

# Three Steps to Delivering a Program with Everything DiSC<sup>®</sup>

## Step 1. Clarify The Organization's Needs

As you probably know, before you can deliver the right program, you need to get a clear picture of exactly what problem you are trying to solve. This includes understanding some fundamental questions such as:

- What are the major problems faced by the group or organization?
- What is at the root of these problems?
- What are the desired outcomes?

## Step 2. Find A Solution

Review the Course Outlines in this section to see if any of these pre-assembled programs meet your needs. A quick introduction gives you a flavor of each course. Sometimes you'll want to use the program as it is, or make changes as you see fit. At the very least, you'll get a good start.

A blank course outline is included if you wish to select individual Insight Modules and organize them yourself. Remember that the numbers on the Insight Modules are only for identification and are not in any particular sequence. Flip through the numbered tabs and read the descriptions and objectives of each module. Pick and choose the ones that will help you meet the needs you've defined. You can customize the modules and courses in any way you want.

## Step 3. Prepare Your Program

Once you have a Course Outline that fits your needs, you will need to select which of three initial DiSC reports you would like to use. The FAQ section beginning on the next page can help you make this decision. Then, simply assemble the following materials:

- A Course Script: found in each of the Insight Modules
- PowerPoint Slides: found on the Resources CD
- Participant Handouts: found on the Resources CD
- Supporting supplies: specified in each Insight Module

The FAQ section will help you these locate materials or answer questions. Once assembled, you will probably want to read through and review your materials a couple of times, but then you're ready to go.

## FREQUENTLY ASKED QUESTIONS

### **Where should I start with the Everything DiSC® Facilitation System?**

It is best to spend a few minutes looking through the Introductory section at the front of the manual. There are also some useful tutorials located in the “additional resources” folder on the resource CD. When you are ready to put together your training program, you might begin by reading through the Three-Step “how-to” guide at the front of this section.

### **Should I use a paper profile or an online profile?**

Before starting your program, you will need to decide if you want to use a “paper-and-pencil” version or an on-line version of DiSC®. *DiSC Classic 2.0* and *DiSC PPSS* are delivered in an online format and offer a number of advantages. First, since they are administered electronically as pre-work, they save valuable class time otherwise spent completing and manually scoring the profiles. Also, errors in scoring are eliminated. Both online versions offer richer, more personalized feedback and the opportunity to prepare group reports. Group reports can help the facilitator better understand the makeup of the class in preparation for the session. Other specialized group reports available with on-line delivery can be extremely useful for teams, managers and HR departments.

The paper-and pencil version asks participants to respond to questions in a booklet and score the tool themselves during the training session. Facilitators often use the paper version of *DiSC Classic* when their participants do not have access to e-mail or the Internet. Some facilitators also feel that the process of responding to the instrument and scoring it themselves is helpful in engaging participants. For more information on the differences among the DiSC reports, consult the Resources section.

### **How do I choose between the two online profiles?**

Using the online EPIC system you will have a choice of *DiSC Classic 2.0* and *DiSC PPSS*. Both of these reports provide customized narrative feedback. Facilitators who are experienced with all of the DiSC reports may choose to use more than one.

*DiSC Classic 2.0* is an excellent introductory tool. It explains the foundations of the DiSC model and provides personalized narrative in basic categories such as motivation, work habits, and personal insights. This tool also allows participants to compare and contrast the different DiSC styles, so that they can see how their style differs from others. It also excels in delivering a rich, balanced approach to personal feedback.

*DiSC PPSS* is often used to provide more in-depth information about an individual. The basic *DiSC PPSS* report, the General Characteristics Report, provides clear, bulleted information about the participant in a wide range of different categories, such as “What you tend to avoid”, “Your behavior in conflict situations”, “Motivating factors for you”, and “Strategies for increased effectiveness.” The *DiSC PPSS* report allows you to take this personalized insight even further with supplemental reports that offer personalized, detailed information on a range of applied topics such as management, sales, creating a positive environment, and relationships. For more information on the differences among the three DiSC reports, consult the Resources section.

### **Why does it matter which report I choose?**

As mentioned above, each report has its unique advantages. But the report that you use will also influence the activities that you do in your seminar. For instance, in Insight Module 5, there are three different activities corresponding to each of the three different profiles. Most of the time, these activity options produce similar results, but facilitators who are familiar with the different profiles tend to have a favorite profile with which to deliver the desired outcomes. The *Everything DiSC Facilitation System* was developed in this way to maximize the facilitator’s options.

## Should I use Course Outlines exactly the way they are presented?

It depends. Since the Course Outlines are designed for immediate use, if one exactly meets your needs or if you are short on time you can simply use the ready-to-go set of handouts and PowerPoint slides provided. Some facilitators, however, may find that they want to customize an outline a little before they use it. This could mean taking some parts out, or adding material that's unique to their needs. If you choose this route, you can use the tutorials provided in the "Additional Resources" folder to help you with your customization.

## Can I build my own program out of the Insight Modules?

Yes. The *Everything DiSC Facilitation System* was designed in a modular format so that facilitators could build programs that fit their unique needs. You can combine the Insight Modules in a variety of different ways. We recommend that you open with a Set-up from Insight Module 1 and end with a Close from Insight Module 2. If you are using the *DiSC Classic* paper profile, you will probably want to follow your Set-up with Module 3, Administration of *DiSC Classic* Paper. Finally, most facilitators find it useful to set the foundations of the DiSC model with Insight Module 4 before proceeding onto the other modules. Beyond this, the modules can fit together any way you want. Read through the Insight Module descriptions behind the numbered tabs to find the modules you need. You can use the blank course outline in this section to start organizing them into your own program.

## Are the Insight Modules arranged in any particular order?

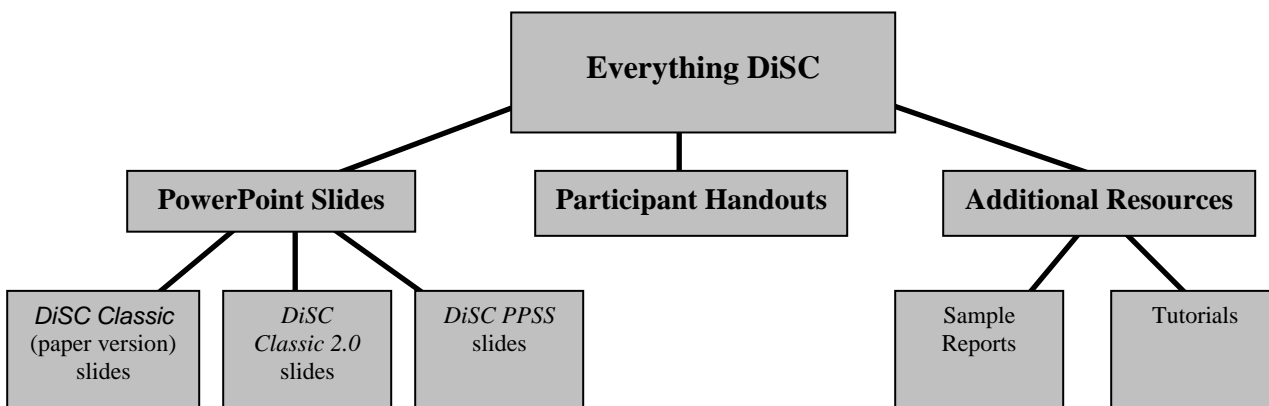
No. The numbers on the insight modules are only for identification, not sequence. For instance, Insight Module 2 is the Close, and therefore would usually come at the end of your outline. Insight Module 3 is only used when you administer the *DiSC Classic* paper profile. Select the best sequence for your situation and the solution you wish to create.

## Should I always use Insight Module 4?

You will probably want to use Insight Module 4 early in most programs unless you are using a different method to introduce DiSC to your participants. Module 4 provides the basis for the learning in all the other modules. It won't be needed in your follow-up DiSC sessions, however.

## How is the Everything DiSC Presentation Materials CD organized?

All of the PowerPoint slides, handouts, tutorials, and sample reports that you'll need for your seminar are located on the Everything DiSC Presentation Materials CD. You can install the information from this CD on your computer or access it directly on the CD (see instructions on the next page.) In either case, you will find a folder labeled "Everything DiSC". As shown in the diagram below\*, there are three folders inside this master folder: PowerPoint Slides, Participant Handouts, and Additional Resources.



\*Your file structure may look different if you have moved, modified, or deleted these folders or files.

## FREQUENTLY ASKED QUESTIONS

### Where do I find the PowerPoint slides I need?

As you can see above, the PowerPoint Slides folder is in the “Everything DiSC” master folder. It contains three sub-folders in it. Open the folder that corresponds to the DiSC profile that you plan to use: DiSC Classic Paper, DiSC Classic 2.0, or DiSC PPSS. Each folder contains the PowerPoint slides adapted to the appropriate profile. As well, each folder has the same slides arranged in a variety of different ways for your convenience, including

- **A master slide file:** A file containing every PowerPoint slide in the Everything DiSC system. An index is provide in the front so you can search for the PowerPoint you want
- **Slides sorted by Insight module:** A series of files that organize the PowerPoint slides needed for each Insight Module.
- **Slides sorted by course:** A series of files that organize the PowerPoint slides needed for each Course Outline.
- **Slides for Alternative Activities:** A series of files that contain the PowerPoint Slides for all Alternative Activities, arranged by Insight Module.

### Where do I find the participant handouts I need?

As shown above, the Participant Handouts folder is in the master folder labeled “Everything DiSC.” This folder has the same handouts arranged in a variety of different ways for your convenience, including

- **A master handout file:** A file containing every handout in the Everything DiSC system. Includes an index so you can search for the handout you want.
- **Handouts sorted by Insight Module:** A series of files that organize the handouts needed for each Insight Module.
- **Handouts sorted by course:** A series of files that organize the handouts needed for each Course Outline.

### How do I install the Everything DiSC Presentation Materials on my computer?

If you have a PC, simply put the Everything DiSC® Presentation Materials CD into the CD drive on your computer. The installation process will automatically begin and will take roughly 3-5 minutes. The Everything DiSC Presentation Materials will be placed in a folder labeled “Everything DiSC” in your “My Documents” folder on your hard drive. If you have a Macintosh, you will need to access the files on the CD; they will not be installed for you.

### How do I access material directly off my Everything DiSC Presentation Materials CD?

If you have a PC, place your Everything DiSC Presentation Materials CD in your CD drive and exit out of the installation process (by clicking on “Cancel” and then “Exit Setup”.) Right click the CD-ROM icon labeled “Everything\_DiSC”. (You can usually find this if you go to your desktop and click the “My Computer” icon.) Scroll down and click “Open”. All the resource files will be in the “Everything DiSC” master folder.

If you have a Macintosh, place your CD in the CD drive and click on the CD icon. This icon will be labeled “Everything\_DiSC” on your desktop. All the resource files will be in the “Everything DiSC” master folder.

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## FREQUENTLY ASKED QUESTIONS

### **Where do I find sample reports?**

To get to the sample reports, open the “Everything DiSC” master folder, click on “Additional Resources” and click on “Sample Reports”. The “Sample Reports” folder includes PDF files of various DiSC online reports.

### **What tutorials are available on the Everything DiSC Presentation Materials CD?**

To get to the tutorials, open the “Everything DiSC” master folder, click on “Additional Resources” and click on “Tutorials”. The following tutorials are available:

Exploring the Content:	explains how to navigate the Everything DiSC system and find the resources you need
Customizing Your Brand:	explains how to modify Everything DiSC presentations so that they are personalized to your company, organization, audience, or seminar topic
Creating a Presentation:	explains how to create a custom PowerPoint presentation using the Everything DiSC material
Add to a Different Template:	explains how to add slides from one PowerPoint file to another file
Hiding Slides:	explains how to modify Everything DiSC PowerPoint presentations so that you can hide slides that you don't want to use in your seminar