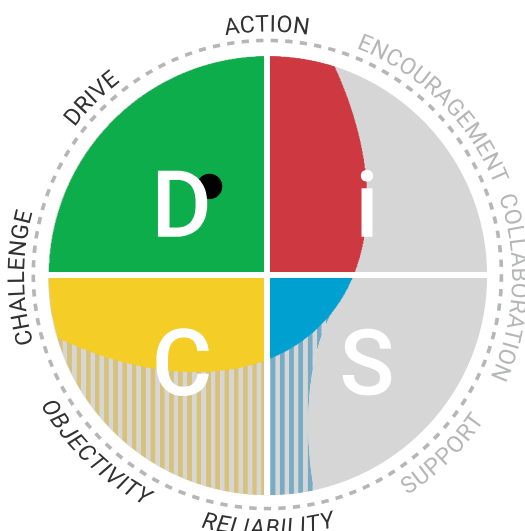
#### Responds well to:

- Outcomes
- Urgency
- Confidence

### Conscientiousness

#### Responds well to:

- Objectivity
- Logical arguments
- Evidence



### Influence

#### Responds well to:

- Enthusiasm
- Open dialogue
- Immediate action

### Steadiness

#### Responds well to:

- Predictability
- Sincerity
- Time to deliberate



# How Your Manager Sees You

Understanding how you come across to your manager is important, but sometimes difficult. This page provides insight into how your manager might see you.

## Driven

Mateo, since you have a D style, you probably come across as assertive and decisive. Your manager may appreciate that you can be counted on to strive for success and get fast results. On the other hand, you may sometimes bite off more than you can chew, which could frustrate your manager. Furthermore, your tendency to push people may seem too aggressive for managers who prefer a more diplomatic approach.

- Your manager may see you as overly insistent or demanding when you're pushing toward your goals.
- Some managers may believe that you're too focused on your own agenda.

## Active

Many managers will appreciate that you tend to take charge of situations and keep projects under control. In addition, because you prefer a fast pace, your manager may trust that you'll avoid falling behind schedule. However, your tendency to make decisions and act quickly may seem rash to some managers.

- Some managers may find your more adventurous ideas to be impractical or unrealistic.
- Your manager may see shortcuts as evidence of sloppy work.

## Challenging

Because of your direct manner, your manager may feel comfortable that you'll give straight answers without beating around the bush. Furthermore, your tendency to suggest bold ideas may lead your manager to view you as an independent thinker and innovator. However, since you aren't afraid to challenge the status quo, your manager may think that you occasionally overstep your boundaries..

- Your manager may see you as overly critical.
- Some managers may feel you threaten their authority.

## Reliable

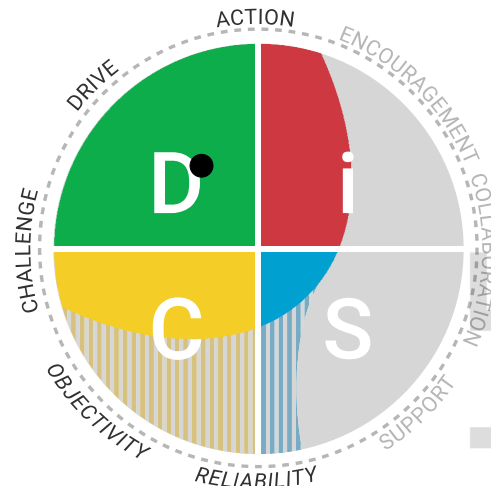
You tend to be reliable, which is unusual for the D style, and many managers may feel that their projects are in good hands with you. However, some managers may worry that your sense of caution could restrict you to overly conventional solutions.

- Your manager may think you're too cautious when it's time to make big decisions.
- Because you often prefer tried-and-true methods, some managers may think you're overly conventional.

## Objective

Being objective may not come naturally to others with the D style, but you tend to look at things logically, and many managers feel confident that you'll produce well-reasoned solutions. However, some managers may think that you sometimes get too bogged down in the details.

- Your manager may think that you rely too heavily on data.
- Some managers may see you as a details person rather than a big-picture thinker.





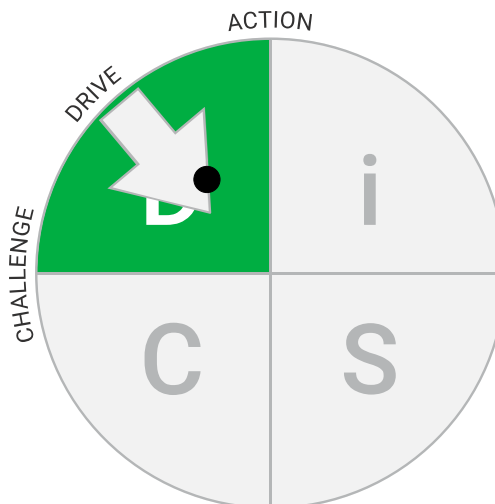
# Manage Up: You & the D Style

Most of us would like to understand our own manager a bit better. If your manager tends toward D, here are some insights for working more effectively together.

## THEIR PRIORITIES AND PREFERENCES

Managers with the D style put a strong emphasis on drive and are active in pursuing bottom-line results. They can be demanding and blunt and won't hesitate to voice their skepticism. Overall, they respond best to people who can quickly help them achieve success.

- Like you, their driven nature means that they will do whatever it takes to reach their goals.
- Like you, they prioritize action and want to keep progressing at a rapid pace.
- Like you, they probably challenge themselves and aren't afraid to challenge others.



## HOW TO ADAPT

### Getting buy-in

Managers who share your D style want to know how your ideas will produce concrete, immediate results. By emphasizing the big picture and the direct impact of your proposals, you may be able to gain their buy-in. Furthermore, because they respect confidence, your tendency to be assertive may increase the odds that they will give you support. Like you, they want to keep things moving quickly and may become frustrated when something or someone slows progress. As a result, your tendency to get right to the point by avoiding detailed explanations is just what they're looking for. In addition, keep in mind their need to feel in control. They are likely to dismiss an idea if they believe that you ignored their advice or sidestepped their authority. Therefore, be sure to show respect for their leadership, and offer them an ownership stake in the solution.

- Project confidence in your ideas.
- Keep the focus of your discussions on the bottom line.
- Emphasize the concrete results that they can expect.

### Dealing with conflict

Managers with the D style can become competitive in conflict, creating win-lose scenarios in which compromise is seen as a sign of weakness. Like you, they may be very direct and aren't inclined to gloss over differences or avoid confrontation. For this reason, disagreements between the two of you may become heated. Be sure to resist the urge to escalate the conflict. Find ways to make your points objectively, but if you find yourself becoming argumentative, focus on resolving arguments rather than on winning.

- Avoid becoming overly blunt or aggressive.
- Focus on creating solutions rather than competing.
- Stick to the facts and avoid hot buttons.



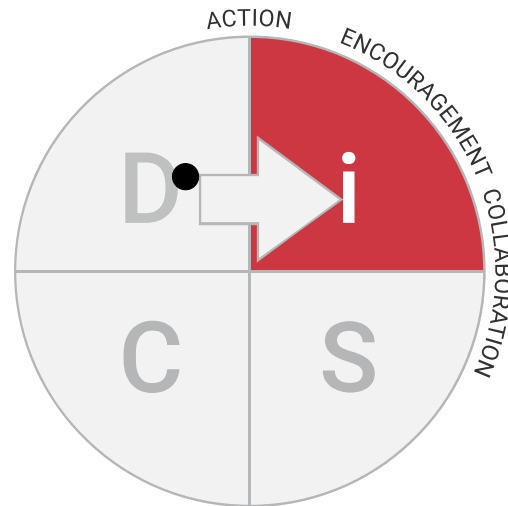
# Manage Up: You & the i Style

Most of us would like to understand our own manager a bit better. If your manager tends toward i, here are some insights for working more effectively together.

## THEIR PRIORITIES AND PREFERENCES

Managers with the i style tend to be energetic and encourage others to do their best. Overall, they want to lead a fast-paced but friendly team, and they will likely respond best to people who like to create an optimistic team spirit.

- Unlike you, they focus on encouragement and celebrating group victories.
- Unlike you, they prefer to work with others and prioritize teamwork.
- Like you, they focus on action and move quickly while striving for forward progress.



## HOW TO ADAPT

### Getting buy-in

Managers with the i style look for cooperation and want to know how your plans will affect other people. They're more interested in working as a team and may not be as focused on the bottom line as you tend to be. In addition, your strong will and determination may come across as too harsh or pushy to them. If you want their buy-in, show them how team members can work together to reach your goals, and rather than make demands, work to create an open dialogue between the two of you. Furthermore, like you, they're interested in fast movement and groundbreaking solutions, so lay out the big picture and assure them that things can happen quickly. Remember that delivering your ideas with passion is more likely to capture their attention and gain their continued support.

- Avoid being too inflexible when presenting your ideas.
- Emphasize how your ideas can quickly energize people.
- Discuss the effect of your ideas on other people.

### Dealing with conflict

Managers with the i style want to maintain friendly relationships. However, self-expression is very important to them, so in a conflict situation, they may demand to be heard. Because you tend to address conflict head-on, you and an i-style manager may escalate any disagreement. They may have trouble letting things go, so be careful that your directness doesn't come across as a personal attack. Express concern for their feelings and a desire to work through the conflict quickly but thoroughly. Let them know that a disagreement now doesn't mean a poor relationship down the road.

- Be straightforward, but avoid personal attacks.
- Let them know you respect their feelings.
- Make it clear that your relationship is still strong.



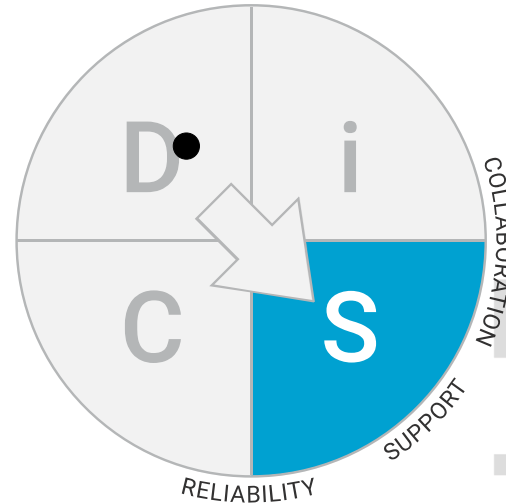
# Manage Up: You & the S Style

Most of us would like to understand our own manager a bit better. If your manager tends toward S, here are some insights for working more effectively together.

## THEIR PRIORITIES AND PREFERENCES

Managers with the S style tend to be accommodating and dependable. Overall, they want to lead a team in a calm setting where tension is rare, and they will likely respond best to people who are friendly team players.

- Unlike you, they emphasize people's feelings and are more concerned with maintaining relationships than you tend to be.
- Unlike you, they would rather work collaboratively than independently.
- Like you, they want to avoid chaos and maintain a dependable setting.



## HOW TO ADAPT

### Getting buy-in

Managers with the S style want steady progress, and unlike others with the D style, you tend to be equally concerned with achieving reliable results. Therefore, you may identify with their need to prepare for any major changes that you might suggest. Present your ideas clearly, and be ready with details to address their concerns. While they may allow you to lead the discussion, remember that heavy-handed tactics are unlikely to help you gain their buy-in. Furthermore, they're interested in collaboration and team unity. So rather than focusing solely on bottom-line results, point out how your solution can create opportunities to bring the group together.

- Emphasize how your idea helps people.
- Lay out your plan in a step-by-step manner.
- Give them time to consider the implications of the changes you are proposing.

### Dealing with conflict

Managers with the S style want to avoid conflict whenever possible, which is in contrast to your tendency to confront issues directly. For this reason, they may gloss over your differences or even deny that there is a problem. You may win arguments by being forceful, but a confrontational approach could undermine their trust in you. Therefore, you may need to take a more diplomatic approach and work to uncover the true source of the conflict. Avoid assuming that their silence means the matter is resolved. If you allow them to bury their feelings, resentment may build and appear later.

- Be direct without being confrontational.
- Avoid forceful tactics that may leave them feeling anxious or resentful.
- Follow up to make sure the issue is resolved.



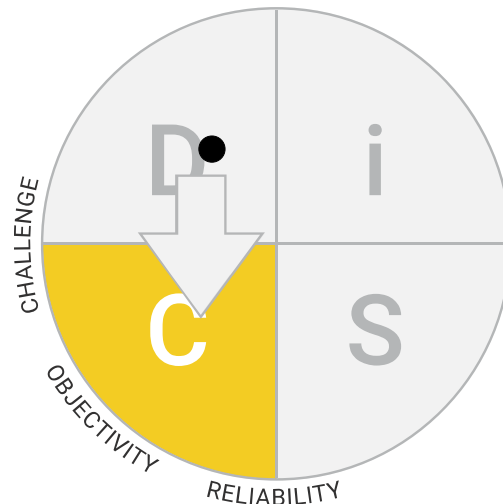
# Manage Up: You & the C Style

Most of us would like to understand our own manager a bit better. If your manager tends toward C, here are some insights for working more effectively together.

## THEIR PRIORITIES AND PREFERENCES

Managers with the C style put a strong emphasis on logic and maintaining a stable environment. Overall, they want to lead by setting high standards, and they will likely respond best to people who share their concern for high-quality outcomes.

- Like you, they spend a lot of time on objective analysis to ensure accuracy.
- Like you, they want to think through all of the consequences to deliver a reliable outcome.
- Like you, they tend to show skepticism for ideas that aren't backed up by facts.



## HOW TO ADAPT

### Getting buy-in

Managers with the C style want to see how your ideas can lead to a high-quality solution. Like you, they want to foresee potential issues or complications, so they're likely to ask a lot of skeptical questions. Because they want detailed proof, a big-picture focus might be insufficient to get their buy-in. Furthermore, while it may come more naturally to you than to others with the D style, you share the C-style manager's interest in reliability, and your steadiness may indicate that you've thought through all of the consequences of your plan. However, they're unlikely to respond well to heavy-handed tactics, so don't try to push them. By giving them the information they want and the time to process it, you will be much more likely to get them on your side.

- Explain the details of how your plan would work.
- Be ready to provide all the information they need to reach a decision.
- Avoid pushing them to move more quickly since it's likely to antagonize them.

### Dealing with conflict

Because managers with the C style view conflict as a disagreement over who is correct, they may avoid direct aggression and focus on logical arguments instead. Unlike others with the D style, you share their priority on objectivity, so you may engage in logic wars with them. However, you tend to be much more outspoken than they are, and they may withdraw in response to your forceful tactics. When working with them, you may need to tone down your aggressive approach. Don't insist on immediate resolution. Rather, state your position factually, and give them time to present their side.

- Support your opinions with logic and facts.
- Avoid pushing them to settle the matter immediately.
- Stay away from forceful tactics that will make them defensive.





# Your EQ Strengths

## INTRODUCTION

Mateo, you're probably pretty good at speaking your mind and driving your ideas forward. Did you know these are both forms of emotional intelligence (EQ)?

In fact, there are many ways to be emotionally intelligent. EQ involves reading the emotional and interpersonal needs of a situation and then choosing the most effective response.

We all have EQ strengths that serve us well in certain circumstances—that help us choose the best responses to achieve the results we want. The pages that follow will explore your EQ strengths and how they help you engage with the people and situations around you.

### YOU WILL LEARN

1. EQ strengths (or “mindsets”) that guide your interactions
2. Benefits and challenges associated with your mindsets
3. Ways your mindsets influence your responses



Agile EQ

## EQ PRINCIPLES

- Emotional intelligence (EQ) is about having the agility to read the emotional and interpersonal needs of a situation and respond accordingly.
- There are different ways to be emotionally intelligent. Some will come more naturally to you than others.
- No DiSC® style is inherently more emotionally intelligent than any other.

## DiSC® MODEL WITH EQ STRENGTHS BY STYLE

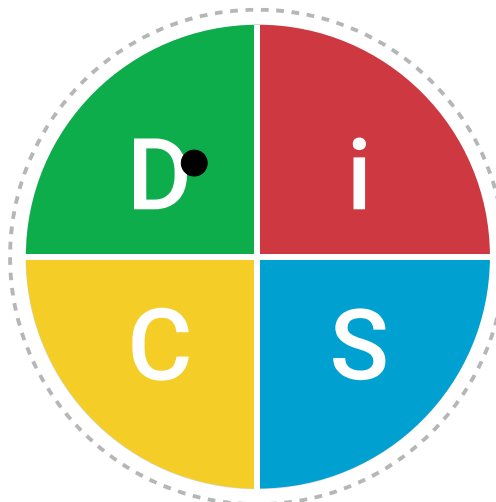
The information below shows your dot location and style as well as the strengths common to the different DiSC® styles.

### D-style strengths

Being self-assured, resolute, and dynamic

### C-style strengths

Being objective, composed, and resolute



### i-style strengths

Being outgoing, dynamic, and empathetic

### S-style strengths

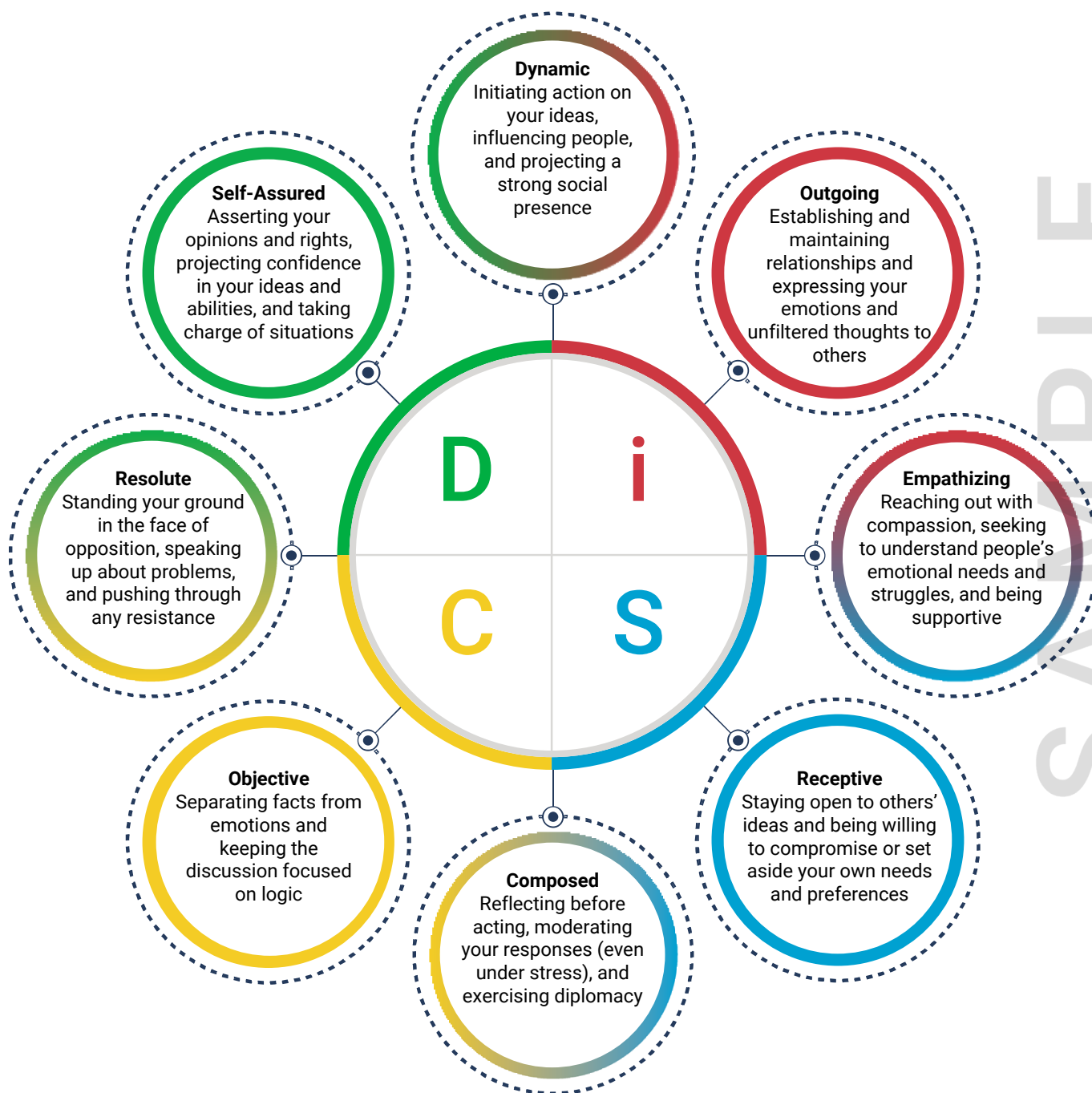
Being receptive, empathetic, and composed





# The EQ Mindsets

Each part of the DiSC® circle is associated with different EQ strengths, known as mindsets. No one mindset is more valuable than the next; rather, the needs of a particular situation will dictate which is appropriate.





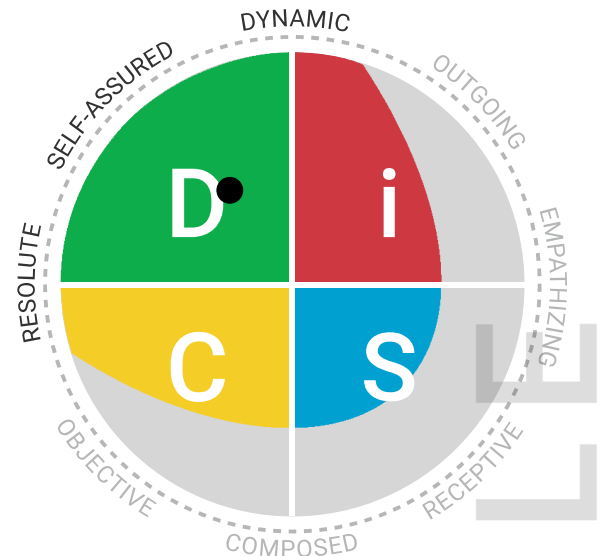
# Your EQ Mindsets

## WHAT MINDSETS MAY COME NATURALLY TO YOU?

We all have different EQ strengths—different forms of EQ that come naturally to us. One way to think of these strengths is as the mindsets that guide your interactions. Because you have a D style, Mateo, you likely gravitate toward the Self-Assured, Dynamic, and Resolute mindsets (shown by your shading at right).

These mindsets make up your comfort zone. They're the lenses through which you view various situations and interactions. And they influence the responses you automatically reach for, without conscious thought.

The text below will help you understand more about these mindsets and how they help you navigate your world. You'll learn about how they shape your tendencies and preferences, how they benefit you, and how they may hold you back if you over-rely on them.



## SELF-ASSURED MINDSET

As someone who is self-assured, you probably confidently stand up for what you want. Most likely, you state your opinions directly and forcefully, even when there's risk of pushback or anger. This assertiveness may be driven, in part, by a need for self-determination. Like others with the D style, you're intent on setting your own course, free from the influence of others, so you're determined to make yourself heard. You likely also have a need for control. You may often have a clear vision of how things should be, and you want the power to bring that vision to life. You might not always trust that others are going to fully "get it" the way you do. Being forceful and direct with your views helps you take charge so you can shape things the way you want.

### This mindset's benefits include being able to

- ensure that others take what you say seriously and treat your ideas and rights with respect
- convey to others your conviction about your opinions and ideas
- inspire confidence in your ideas and abilities

### If you get stuck in this mindset, you might

- intimidate or overpower more reserved colleagues, preventing them from speaking up about their ideas and needs
- steamroll over other people's needs, leading to frustration, resentment, and unhealthy dynamics
- assume control over situations where power is meant to be shared



# Your EQ Mindsets (continued)

## DYNAMIC MINDSET

With your determination to take charge of your fate, you're probably intent on making your mark in life—and confident in your ability to do so. So you may set ambitious goals for yourself, seize opportunities, and take initiative to make things happen. You may feel a driving internal pressure to keep achieving and moving forward. In fact, you might grow restless or feel a nagging sense that something is wrong when you aren't making progress. As a result, when you see what you want, you probably take bold action to implement your vision and get quick results. And you likely call on your confidence and strong personality to get others on board as well: promoting your vision, urging people forward, overriding any hesitancy.

### This mindset's benefits include being able to

- take concrete steps to transform your ideas into reality
- create interest and momentum to help move your ideas forward
- take advantage of opportunities that might otherwise go untapped

### If you get stuck in this mindset, you might

- disregard others' objections or concerns in your urge to move forward
- push others to move ahead without giving them adequate time to consider an issue
- allow your drive to cloud your judgment



## RESOLUTE MINDSET

Because you often have a strong vision and a drive to make things happen quickly, you're unlikely to back down easily in the face of opposition. So you may be inclined to push through any obstacles or resistance that might keep you from moving forward and accomplishing your goals. And when challenged, you tend to stand your ground. Your desire to take charge of the situation and your resistance to being controlled by others may even fuel a tendency to be competitive. So at times, you may dig your heels in to retain power over the situation because you're likely to chafe at anything that threatens your ability to direct your own fate.

### This mindset's benefits include being able to

- stand firm with your ideas and needs
- confront obstacles that could derail your goals
- maintain confidence in your perspective and opinions, even when others are casting doubt on them

### If you get stuck in this mindset, you might

- refuse to back down out of a desire to "win"
- refuse to consider or engage with facts or opinions that contradict your own
- become so inflexible that you alienate colleagues



D

Style

My EQ Snapshot

## MY EQ STRENGTHS

**I'm resolute**

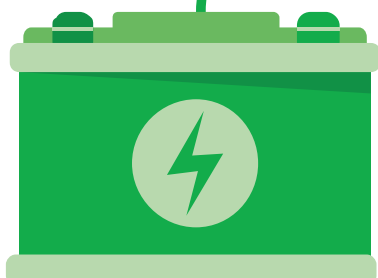
I persist through resistance  
I speak up about problems

**I'm self-assured**

I have the courage to take charge  
I make my voice heard

**I'm dynamic**

I rally people to take action  
I jump on opportunities



## MY EFFECT ON OTHERS

## Other people...

- respect my candor
- feed off my confidence
- follow my lead
- may have an instinct to shut down
- can feel intimidated

## MY NEEDS POWER MY EQ

## I need...

independence

to be strong

to make progress

control and influence





# Beyond Your Comfort Zone

## INTRODUCTION

Emotional intelligence (EQ) involves knowing how best to respond to the emotional and interpersonal demands of a situation. Since different situations call for different responses, you probably excel at some forms of EQ, like holding your ground when others push back.

But some situations call for responses that may be more challenging for you—maybe staying calm when things get tense or compromising when you have strong preferences. Like everyone, you may not always handle certain situations effectively because the optimal response is unfamiliar or uncomfortable.

This section will help you understand when to reach for responses outside your comfort zone. That's the first step in developing the agility to respond effectively to whatever situation or challenge you're facing.

### YOU WILL LEARN

1. EQ mindsets outside your comfort zone
2. Benefits of stretching to these mindsets
3. Effort required to stretch to these mindsets



Agile EQ

## EQ PRINCIPLES

- Emotional intelligence (EQ) is about having the agility to read the emotional and interpersonal needs of a situation and respond accordingly.
- There are different ways to be emotionally intelligent. Some will come naturally. Others are more of a stretch.
- Your EQ is not fixed. Developing your EQ gives you the flexibility to adapt your responses to a variety of situations and challenges. This can improve your interactions, productivity, and outcomes.

## DiSC® MODEL AND BENEFITS OF STRETCHING

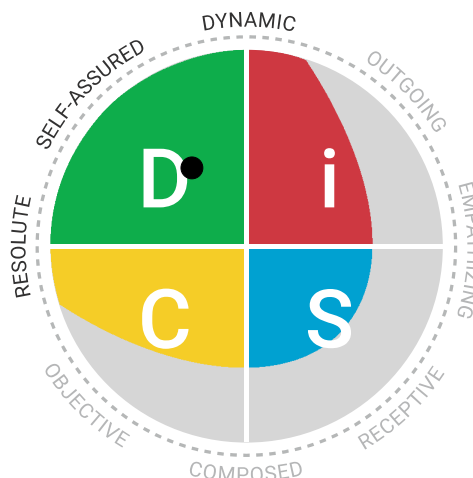
Each region of the DiSC® map is associated with different EQ strengths, shown around the circle below. Your dot and comfort zone are also shown, indicating your own EQ strengths. Read about the benefits of stretching to the different quadrants and consider which regions you'd like to stretch to.

### Benefits of stretching to D

- Ensures your voice and ideas are heard
- Helps you overcome obstacles and drive toward goals

### Benefits of stretching to C

- Helps you separate facts from emotions
- Allows you to stay rational under pressure



### Benefits of stretching to i

- Develops and reinforces bonds with others
- Creates enthusiasm behind your ideas

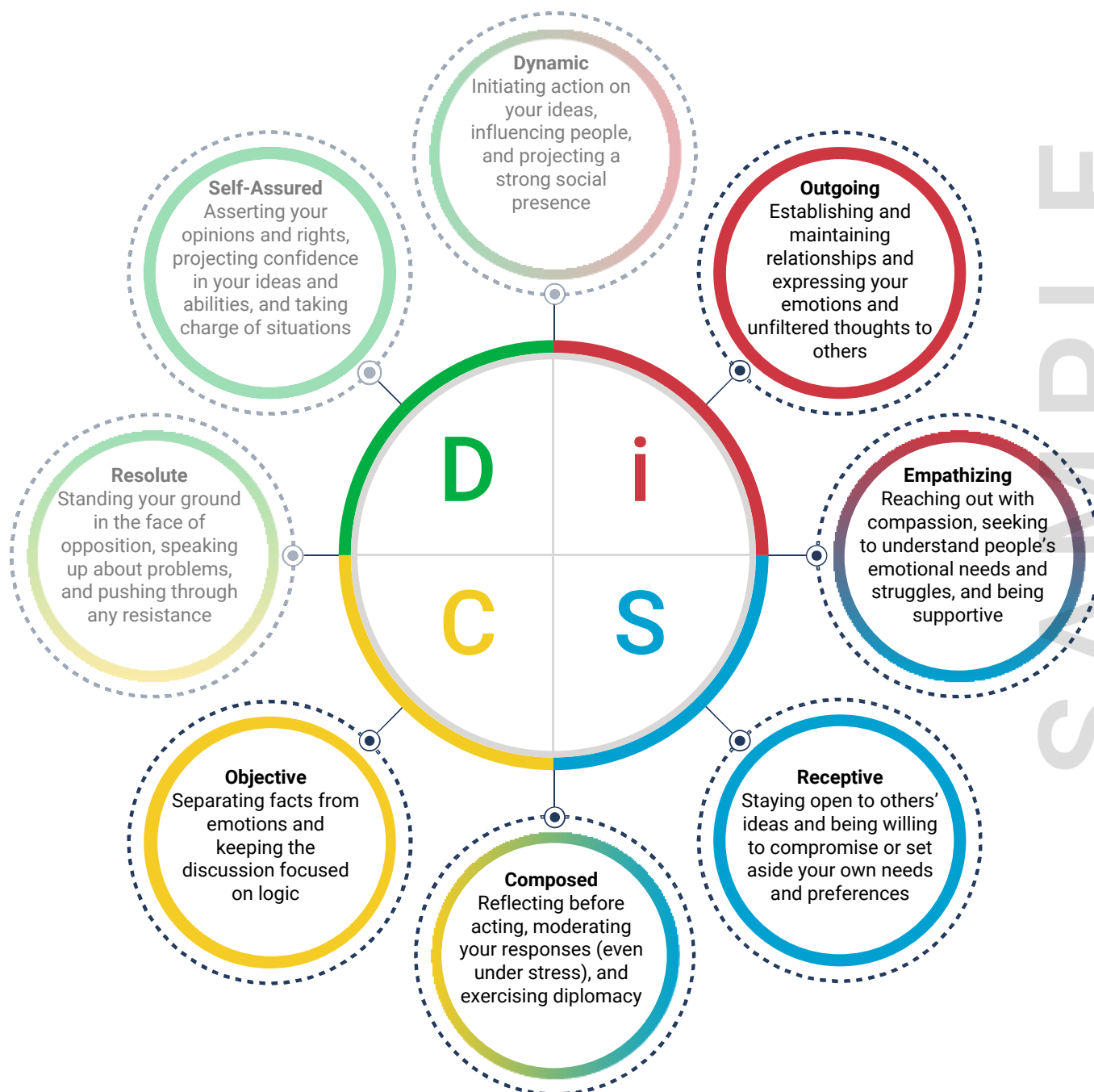
### Benefits of stretching to S

- Helps you keep an open mind
- Ensures you're supportive and approachable



# Stretch Mindsets

Each part of the DiSC® circle is associated with different EQ strengths (or “mindsets”). Because you have a D style, your natural strengths likely include the Self-Assured, Dynamic, and Resolute mindsets. The mindsets outside your comfort zone may require more effort, but can help you effectively navigate a variety of situations.





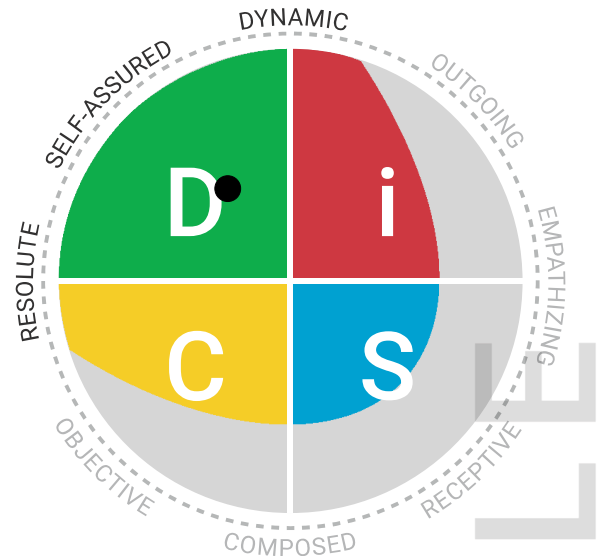
# Stretch Opportunities

## WHAT MINDSETS MIGHT TAKE MORE EFFORT FOR YOU?

Like others with the D style, Mateo, you're probably pretty good at being self-assured, dynamic, and resolute.

**The mindsets that might take more effort for you, however, are:**

- Outgoing
- Empathizing
- Receptive
- Composed
- Objective



Let's start by considering why you even need to stretch to these other mindsets. You've probably found that being self-assured, dynamic, and resolute has often helped you achieve your goals. But you can probably also think of occasions where these approaches didn't work all that well for you. Maybe being overly assertive kept more reserved colleagues from speaking up with critical information. Or maybe in your drive to move forward you forgot to consider all of your options.

Like everyone else, when you over-rely on the mindsets that are comfortable for you, it can distort the way you look at the world. You might start to see a need for assertiveness where there isn't one, for example, or see a need to hold your ground where compromise is the better choice. And you may end up choosing ineffective or unhealthy responses—and not getting the results you want.

Learning to stretch to other mindsets, on the other hand, expands your range, giving you the agility to reach for a healthy, effective response whatever the circumstance. The pages that follow will help you understand more about the mindsets and how they can help you navigate your various interactions.



# Outgoing Mindset

## TRY THIS ON

It's your semiannual team-building event. There are a million and one other things you could be working on instead, but this is what you're doing with your morning. So when it's your turn to speak up about high points on the team, you're tempted to toss out something short and bland and definitely not sappy so you can just get on with it.

Alternatively, you could make an effort to share something that's actually meaningful—that gives your teammates insight into what's going on in your mind, invites them to know you a little better, and might even strengthen your relationships with them.

### The Outgoing mindset

- prioritizes putting time and energy into creating and maintaining your connections with people
- means taking a bit of a social risk to let down your guard, express your honest thoughts and feelings, and allow others to see the real you
- involves reaching out to others, expressing interest, and inviting them to open up in turn

## WHY DO IT?

You're focused on getting results quickly, and though you might prefer to rely only on yourself, the truth is almost no one works alone. Strong working relationships are foundational to reaching the end goal. Taking the time to connect with people improves communication in general, increases mutual trust and understanding, and generally makes for smoother interactions. All of these things help minimize the inefficiencies and misunderstandings that can eat up so much time and energy in the workplace.

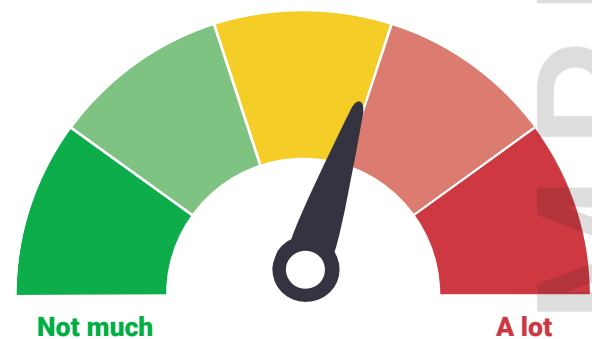
### You might need to be Outgoing when

- establishing new relationships
- solidifying working relationships
- networking
- developing trust
- generating enthusiasm or team spirit

## WHAT IS IT?

Establishing and maintaining relationships and expressing your emotions and unfiltered thoughts to others

How much effort does this take for you?







# Empathizing Mindset

## TRY THIS ON

You're waiting on a coworker to hand off their assignment so you can get started on yours. But when you ask them about it, they look a bit frazzled and seem to be hinting they'd appreciate more time. You're not about to let your work suffer because someone else can't hold up their end. You work hard to meet your deadlines and expect others to do the same. So you're inclined to ignore the hint and make it clear they need to get going with this.

Alternatively, you could look beyond your immediate concerns and make an effort to understand what they're going through. And you can determine whether there's a way to cut them some slack.

### The Empathizing mindset

- involves paying attention to verbal and nonverbal cues indicating something is amiss, and investing the energy in trying to understand what it is
- encourages you to reserve judgment, so you can give yourself space to imagine what another person might be going through
- contributes to a supportive environment where people aren't afraid to speak up about their concerns

## WHY DO IT?

When you try to imagine and understand what someone is going through, you're less likely to dismiss their needs or become frustrated with them. This helps safeguard your relationships and makes for a healthier work environment. It also provides additional benefits that may be less obvious. Empathy can help you appreciate different angles and viewpoints, giving you a fuller picture of an issue. This may ultimately lead you to make better choices and find more effective paths to results. Showing empathy also makes you more approachable to others. And if people don't feel comfortable approaching you, they aren't going to share information that may be critical to your goals.

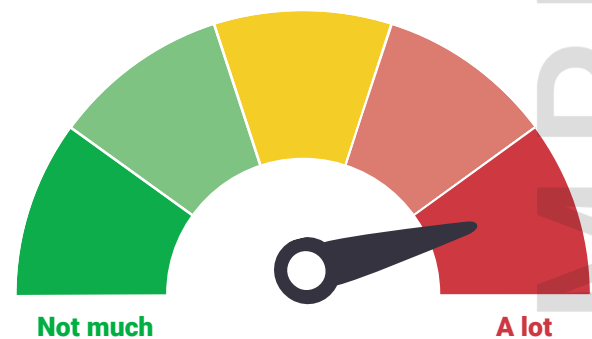
### You might need to be Empathizing when

- anticipating how your actions or decisions might impact others
- trying to understand someone else's behavior or motivation
- supporting a coworker who is struggling
- being approachable
- gaining deeper knowledge of another person

### WHAT IS IT?

Reaching out with compassion, seeking to understand people's emotional needs and struggles, and being supportive

How much effort does this take for you?





# Receptive Mindset

## TRY THIS ON

You know exactly how to move forward with a new assignment. It's crystal clear in your head, but your teammate is eager to try a different direction. They're obviously excited about their idea, and they've been looking for a chance to make an impact. You can see how their idea could work, but you like your way better and are determined to take the reins. And you know from experience that if you push hard enough, this person will give in.

You can push ahead, probably get your way, and leave your teammate to manage their disappointment. Or you could set your own ideas aside for a moment to really give some thought to theirs. And you could consider whether there might be some sort of compromise or solution that you can both get behind.

### The Receptive mindset

- allows you to maintain an open mind so you have space to truly consider other people's ideas
- recognizes that other people's ideas and rights merit consideration alongside your own
- makes it possible to set aside your own needs or compromise on what you want for the good of the group or another person

## WHY DO IT?

You tend to be outspoken or even forceful with your opinions. So, for some colleagues, it might be daunting to face off against you and assert their own views. As a result, their ideas may get buried, leading to resentment, frustration, and low morale. This can threaten both your relationships and your goals. Making space for other perspectives can yield long-term benefits such as greater trust or a shared sense of investment in a group decision. You may even find that people are more likely to buy in to your ideas when they feel they've been heard. In addition, by genuinely engaging with others' views, you're going to discover different angles or approaches you may not arrive at on your own. That might reveal information critical to your goals or even a better path to the end result.

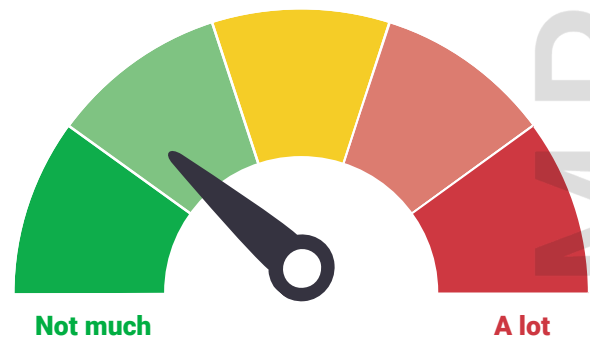
### You might need to be Receptive when

- collaborating in a healthy and respectful way
- seeking out the strongest solution when multiple ideas are on the table
- balancing the needs of multiple parties
- making it easier for other people to feel heard
- considering an issue from a different perspective, free of your own assumptions

## WHAT IS IT?

Staying open to others' ideas and being willing to compromise or set aside your own needs and preferences

How much effort does this take for you?





# Composed Mindset

## TRY THIS ON

You're in a meeting, making a case for your plan. You're building to the heart of your argument when a colleague interrupts you to start outlining their idea. You feel an immediate flash of irritation, and your first instinct is to shut them down with a sharp comment.

You could act on that impulse, possibly creating bad feelings in the process and maybe even turning the debate into a battle for control. Or you could take a breath and calmly ask them to let you finish before presenting their idea.

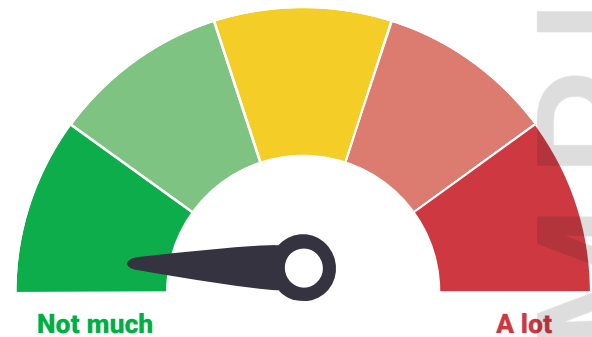
## WHAT IS IT?

Reflecting before acting, moderating your responses (even under stress), and exercising diplomacy

## The Composed mindset

- allows you to insert some space between your instinctive response and your actions, even when you're upset
- keeps you from charging forward with a knee-jerk reaction
- helps you think through what you want to say and exercise diplomacy

How much effort does this take for you?



## WHY DO IT?

Like others with the D style, you're inclined to act on your emotions and trust your instincts. When you're frustrated or angered, this can cause you to rush in and make choices that seem right and necessary in the moment, but may actually derail your goals. Composure helps you choose intentional, thoughtful responses, preventing tense situations from becoming worse. And it keeps you from overwhelming or intimidating more reserved colleagues, who might keep silent on information relevant to your goals rather than engage with you.

## You might need to be Composed when

- avoiding rash choices in the heat of the moment
- allowing yourself or others space for careful thought and consideration
- de-escalating tension
- discussing a sensitive topic
- keeping those around you calm



# Objective Mindset

## TRY THIS ON

You're working with your team to develop long-term goals, and you've made a suggestion you believe is ambitious but doable. Your colleagues, however, don't agree. They're so focused on the risks that they can't see the payoff. Your gut tells you this is a winner, and you're not about to let other people's hesitancy hold you back.

So you could call on the force of your personality to drive people to accept your vision. Or you could step back from your conviction, give yourself space to process what your teammates are telling you, and consider whether those risks really are greater than you're allowing.

### The Objective mindset

- encourages a focus on facts and logic over emotions or intuition
- lifts some of the emotional fog that can keep you from seeing things clearly
- helps you recognize when emotions, bias, or personal affiliations might be impacting your and others' judgment

## WHY DO IT?

You tend to trust your instincts and have a lot of confidence in your judgment and abilities. But if you get carried away with your own certainty, you risk allowing your biases or strong emotions to distort the picture. And you may be tempted to discard or undervalue facts that don't support your point of view. As a result, you may miss out on critical information that's relevant to your goals. Striving to be objective can help ensure that you're making choices based on a better understanding of the whole picture.

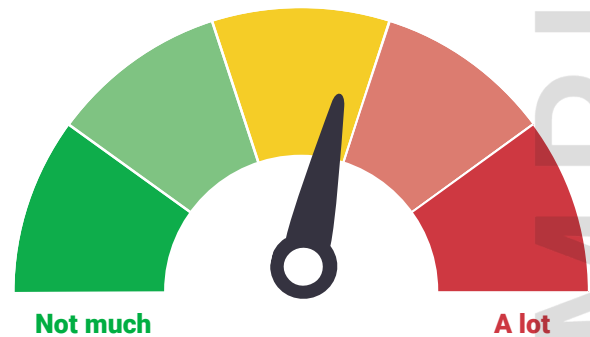
### You might need to be Objective when

- stepping back from your emotions or those of others
- distancing yourself from your own biases
- gaining insight into a subject that creates strong emotions in others
- convincing someone who tends to be objective
- identifying the critical facts in a complicated or confusing situation

### WHAT IS IT?

Separating facts from emotion and keeping the discussion focused on logic

How much effort does this take for you?





# Develop Your EQ

## INTRODUCTION

Developing your EQ allows you to adapt your responses so you can navigate a variety of interpersonal and emotional situations. This means sometimes stretching beyond your comfort zone to try approaches that can be effective, but may not always feel natural or easy.

With time and effort, however, you can increase your comfort using these approaches. The pages that follow will help you identify which EQ “mindset” to start with to begin increasing your range. You can then use the action steps provided to practice your chosen mindset.

The more comfortable you become adopting different mindsets, the more options you’ll have as you navigate different situations. That gives you the agility to adapt to your circumstances, meet new challenges, and engage more effectively with the people around you.

### YOU WILL LEARN

1. Steps to stretch to EQ mindsets outside your comfort zone
2. Internal resistance you may need to overcome to stretch



Agile EQ

## EQ PRINCIPLES

- Emotional intelligence (EQ) is about having the agility to read the emotional and interpersonal needs of a situation and respond accordingly.
- There are different ways to be emotionally intelligent. Some will come naturally. Others are more of a stretch.
- Your EQ is not fixed. Developing your EQ gives you the flexibility to adapt your responses to a variety of situations and challenges. This can improve your interactions, productivity, and outcomes.

## DiSC® MODEL AND EQ CHALLENGES BY STYLE

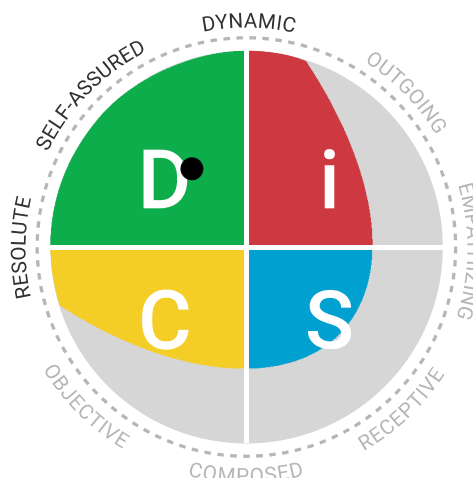
Each region of the DiSC® circle is associated with different EQ strengths (mindsets), shown below around the circle along with your dot and comfort zone. Also shown are challenges the different styles face when they over-rely on these mindsets. Learning to stretch to different mindsets can help overcome these challenges.

### D-style challenges

- Asserting rights and opinions without overwhelming others
- Leaving space for others’ views

### C-style challenges

- Becoming overly focused on own logic
- Refusing to yield out of desire to be “right”



### i-style challenges

- Not getting carried away by strong emotions
- Keeping focus on facts when feelings are at stake

### S-style challenges

- Asserting own rights and needs
- Lowering guard to share honest thoughts



# Learning to Stretch

## LEARNING TO STRETCH TO OTHER MINDSETS

Mateo, like others with the D style, you're probably pretty comfortable adopting the Self-Assured, Dynamic, and Resolute mindsets. But it may take more work for you to stretch to some of the other mindsets outside your comfort zone.

Becoming comfortable with a new mindset is a process that takes time, effort, and practice. You need to keep an open mind and try things that may feel a little uncomfortable at first. With effort, you can gradually increase your comfort adopting different mindsets, giving you the agility to adapt to whatever situation you're facing.

To get started, determine which mindset you want to work on first.

Want to get better at ...	Turn to ...
<ul style="list-style-type: none"><li>Developing relationships with your coworkers?</li><li>Networking?</li><li>Letting down your guard?</li></ul>	The <b>Outgoing</b> mindset p. EQ-16
<ul style="list-style-type: none"><li>Thinking through how your actions might impact others?</li><li>Being supportive?</li><li>Understanding where people are coming from?</li></ul>	The <b>Empathizing</b> mindset p. EQ-18
<ul style="list-style-type: none"><li>Keeping an open mind?</li><li>Considering others' perspectives?</li><li>Compromising?</li></ul>	The <b>Receptive</b> mindset p. EQ-20
<ul style="list-style-type: none"><li>Reining in knee-jerk responses?</li><li>Reflecting before rushing in to act?</li><li>Exercising diplomacy?</li></ul>	The <b>Composed</b> mindset p. EQ-22
<ul style="list-style-type: none"><li>Separating facts from feelings?</li><li>Gaining perspective on your own biases?</li><li>Identifying the critical facts of a situation?</li></ul>	The <b>Objective</b> mindset p. EQ-24

## WHAT'S NEXT?

You can start with the mindset of your choosing. Turn to the pages indicated above for the mindset and determine whether you should start with the Beginner, Intermediate, or Advanced step. Then read the strategies for that step. The action plan at the end of this section can help you think through your approach.



# Outgoing Mindset

Establishing and maintaining relationships and expressing your emotions and unfiltered thoughts to others

## GETTING INTO THE MINDSET

You put a lot of energy into achieving concrete end goals. Taking time to build and nurture relationships may feel like an unnecessary distraction from the work of making progress. And whereas you probably have no trouble being direct about your views, opening up at work about anything related to feelings may make you a bit squeamish. It may seem like you're making yourself vulnerable in a way that could undermine your credibility or even dignity.

**So to be outgoing, you may need to battle inner voices telling you:**

- I've got way more important things I need to be doing.
- This is a workplace, not a social club.
- There's no way I'm letting them see this side of me.
- These people aren't going to respect me if I lower my guard.

These are normal thoughts, and you should expect it to take some work to overcome them. The steps on the next page can help you get started.

## WHERE SHOULD YOU START?

Start from the top of the list below. Is this something you already do? If so, go to the next item. Keep going down the list until you get stuck. Don't feel comfortable doing that one? Is it in the Beginner, Intermediate, or Advanced category? Go to that area on the next page for strategies to help you improve.

### Beginner

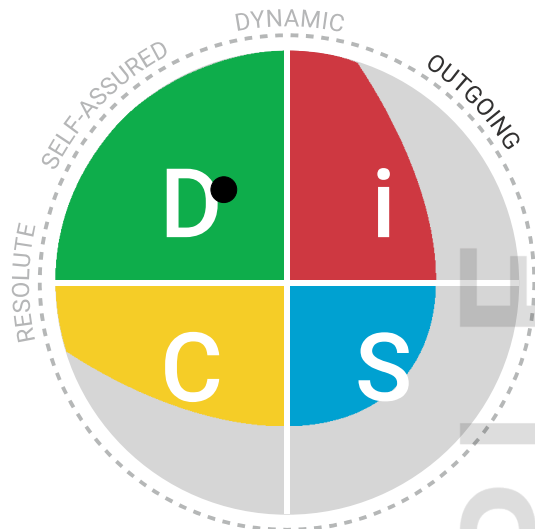
- I understand which feelings are easy for me to share, and which take more effort.
- I don't hesitate to talk about myself in front of others.

### Intermediate

- I'm aware of the ways I might sometimes come across as closed off or impatient to others.
- When appropriate, I adapt my communication style to make others more comfortable.

### Advanced

- I go out of my way to make it easy for others to approach me.
- I often carve out time to give encouragement to my colleagues and teammates.





# Take Action to Be Outgoing

## BEGINNER STEP

**Identify your emotions and communicate them to others.** People often assume that we go through our lives with perfect awareness of our own feelings, but in truth this isn't usually the case. Before we can start expressing ourselves honestly to others, we need to build that self-awareness. At regular intervals during the day, or when you feel a surge of emotion, take a moment to put a name to what you're feeling, the more specific the better. So instead of just *angry*, you might realize that you're *frustrated* or *alienated*.

Then, when a friend or coworker asks how you are, don't just say "fine." Give them an honest answer. Doing so will not only build a connection between you, but will also allow you to be more aware of your feelings and how they might be influencing your interactions.

## INTERMEDIATE STEP

**Recognize patterns in the way you express yourself and opportunities to improve.** People use different strategies to communicate emotions, and might even unconsciously emphasize some kinds of expression over others. For example, as someone with the D style, you may put less energy than some into expressing positivity or encouragement. The following exercise can help you work on that:

- **Identify emotional patterns in others.** Think of someone you know who comes across as personable and upbeat, and someone who comes across as more critical or pessimistic. Write down the specific things (phrasing, facial expressions, body language, etc.) these people do differently.
- **Think about how the items you listed in the previous step apply to you.** Choose two behaviors from the positive person to adopt, and one negative behavior from the critical person to discontinue. Integrate them into at least three conversations per week. If you're having trouble figuring out which of the behaviors you listed actually apply to you, ask a friend or trusted colleague for their input.

## ADVANCED STEP

**Make it easy for other people to open up.** Part of building strong connections with others involves helping people to share about themselves. This means adopting a welcoming and nonjudgmental attitude, and avoiding pitfalls that can shut down conversation. Here are some tips for getting started:

- Smile. It sounds simple, but it takes effort to maintain the kinds of open facial expressions that can make you seem more approachable.
- Ask follow-up questions to show your interest in what the other person has said, and to propel the conversation forward.
- Be judicious with your opinions. Honesty is important, but before you share your unfiltered opinions, take a moment to consider whether doing so is likely to encourage the other person to clam up, or keep talking.





# Empathizing Mindset

Reaching out with compassion, seeking to understand people's emotional needs and struggles, and being supportive

## GETTING INTO THE MINDSET

You're focused on getting results quickly, so slowing down for someone's emotional needs may feel like a distraction. And because you believe in projecting strength, you may be inclined to associate a focus on feelings with weakness. Showing a softer side to your colleagues may feel like you're making yourself vulnerable. And since you tend to be a bit skeptical of other people's motives, you may worry that signaling concern or a more supportive side may be inviting people to influence you against your own interests.

**So when reaching for empathy, you may need to fight back thoughts like:**

- I need to wrap this conversation up as quickly as possible.
- This is ridiculous.
- It's not my job to coddle people.
- If I soften, they'll take advantage of me.

These are normal thoughts, and you should expect it to take some work to overcome them. The steps on the next page can help you get started.

## WHERE SHOULD YOU START?

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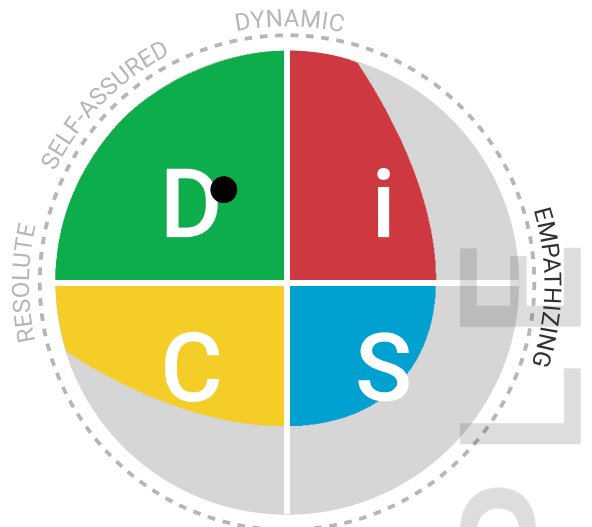
- I regularly check in with people to see if they need help.
- I respond to others' needs and preferences without trying to take over.

### Intermediate

- I can put aside my own perspective and biases to understand how others feel.
- I consistently look out for the subtle signals people may give off when they're upset.

### Advanced

- I often think about what kinds of support different people need from me.
- I consistently prioritize helping people work through their feelings and problems.





# Take Action to Be Empathizing

## BEGINNER STEP

**Reach out to offer support to colleagues who need it.** Your contributions to your team or organization's success might typically include taking charge and keeping things moving. But sometimes, the most helpful thing you can do is provide support in ways that might not feel so natural for you. Here are just a few of examples of what that might look like:

- Checking in with colleagues who seem stressed.
- Advocating for someone to make sure they are treated fairly.
- Slowing your pace to make sure others can get their concerns addressed.

## INTERMEDIATE STEP

**Gather information about underlying emotions.** Use your knowledge of people, circumstances, and of DiSC® principles to better understand the emotions, fears, and motivations that drive others beneath the surface.

Think of a recent time when you struggled to understand or empathize with someone else's behavior or emotions. With that event in mind, answer these questions:

- How would I have felt if I were in the other person's position?
- How is that person different from me, and how might this difference have affected their attitudes or responses?
- Given what I know, what kinds of responses from me would have been helpful vs harmful in that situation?

Tip: Keep these questions handy and review them after at least three tough or frustrating conversations you experience.

## ADVANCED STEP

**Take time to attend to others' emotional needs.** Over time, once you've learned to truly listen and to read subtler emotional cues, you'll be able to demonstrate to others that you understand what they're feeling and respond to their needs accordingly. To get started, answer the following:

In the last month, how many times have you:

- Set aside other priorities and made time for conversations about how people are feeling?
- Proactively reached out to others when you noticed signs that something was off?
- Asked questions that would invite them to share insecurities or personal stressors?

Now, how can you double that number this month? As you work on it, keep track of positive experiences that come out of adopting the Empathizing mindset and use them as motivation to continue your efforts.



# Receptive Mindset

Staying open to others' ideas and being willing to compromise or set aside your own needs and preferences

## GETTING INTO THE MINDSET

Because you have a strong desire for self-determination, you may chafe at the thought of giving up control in order to go along with someone else's ideas. You may be particularly resistant if you believe compromising will threaten your goals. You also tend to be confident in your abilities, and you may not always trust that others can see things as clearly as you do. So it might sometimes be difficult to set aside your opinions long enough to truly evaluate someone else's ideas and understand the priorities and assumptions behind them. Your competitive instincts can also work against you if you associate letting go with admitting defeat.

**To be receptive, you may need to ward off thoughts like:**

- I'm not going to slow down to listen to someone else's opinion when I already know the right decision.
- I'm not about to give up what I want just to give them what they want.
- There's no way I'm letting them win this one.
- If we would just do this my way, we'd get the best result.

These are normal thoughts, and you should expect it to take some work to overcome them. The steps on the next page can help you get started.

## WHERE SHOULD YOU START?

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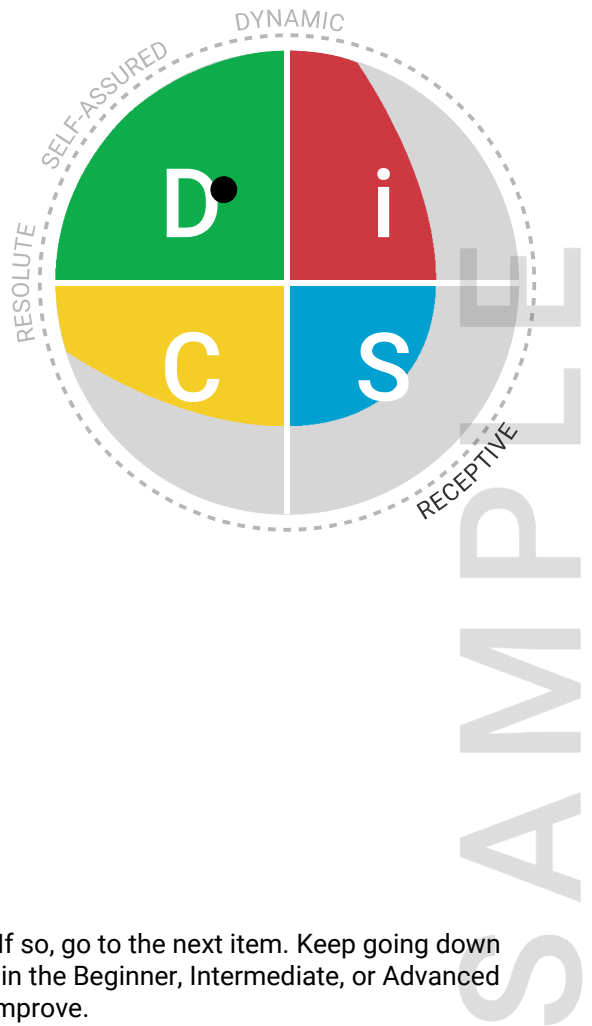
- I'm good at setting aside distractions and listening to others.
- I ask thoughtful questions to make sure I understand what people are telling me.

### Intermediate

- I make sure everyone has a say in group decisions.
- I'm comfortable deferring to others if it serves the common good.

### Advanced

- I routinely give ideas fair consideration even when they conflict with something I believe.
- I value and seek input from people with very different skills or priorities from mine.





# Take Action to Be Receptive

## BEGINNER STEP

**Become an authentic listener.** Authentic listening is about giving your full attention to what the other person is saying—rather than simply waiting for your turn to talk. Here are some strategies to make it happen:

- Starting with one conversation per day and working up from there, practice listening without interrupting, even once. Resist the urge to redirect the conversation to a different topic, and monitor yourself for signs of skepticism you may give off without realizing it.
- Once the other person has finished talking, paraphrase what they said in your own words to make sure you understood.
- Before reacting against something that bothers you, pause and consider the biases that you may bring to the conversation, such as personal opinions about the people involved.

## INTERMEDIATE STEP

**Promote shared decision-making.** One important part of being receptive is helping others feel heard during the decision-making process. This means resisting the urge to forcefully push for your own preferences or agenda and instead taking a more collaborative approach.

To help with this process, solicit opinions from others *before* you share your own. It may be tempting to begin discussions by sharing your opinion and letting others agree or disagree from there. But this can shape conversations in ways that might prevent more hesitant colleagues from challenging your assumptions. The next three times you have the opportunity to share your opinion in a meeting, practice being the last one to speak. Then, take note of who steps in to share and what the result is.

## ADVANCED STEP

**Discover the value of different priorities and areas of expertise.** As someone with the D style, you probably appreciate people who want to move quickly, or who keep their eyes on the big picture. But when it comes to people who usually focus on other things, like analyzing risk or exploring the minute details around an issue, you may have more trouble seeing the full value of their perspective. Harnessing the power of the Receptive mindset involves learning to appreciate all points of view, even those that are very different from yours.

Think of a couple people within your organization with whom you have the most trouble seeing eye to eye, and answer these questions:

- What does each of these people tend to prioritize?
- What areas do they have a lot of experience in, or know a lot about? How does that expertise benefit you and your organization during the decision-making process?
- What concrete things can you do differently in your interactions based on those considerations?



# Composed Mindset

Reflecting before acting, moderating your responses (even under stress), and exercising diplomacy

## GETTING INTO THE MINDSET

You're inclined to assert yourself, so it's probably most natural for you to just stand up and say what's on your mind. It's hard to resist that instinct to speak out and unleash emotions that may feel extremely urgent in the moment. Checking your initial response may also be difficult because it feels like you're being forced to rein yourself in and surrender some control over the situation. And since you're intent on making progress, speaking what's on your mind may seem like the most efficient way to move forward.

**Staying composed on the surface can be tricky when you're simmering underneath. You may have to fight off thoughts like:**

- They're going to hear me now.
- I'm not about to hold my tongue for anyone.
- The way I feel right now is how I will always feel.
- I have to act on this right now.

These are normal thoughts, and you should expect it to take some work to overcome them. The steps on the next page can help you get started.

## WHERE SHOULD YOU START?

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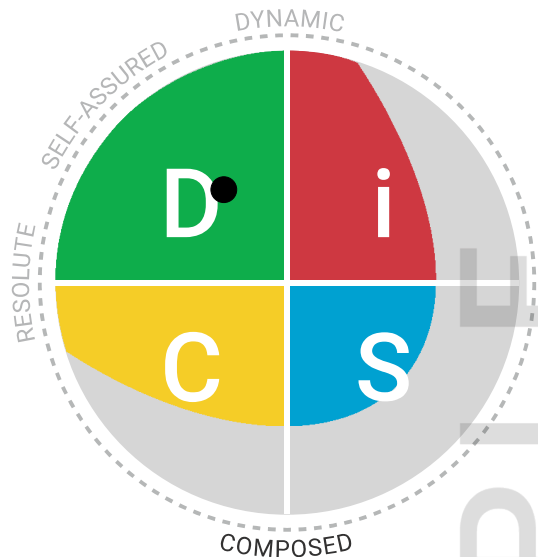
- I understand the things that tend to set me off.
- I do what I can to be prepared for situations that are likely to upset me.

### Intermediate

- I know the consequences of losing my composure and I keep them in mind when it counts.
- I'm good at taking a breath before I react to something that bothers me.

### Advanced

- I know how to talk myself down and maintain an even keel in most situations.
- I almost never let my emotions get the best of me.





# Take Action to Be Composed

## BEGINNER STEP

**Identify your triggers.** The first step in learning to stay calm under stress is understanding the kinds of situations that are most likely to upset you. On a separate sheet of paper, complete the following:

- Make a list of recent situations where you had difficulty maintaining your composure.
- Look for common themes across the incidents. Are there certain personalities, circumstances, or environments around which you find it particularly difficult to remain calm?
- Consider whether any of these triggers are optional or avoidable. Are there any changes you could make to your schedule or habits that would address the triggers you identified?

## INTERMEDIATE STEP

**Create space between the stressor and your response.** Interrupting your natural response to stressful situations, even by delaying an instinctive reaction by just a few seconds, can be the difference between staying calm and saying something you'll regret. Here's how to do it:

- **Buy time with a diplomatic default response.** Think of a neutral word or phrase, like "Okay," "Interesting," or "Let me think about that," that you can use reflexively in a conversation when you might otherwise be tempted to lose your cool. Then, over the next two weeks, practice defaulting to that response in different situations where you don't know what to say, or feel tension, to give yourself additional time to formulate a composed reaction.
- **Envision how a loss of composure will play out.** In that extra moment between the trigger and your response—or when revisiting conversations after the fact—imagine what acting out the way you're tempted to would actually look like. Consider how this action would line up with your overall goal for the situation. Would reacting help or hurt your cause?

## ADVANCED STEP

**Maintain control by relabeling your emotions.** The language we use to describe our emotions has a real impact on how we experience them, so choosing different words to refer to them by has the power to reduce the intensity of our emotional responses.

Write down five negative emotions you feel on a regular basis. Relabel each one using less intense or more positive alternatives. For example, *angry* might become *passionate*, or *flustered* might become *excited*. Keep this list nearby or set reminders for yourself to review the labels every day. Identify the relabeled emotions as you feel them, and pay attention to the impact of the name changes on the intensity of your feelings.



# Objective Mindset

Separating facts from emotions and keeping the discussion focused on logic

## GETTING INTO THE MINDSET

You tend to make quick, bold choices and trust your instincts, so it may sometimes be difficult to recognize when your bias or strong emotions are coloring your judgment. When your gut is telling you something, your inclination may be to trust it, particularly if you have confidence in where it's taken you in the past. This may lead you to disregard or undervalue facts that don't support your viewpoint. It may also be hard to resist your instincts when your authority or ideas are being challenged. Your tendency to be competitive may kick in, driving you to seek control. And if you come to see the issue as a matter of winning against your "opponent," it may be harder to stay focused on the facts.

### Staying objective may require you to fight thoughts like:

- I'm being untrue to myself if I don't follow my gut.
- I alone have a complete picture of what needs to happen here.
- If I'm feeling something, it has to be true.
- The way I see this situation right now is the only way to see it.

These are normal thoughts, and you should expect it to take some work to overcome them. The steps on the next page can help you get started.

## WHERE SHOULD YOU START?

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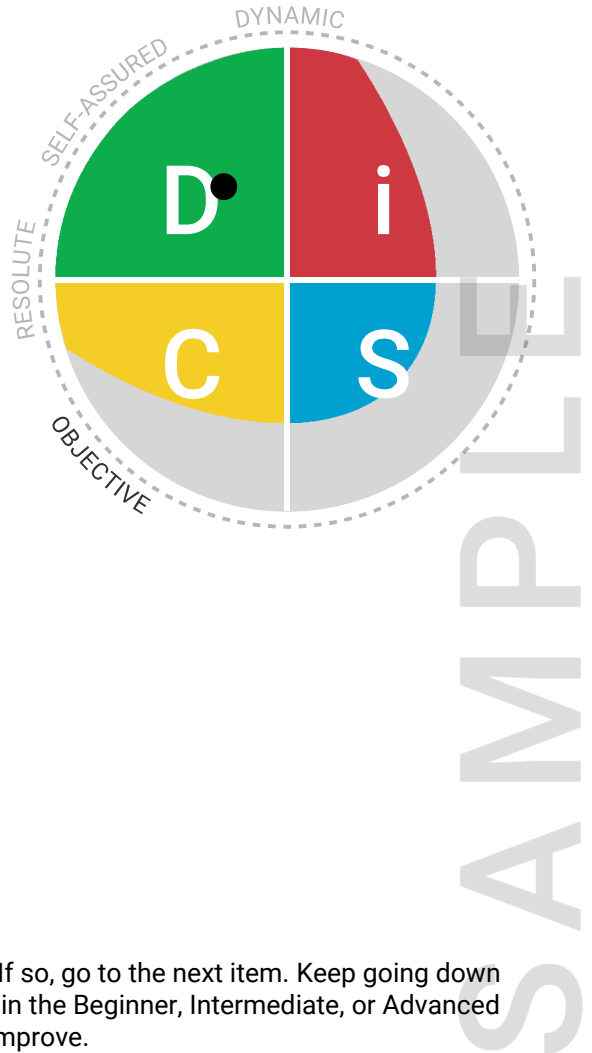
- I can typically identify biased arguments when I encounter them.
- I usually know when it's important to set my personal feelings aside.

### Intermediate

- I don't typically reject people's ideas until I've heard all the facts.
- I regularly put effort into overcoming my biases.

### Advanced

- I solicit other perspectives when my own judgement may be flawed.
- I invite critical feedback from others.







# Take Action to Be Objective

## BEGINNER STEP

**Expand your awareness of the impact of bias in decision-making and communication.** It's important to understand the kinds of subjectivity and bias people often bring to their thinking, and to consider what effects they might have. Think of a recent meeting or conversation you had in your workplace on a particular topic, and answer the questions below about one participant other than yourself.

- What side or perspective was the person presenting?
- What assumptions did they make about the topic?
- Which words or phrases were used to present their viewpoint in a positive or negative light?
- Did they acknowledge alternative viewpoints? If so, were these given sufficient space and fair consideration?

## INTERMEDIATE STEP

**Address your own biases.** As someone with the D style, you probably pride yourself on your ability to act decisively and trust your instincts. So it may be difficult to set aside your own perspective and consider other opinions with absolute neutrality, especially if your gut is telling you that you already know the answer. To work on considering ideas objectively, keep the following checklist handy. If you find yourself rejecting someone else's viewpoint, run through these questions before shutting down the conversation.

- Is my reaction being impacted by the person's delivery or tone rather than what they're actually saying?
- Do I have feelings or opinions about this person from outside of this context that are affecting my viewpoint?
- Is something about their opinion or recommendation threatening to me?

## ADVANCED STEP

**Invite others to critique your thinking.** The next time you need to make a decision or choose a course of action, ask for input from two different people, preferably two who are quite different from each other and from you. Explain your current position and why you chose it, and ask whether they agree with your reasoning. Remember to keep your tone and language neutral to avoid discouraging them from being honest.

Once you've had a few chances to practice this strategy, change things up and start by presenting the situation and asking for their recommendations *before* you share your own inclinations. This will highlight different problem-solving approaches that you might not have previously considered.



# Action Planning

**By increasing your comfort adopting different mindsets, you can develop the agility to navigate countless situations. Fill out the following action plan for the mindset you want to work on first. Use information from the appropriate "Take Action" page to get started.**

List the mindset you've chosen to work on first:

Why did you choose this mindset? List 1–2 examples, either from past interactions or future opportunities, where this mindset would be valuable.

1

2

Based on the corresponding "Where should you start?" statements, list the step you will start with:

What is your biggest obstacle to completing this step?

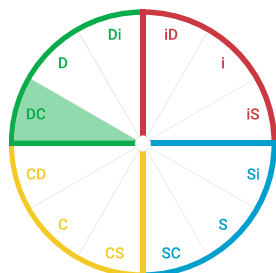
How will you overcome this obstacle?

Write down some changes you hope to see as you work on adopting your chosen mindset. What are some signs you will look for to know you're on the right track?

SAMPLE

# Personalized Style Index

## DC STYLE



**Goals:** Independence, personal accomplishment

**Judges others by:** Competence, common sense

**Influences others by:** High standards, determination

**Overuses:** Bluntness; sarcastic or condescending attitude

**Under pressure:** Becomes overly critical

**Fears:** Failure to achieve their standards

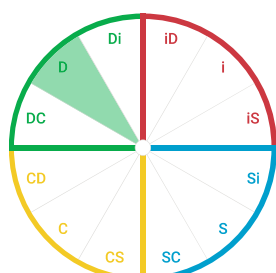
**Would increase effectiveness through:** Warmth, tactful communication

Mateo, people with the DC style want to explore all options and make sure that the best possible methods are used. As a result, they may be very questioning and skeptical of other people's ideas. This may be easy for you to relate to since you aren't afraid to challenge opinions and ask questions.

In addition, they're also focused on getting results, so they're often very direct and straightforward. When they're concentrating on the bottom line, they may overlook the feelings of others. You also tend to be driven, so you can probably relate to their desire for results.

Finally, those with the DC style also ensure accuracy. Because they want to control the quality of their work, they prefer to work independently, and they may focus on separating emotions from facts. You may have trouble relating to their analytical approach.

## D STYLE



**Goals:** Bottom-line results, victory

**Judges others by:** Ability to achieve results

**Influences others by:** Assertiveness, insistence, competition

**Overuses:** The need to win, resulting in win/lose situations

**Under pressure:** Becomes impatient and demanding

**Fears:** Being taken advantage of, appearing weak

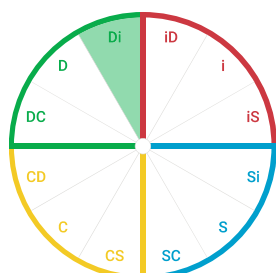
**Would increase effectiveness through:** Patience, empathy

People with the D style are strong-willed individuals who prioritize getting results. Because they want to make their mark, they constantly look for new challenges and opportunities. Most likely, you can relate well to their goal-oriented nature and may even compete with them at times.

In addition, they also tend to be action-oriented, so they often focus on achieving their goals quickly and forcefully. Since they are often very fast-paced, they like it when people cut to the chase. Since you share their bold style, you can probably relate well to their desire to keep moving.

Furthermore, those with the D style also speak up when they see a problem. Because they want to control outcomes, they're often questioning and independent-minded. Since you probably share these qualities, you may find that the two of you get locked into stubborn arguments at times.

## Di STYLE



**Goals:** Quick action, new opportunities

**Judges others by:** Confidence, influence

**Influences others by:** Charm, bold action

**Overuses:** Impatience, egotism, manipulation

**Under pressure:** Becomes aggressive, overpowers others

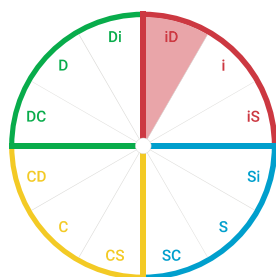
**Fears:** Loss of power

**Would increase effectiveness through:** Patience, humility, consideration of others' ideas

People with the Di style move at a fast pace, and they probably come across as adventurous and bold. Because they grow bored easily, these individuals often seek out unique assignments and leadership positions. Since you also like to maintain a fast pace, you can probably relate well to their high-energy approach to work.

In addition, they're focused on getting results, so they often work to accomplish their goals rapidly. While they are competitive, they can also use charm to persuade others to help them succeed. Because you are also results-oriented, you may respect their drive to succeed.

Finally, those with the Di style tend to be energetic and enthusiastic, so they may come across as charming and fun. They probably use their excitement to inspire others and to create a lively environment. You may have trouble relating to their high-spirited approach.

**iD STYLE**

**Goals:** Exciting breakthroughs

**Judges others by:** Ability to think creatively, charisma

**Influences others by:** Boldness, passion

**Overuses:** Impulsiveness, outspokenness

**Under pressure:** Becomes impulsive, lashes out at others

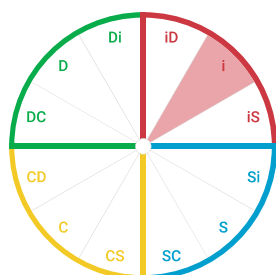
**Fears:** Fixed environments, loss of approval or attention

**Would increase effectiveness through:** Focusing on the details, patience, listening to others

Mateo, people with the iD style value taking action, so they tend to focus on moving toward their goals quickly. They like to maintain a fast pace, and they're probably comfortable making decisions on the fly. Because you share their active pace, you may join them in working to create momentum.

In addition, they tend to be enthusiastic, and they may come across as high-energy people who like to rally others around a common goal. Most likely, they maintain an upbeat attitude and bring a genuine optimism to their work. You may think their high level of enthusiasm is a bit distracting.

Furthermore, those with the iD style focus on getting results, so they may come across as ambitious and goal-oriented. Most likely, they enjoy leveraging relationships to achieve new accomplishments. You also want results, so you can probably relate to their ambition.

**i STYLE**

**Goals:** Popularity, approval, excitement

**Judges others by:** Openness, social skills, enthusiasm

**Influences others by:** Charm, optimism, energy

**Overuses:** Optimism, praise

**Under pressure:** Becomes disorganized, gets overly expressive

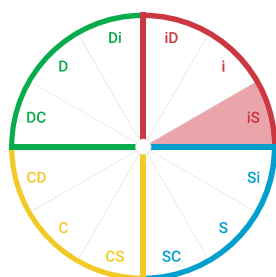
**Fears:** Rejection, not being heard

**Would increase effectiveness through:** Being more objective, following through on tasks

People with the i style put a high priority on enthusiasm and tend to maintain an upbeat attitude. They get excited about new possibilities, and they may be very expressive when communicating their ideas. Because you probably focus more on achieving success and getting concrete results, you may not relate well to their desire to create a lively atmosphere.

In addition, they are action-oriented, so they often focus on making quick progress toward exciting solutions. Since they tend to be fast-paced, they may be eager to get going without spending a lot of time considering the consequences. Since you also tend to move swiftly and decisively, you may relate well to their spontaneous approach.

Furthermore, those with the i style also appreciate collaboration. They usually enjoy meeting new people, and they may have a talent for getting everyone involved and building team spirit. Since you tend to be more interested in individual accomplishments, you may not relate to their need to promote teamwork.

**iS STYLE**

**Goals:** Friendship

**Judges others by:** Ability to see good in others, warmth

**Influences others by:** Agreeableness, empathy

**Overuses:** Patience with others, indirect approaches

**Under pressure:** Takes criticism personally, avoids conflict

**Fears:** Pressuring others, being disliked

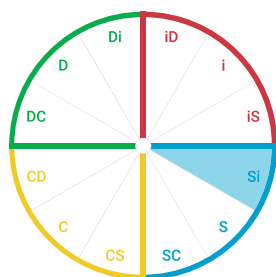
**Would increase effectiveness through:** Acknowledging others' flaws, confronting problems

People with the iS style value collaboration, so they enjoy teaming up with others as much as possible. Because they want everyone to feel included, they tend to spend time and energy getting people involved. Since you appreciate opportunities to work independently, you may not relate to their emphasis on team efforts.

In addition, they tend to be enthusiastic, and they're likely to bring a positive attitude to their work and relationships. They're light-hearted and encouraging, and they often like to spread their optimistic spirit to others. You tend to be less expressive than they are, and you may have trouble relating to their happy-go-lucky approach.

Furthermore, those with the iS style tend to be flexible people who want what's best for the group. When others struggle, they tend to show concern and offer uncritical support. You may think their accepting approach is too softhearted.

## Si STYLE



**Goals:** Acceptance, close relationships

**Judges others by:** Receptivity to others, approachability

**Influences others by:** Showing empathy, being patient

**Overuses:** Kindness, personal connections

**Under pressure:** Avoids conflict, tries to make everyone happy

**Fears:** Being forced to pressure others, facing aggression

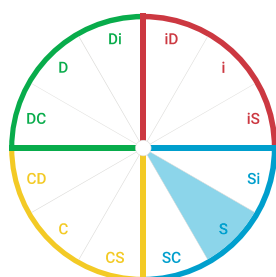
**Would increase effectiveness through:** Saying “no” if necessary, addressing issues

Mateo, people with the Si style are highly collaborative, and they like to involve others in making decisions. Most likely, they try to build team spirit and are less concerned with individual accomplishment. Because you tend to prefer working alone, you may have trouble understanding their strong interest in group efforts.

In addition, they’re also supportive, so they tend to place a high importance on the needs of others. Because they have an accommodating nature, they’re often willing to set aside their own opinions and needs to help others. You may have trouble relating to their accepting approach, which may sometimes seem counterproductive to you.

Furthermore, those with the Si style usually come across as cheerful and upbeat. They tend to see the positive in most situations, and they’re encouraging of other people’s ideas. Most likely, you have trouble relating to their expressive style.

## S STYLE



**Goals:** Harmony, stability

**Judges others by:** Dependability, sincerity

**Influences others by:** Accommodating others, consistent performance

**Overuses:** Modesty, passive resistance, compromise

**Under pressure:** Gives in, avoids revealing true opinions

**Fears:** Letting people down, rapid change

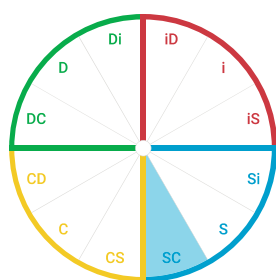
**Would increase effectiveness through:** Displaying self-confidence, revealing true feelings

People with the S style place a high value on providing support. They tend to be good listeners, and as a result they’re often seen as patient and accommodating. Because you tend to strive for quick results, you may find it difficult to relate to their laidback approach, which may get in the way of immediate progress at times.

In addition, they often focus on maintaining a predictable, orderly environment. Since they tend to be cautious, they may use a methodical pace and avoid rapid change whenever possible. Although you share their desire for dependability, you may think they are too hesitant to accept change.

Furthermore, people with the S style also value collaboration. Because they appreciate a trusting, warm environment, they may go out of their way to make sure people feel included and accepted. Because you tend to focus more on individual accomplishments, you may find their desire for friendly teamwork to be unnecessary or counterproductive.

## SC STYLE



**Goals:** Calm environment, fixed objectives, steady progress

**Judges others by:** Reliability, realistic outlook, even temperament

**Influences others by:** Diplomacy, self-control, consistency

**Overuses:** Willingness to let others lead, humility

**Under pressure:** Becomes inflexible, hinders spontaneity, complies

**Fears:** Time pressure, uncertainty, chaos

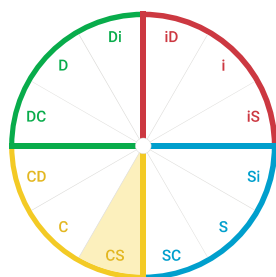
**Would increase effectiveness through:** Initiating change, speaking up

People with the SC style place a high priority on stability and attaining consistent outcomes. Because they tend to be cautious, they may prefer to work in a predictable environment that won’t bring a lot of surprises. Since you share their desire for stability, you can probably appreciate their careful, methodical approach.

In addition, they’re supportive, so they tend to be accommodating and willing to forfeit their own needs and preferences when necessary. They’re usually patient and diplomatic, and they aren’t likely to become overly emotional when pushed. You may have trouble relating to their patient, obliging approach.

Furthermore, those with the SC style focus on accuracy. They tend to work systematically to produce quality work and effective solutions, and they may be fairly analytical at times. You may have trouble relating to their methodical approach and tendency to double-check their work.

## CS STYLE



**Goals:** Stability, reliable outcomes

**Judges others by:** Precise standards, orderly methods

**Influences others by:** Practicality, attention to detail

**Overuses:** Traditional methods, sense of caution

**Under pressure:** Withdraws, becomes hesitant

**Fears:** Emotionally charged situations, ambiguity

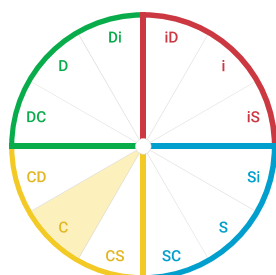
**Would increase effectiveness through:** Showing flexibility, being decisive, showing urgency

Mateo, people with the CS style value stability, so they probably come across as orderly and precise. Since they prefer to be well-prepared, they tend to avoid taking risks or making rapid changes. Because you share their interest in a stable environment, you may appreciate their tendency to focus on steady progress.

In addition, they also place a high priority on accuracy, so they tend to spend time refining their ideas before moving forward. Most likely, they rely on data before making decisions and tend to take an objective approach. You may find it hard to relate to their insistence on careful analysis.

Furthermore, those with the CS style are usually ready and willing to help when their expertise is needed. They also tend to be even-tempered and patient with both people and difficult situations. You might find it difficult to relate to their accommodating approach.

## C STYLE



**Goals:** Accuracy, objective processes

**Judges others by:** Expertise, systematic processes

**Influences others by:** Logic, exacting standards

**Overuses:** Analysis, restraint

**Under pressure:** Overwhelms others with logic, becomes rigid

**Fears:** Being wrong, strong displays of emotion

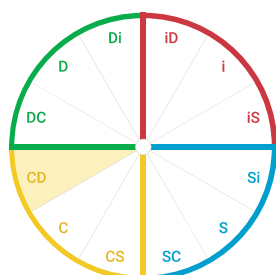
**Would increase effectiveness through:** Acknowledging others' feelings, looking beyond data

People with the C style focus on accuracy and getting things right. Because they want to ensure superior results, they tend to analyze options rationally and separate emotions from facts. While you can probably relate to their detached approach, you may find their systematic nature to be too tedious to get the quick results you seek.

In addition, they also value stability. Since they tend to appreciate follow-through and restraint, they're uncomfortable with quick or risky decisions and prefer to take time to make an informed choice. You also like to ensure dependable results, but you may become frustrated if they seem overly cautious.

Furthermore, people with the C style are attentive to uncovering problems and mistakes. In their quest to find the most streamlined or productive method of completing their tasks, they may openly question ideas and point out flaws that others may have missed. While you usually share their tendency to ask questions, you may find their skepticism frustrating when it stands in the way of quick forward progress.

## CD STYLE



**Goals:** Efficient results, rational decisions

**Judges others by:** Competence, use of logic

**Influences others by:** Strict standards, resolute approach

**Overuses:** Bluntness, critical attitude

**Under pressure:** Ignores people's feelings, moves ahead independently

**Fears:** Failure, lack of control

**Would increase effectiveness through:** Cooperation, paying attention to others' needs

People with the CD style may come across as skeptical and determined in their focus on making sure things get done correctly. Most likely, they won't accept ideas without asking a lot of questions, and they like to uncover problems that could affect results. You share their tendency to question new ideas, so you may find it easy to relate to their challenging approach.

In addition, they also prioritize accuracy, and they focus on thinking logically to create the best solutions. They tend to avoid letting their emotions get in the way of making rational decisions. To you, their approach may seem overly analytical and perfectionistic.

Furthermore, those with the CD style also value getting results and tend to be determined to deliver quality outcomes efficiently. Most likely, they're also willing to take charge of projects when necessary, and they can usually be counted on to keep things on track. Since you tend to share their interest in efficient results, you likely appreciate their determination to succeed.