



An Evaluation of Behavioural Styles

Report For: Anton Guinea

Style: I/I

Focus: Work

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# Why is Independently Tested Accuracy of this Assessment Important?



A recent review revealed a significant majority of assessments available today were absent the studies & reporting to confirm their accuracy. Of the small minority which claimed reporting, the significant majority of those were conducted privately; oftentimes by the assessment provider itself, rather than an objective and scientifically qualified third party. However, we are leading by example in this otherwise unregulated industry. How are we doing this? By submitting our assessments to an objective, independently conducted battery of tests: Construct Validity, Reliability, and Disparate Impact - all by a qualified scientific authority (Assessment Standards Institute). Our goal? Ensuring the trust and confidence of our users by producing the industry's most accurate and class protected assessments. Please turn to the last page of this report to learn more on this topic, and the steps we've taken to safeguard the scientific accuracy of this assessment.



# Welcome to the DISCstyles™ Online Report

#### INTRODUCTION

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

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

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

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

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

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

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



# Part I Understanding DISC

#### **BEHAVIOURAL STYLES**

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

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

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

#### BEHAVIOUR DESCRIPTORS OF EACH

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

#### DIRECTNESS AND OPENNESS OF EACH STYLE

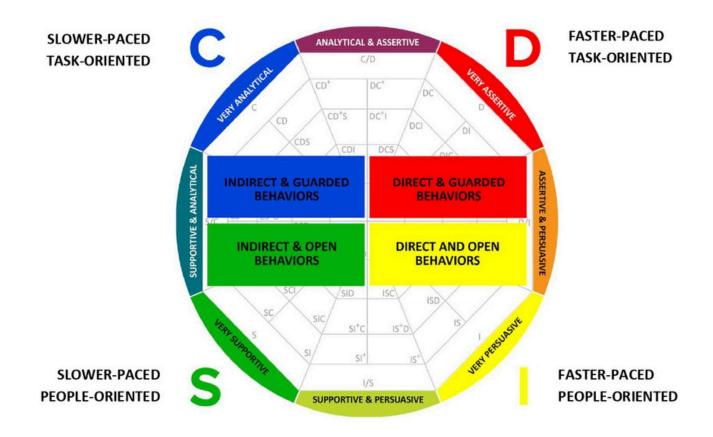
#### PACE AND PRIORITY OF EACH STYLE

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

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



#### PACE AND PRIORITY OF EACH STYLE



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

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



# A DEEPER LOOK AT THE FOUR DISCStyles™

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

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



# COMMUNICATING WITH THE DISCStyles™

# Communicating with the **DOMINANT** Style

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

# Communicating with the INFLUENCING Style

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



## Communicating with the STEADY Style

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

## Communicating with the CONSCIENTIOUS Style

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

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



# Part II Understanding Yourself

#### **General Characteristics**

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

You tend to be action-oriented, able to handle many projects simultaneously. You have a rare ability to skilfully multi-task. However, there is an opportunity cost, as small details might get overlooked, or important items submitted past deadline. You can control this by being certain that your to-do list is up-to-date, and that listed items are actually getting accomplished.

You tend to be an easy person to be around, unlikely to deliberately antagonise others. This trait comes from your sincere interest in others, your optimism, and your patience in working with others. As a result, you may be sought-after for a variety of committees and working teams. You'll make sure that the job gets done, and that people are enjoying what they're doing.

You are very good at promoting ideas and generating enthusiasm in others. When there's an idea that you believe in, you have the remarkable ability to sell the idea (in a proactive and positive, not manipulative, way). Additionally, when people need a shot of motivation, energy, or enthusiasm, you have the ability to make your own internal optimism contagious to others.

Anton, you score like those who tend to show a positive sense of humour, and can sometimes relieve a tense moment with a subtle comment or verbal quip. This trait gives you enormous influence, especially in the creative realm. This influence may not be sustainable, however, as it loses strength and impact when used continuously.

You have a remarkable ability to shift the mood smoothly from serious to light-hearted. This is a rare skill. You are able to lighten the mood of a tense situation without aggressive humour; that is, without making fun of anyone or undermining the seriousness of the situation. Your methods show that you understand the importance of the situation, but are nevertheless able to lighten the mood with a thought or quip. Not only does this release some of the tension, it also may re-focus some creativity toward a successful solution.

You have confidence in your ability to motivate others through to the desired outcome. You are able to persuade people on the team when necessary, not in a manipulative way, but in a way that gets the job done and keeps people engaged and on board. There are times, however, when people may disappoint you. When this happens, you may tend to become discouraged with your own motivational skills. We coach you not to become discouraged, and to realise that some people simply may not be as persuadable as others.

You score like those who prefer a cooperative social environment to an antagonistic one. While this might sound like common sense, there are some who may intentionally stir the work climate to create antagonism. You have an ability to disarm some of that antagonistic spirit, and to encourage a climate of optimism.

A moderate-to-heavy risk-taker, you score like others who may sometimes do the unexpected just to get attention, or wilfully instigate a surprise. This keeps everyone on their toes, provides energy to the activity, and makes for fun interaction. Our coaching here is determined to help you acknowledge this, and to monitor it so that it isn't taken to excess. In some situations, those who score like you may be recognised as the team "clown." This can keep things light, as long as it's apparent that they can be depended on to carry their share of the load.



# **Style Overview**

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

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

# Your Behavioural Style: Networker

Networkers show up as people-oriented in everything they do. They have a wide network of contacts and have the ability to get along favourably with diverse groups of people. Networkers are enthusiastic presenters in front of groups, both large and small. Their optimism and enthusiasm is contagious. They may sometimes get caught up in their own enthusiasm and over-promise or misjudge the support from others. They bring a sense of urgency and open engagement with others.

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

- Personal direction: Wants to gain approval, popularity, and recognition for their efforts
- Strengths offered: Very good at promoting, gaining attention, and generating energy for their ideas and projects
- General characteristics: Very outgoing and eager to meet all types of people
- Contributions to others: Brings a casual, open presence, and likes to see everyone engaged in positive ways
- · Getting along with others: Likes an informal and exciting environment with lots of interaction
- When stressed: May become disorganised and may struggle focusing on the tasks
- . Keep in mind: May focus a bit more on speaking and less on listening
- Additional notes: Excellent people skills and sense of humour, but may tend to promise more than they
  can deliver



# **WORD SKETCH - Adapted Style**

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

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

DISC Focus	Problems/Challenges	People/Contacts	S Pace/Consistency	Procedures/Constraints
Needs	Challenges to solve, Authority	Social relationships, Friendly environment	Systems, Teams, Stable environment	Rules to follow, Data to analyse
Emotions	Anger, Impatience	Optimism, Trust	Patience, Non-Expression	Fear, Concern
Fears	Being taken advantage of/lack of control	Being left out/loss of social approval	Sudden change/loss of stability and security	Being criticised/loss of accuracy and quality
6	argumentative daring demanding decisive domineering egocentric	emotional enthusiastic gregarious impulsive optimistic persuasive	calming loyal patient peaceful serene team person	accurate conservative exacting fact-finder precise systematic
5	adventurous risk-taker direct forceful	charming influential sociable trusting	consistent cooperative possessive relaxed	conscientious courteous focused high standards
4	assertive competitive determined self-reliant	confident friendly generous poised	composed deliberate stable steady	analytical diplomatic sensitive tactful
3	calculated risk moderate questioning unassuming	controlled discriminating rational reflective	alert eager flexible mobile	own person self-assured opinionated persistent
2	mild seeks consensus unobtrusive weighs pro/con	contemplative factual logical retiring	discontented energetic fidgety impetuous	autonomous independent firm stubborn
1	agreeing cautious conservative contemplative modest restrained	introspective pessimistic quiet pensive reticent suspicious	active change-oriented fault-finding impatient restless spontaneous	arbitrary defiant fearless obstinate rebellious sarcastic



# **WORD SKETCH - Natural Style**

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

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

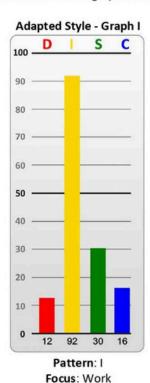
	D		S	C
DISC Focus	Problems/Challenges	People/Contacts	Pace/Consistency	Procedures/Constraints
Needs	Challenges to solve, Authority	Social relationships, Friendly environment	Systems, Teams, Stable environment	Rules to follow, Data to analyse
Emotions	Anger, Impatience	Optimism, Trust	Patience, Non-Expression	Fear, Concern
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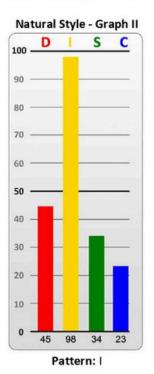


# **DISCstyles Graphs for Anton Guinea**

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

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





If you have scores under 10 or over 90, these are extended scores where the behaviour becomes a *need*. If expressing that behaviour isn't possible, you'll likely create situations where that *behavioural need* can be met.

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

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

#### **Behavioural Pattern View**

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

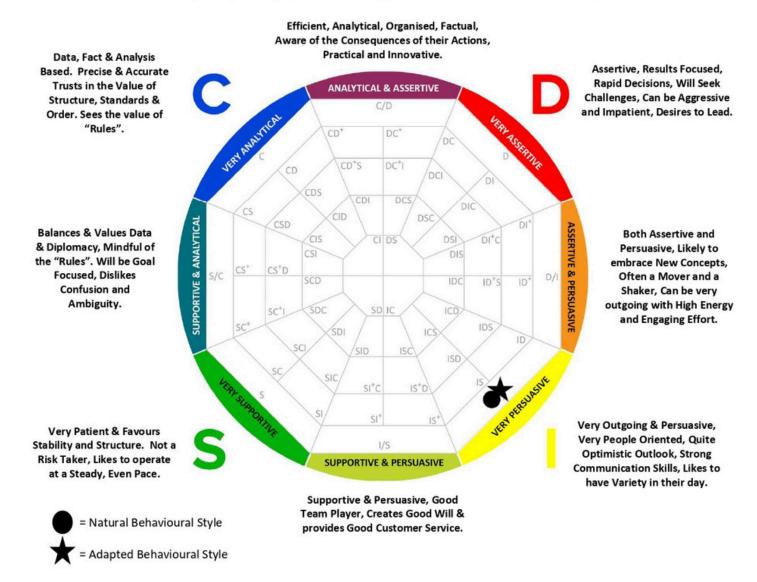
#### THE SCORING LEGEND

D = Dominance: How you deal with Problems and Challenges

I = Influence: How you deal with People and Contacts

S = Steadiness: How you deal with Pace and Consistency

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





# **Communication Tips for Others**

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

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

#### When Communicating with Anton, DO:

- · Offer input on how to make ideas become reality.
- · Be engaging, stimulating, and fast-paced.
- Use Anton's own words to direct you back to the topic or issue at hand.
- Plan to talk about things that support Anton's dreams and goals.
- Plan some extra time in your schedule for talking, relating, and socializing with Anton.
- Provide testimonials from people Anton sees as important and prominent.
- Be certain to specify instructions for continuing action.

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

- Be overly task-oriented.
- Be impersonal or judgmental.
- Let the discussion with Anton get caught in dreams too much, otherwise you'll lose time.
- Stick too rigidly to the agenda.
- Get bogged down in facts, figures, or abstractions.
- Leave decisions hanging in the air. Be certain all decision points have reached closure and result in plans for action.
- · Talk down to Anton.



#### Your Motivators: Wants and Needs

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

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

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

#### You Tend to Be Motivated By:

- · Official recognition for success on a project or in achieving a goal.
- A system of support to assist with details and follow-through.
- Interesting activities outside of the work environment. Some with similar scores like to be involved in volunteer and community activities.
- Awards that recognise ability, skill, or achievements.
- A democratic environment with a free exchange of ideas.
- An environment offering mobility and variety.
- A strong, visible group or organisation to identify with.

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

- Increased organisational skills to reduce the potential for clutter and confusion.
- Better organisation skills and better record-keeping.
- An increased sense of urgency to get things done expediently.
- An environment where there is frequent communication and contact with people.
- · Friendly, active people to associate with.
- · To be more practical and less ideological.
- Support with organisation and project details, especially when there is a tight deadline.



# What You Bring to the Organisation

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

# Your Strengths:

- You demonstrate excellent people skills.
- You're an excellent team player.
- You demonstrate excellent verbal skills.
- You bring optimism to the team.
- · You are able to generate enthusiasm in others.
- You are a flexible problem solver.
- · You supply a positive sense of humour.

#### Your Work Style Tendencies:

- While you may tend toward surface analysis in some cases, you can also show very keen awareness of important details.
- · You tend to be optimistic and rely on that positivity to engage and motivate others.
- You convey a high trust level in the ability of others on the team to carry out their responsibilities and commitments.
- You tend to seek specialised assignments that capitalise on your social and motivational skills.
- You wish to be seen as an easy person to get along with. You won't deliberately antagonise others.
- You are able to meet others easily and readily, and are socially poised in small or large group situations.
- You are motivated to be well-networked, and thus tend to know a wide variety of people within your profession. This can be of enormous benefit to the team or organisation as additional contacts become necessary.

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

- Activities with many opportunities for interaction with people.
- Opportunities to express yourself.
- Freedom to move around, either in the office or around the country.
- A non-hostile working environment.
- The opportunity to network with others.
- · Freedom from controls, detail, and paperwork.
- Variety in work tasks and projects.



#### The I Style

#### Under Stress - Perceptions, Behaviour and Needs for the I

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

#### Potential Self Perception:

- Friendly
- Optimistic
- Enthusiastic with ideas
- Persuasive in presentations

#### Under Stress, May be Perceived by Others:

- Self-promoting
- Inconsistent
- Doesn't keep promises
- Careless with details

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

- · A quick pace for stimulation and excitement
- To get credit
- Action and interaction

#### Your Typical Behaviours in Conflict:

- You may experience a desire to get even if someone thwarts a major component of your personal agenda; however, you are not very likely to follow through. You may choose to overlook the matter in order to preserve the relationship or you may simply lash out in anger.
- You are quite uncomfortable with conflict, aggression and anger. You do whatever you can do to avoid
  them. If possible, you may physically avoid an environment filled with conflict or anger. If that is not
  possible, you will probably seek to use your natural humour and story-telling ability to reduce the level of
  tension. If neither approach works, you may attempt to ignore the conflict. Given your strong focus on
  relationships, however, this tactic is rarely successful.
- When you experience a moment of misery, you may appear overeager, impulsive, sarcastic and demanding. You may disregard the facts, and may not listen well to what is being said (only hearing what you want to hear).

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

- Avoid giving others a false impression of the level of support you will give them. When promising your support, make clear precisely what it is that you will do.
- Be sure to fulfil all of your commitments. If you will be unable to keep a commitment or meet a deadline, inform the people involved as soon as possible. Do not assume that others will automatically step in to cover for you.
- Recognise that you can never resolve a conflict by avoiding it. Risk damaging a relationship or losing someone's approval by stating your feelings and clarifying your expectations. Be sure, of course, to listen attentively to the responses of others.



# **Potential Areas for Improvement**

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

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

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

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

- You may be overly optimistic in your ability to persuade or manage others.
- You may be easily distracted, sometimes finding it hard to stay on point in meetings, projects, or presentations.
- You may tend to promise a bit more than you can deliver, then enlist the help of others to ensure timely delivery.
- · You may be a selective listener, hearing only what you want to hear.
- · You may tend to react on impulse as opposed to thinking things through.
- · Your strong enthusiasm may be seen by some as shallow or self-absorbed.
- · You could use help in building time-management skills.



# 12 Behavioural Tendencies - Summary

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

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



# 12 Behavioural Tendencies - Details & Graphs

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

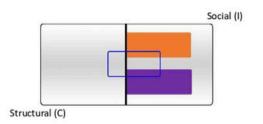
#### Interpretation Notes:

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

#### **Expressing Openness**

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

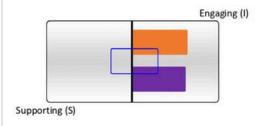
Adapted (HI): Consistent with natural style



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

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

Adapted (HI): Consistent with natural style

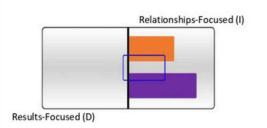




#### **Building Rapport**

Natural (HM): You are somewhat social and more likely to focus on building relationships and making connections, rather than accomplishing a goal or completing a task. Don't forget, that sometimes there are things to be done.

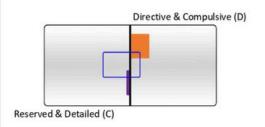
Adapted (HI): You are very social; focused on interacting with others to build relationships and grow your network. You are more likely to focus on making connections, rather than accomplishing a goal or completing a task. Don't forget, that sometimes there are things to be done.



## **Providing Instruction**

Natural (HM): You are somewhat direct and results-focused, and may prefer to set the course and direct others, rather than following the set expectations. Engaging with others for additional thoughts and perspectives can lead to better outcomes.

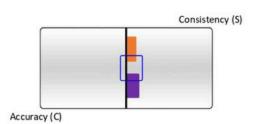
Adapted (MOD): You are able to balance the desire to set the expectations or uphold the protocol, based on the situation and what is most relevant. You may follow the established structural and procedural guideline if they support the objectives. Keep in mind, that sometimes this may come through as difficult for styles that are less focused on tasks and more focused on relationship.



#### **Work Process Alignment**

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

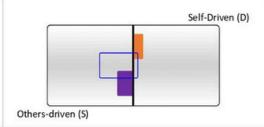
Adapted (MOD): Consistent with natural style



#### Personal Drive

Natural (MOD): Your determination is balanced between a self-driven and othersdriven approach, focusing on actions to achieve results with awareness of risks and consequences of actions. You are likely driven by both a desire to meet your own needs and motivations, and support and help others in the process.

Adapted (MOD): Consistent with natural style

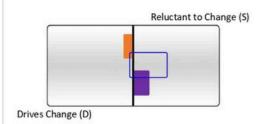




#### **Change Resistance**

Natural (MOD): You can be slow to accept or embrace change, or more committed to your own thoughts and ideas during times of change; depending on the level of risk and expected outcome. There may be times when you actively accept and engage in change and, other times you feel like more information and planning would be beneficial. You are likely to be on board, as long as things make sense.

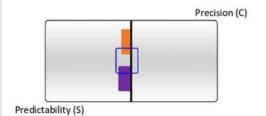
Adapted (MOD): Consistent with natural style



#### Accuracy

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

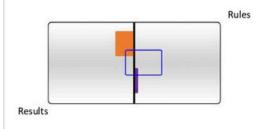
Adapted (MOD): Consistent with natural style



#### **Prioritising**

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

Adapted (MOD): You are attentive to established guidelines to ensure high-quality results now, and are focused on actions that target immediate accomplishment. You likely balance both rules and results when prioritising, recognising that both have significance in a successful experience and outcome.

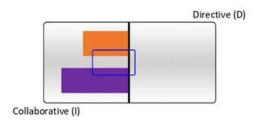




#### Self-Reliance

Natural (LM): You are quite attentive to involving others, preferring to reach results together, which may impact efficiency. You will likely do your best work in collaboration with others. Be aware that too much interaction may cause some delays in productivity or efficiency.

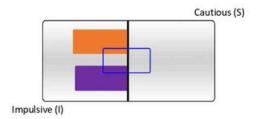
Adapted (LOW): You are very attentive to involving others in any activity, which may distract from the results and impact efficiency as you emphasise interaction and connection. You will likely do your best work in collaboration with others. Be aware that too much interaction may cause some delays in productivity or efficiency.



#### **Careful Decision Making**

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

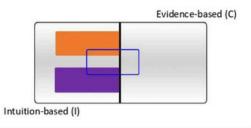
Adapted (LOW): Consistent with natural style



#### Reasoning

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

Adapted (LOW): Consistent with natural style





# Summary of Anton Guinea's Style

COMMUNICATION DOS & DON'TS

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

1
2
YOUR MOTIVATIONS: WANTS
1
2
YOUR MOTIVATIONS: NEEDS
1
2
YOUR STRENGTHS
1
2
YOUR WORK STYLE TENDENCIES
1
2
EFFECTIVE ENVIRONMENTAL FACTORS
1
2
POTENTIAL AREAS FOR IMPROVEMENT
1
2.



#### PART III UNDERSTANDING OTHERS AND ADAPTABILITY

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

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

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

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

# **ADAPTABILITY**

# THE APPLICATION SECTION INCLUDES:

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



# What is Adaptability?

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

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

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

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

#### **Important Considerations:**

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

#### Words of Advice:

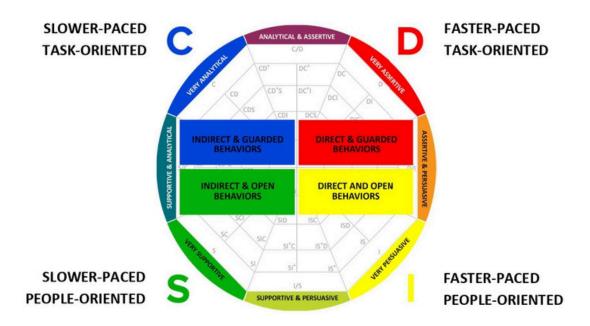
Adaptability at its extreme could appear wishy-washy and two-faced. A person who maintains high adaptability in all situations may not be able to avoid stress and inefficiency. There is also the danger of developing tension from the stress of behaving in a "foreign" style. Usually, this is temporary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



# Recognising Another Person's Behavioural Style

#### 2 Power Questions:

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



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

	Directness & Openness	Pace & Priority
O	Tends to be direct and guarded	Fast-paced and task-oriented
0	Tends to be direct and open	Fast-paced and people-oriented
6	Tends to be indirect and open	Slow-paced and people-oriented
0	Tends to be indirect and guarded	Slow-paced and task-oriented

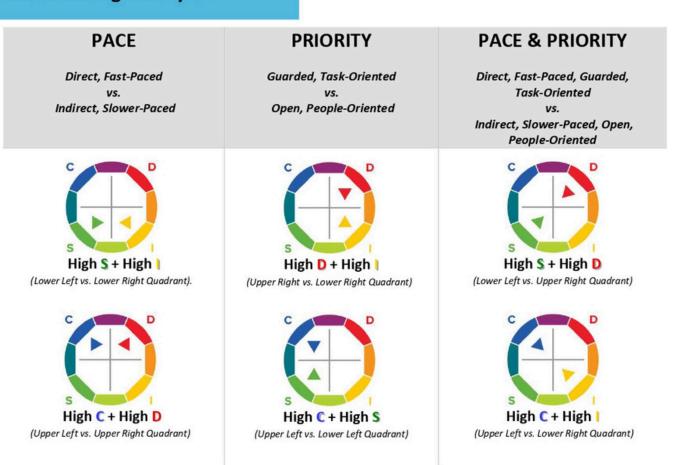
The behavioural intensity of <u>directness or indirectness and being open or guarded</u> is shown in the quadrant you plot. The plots towards the edge of the BPV reflect **MORE INTENSITY** and those plotting closer to the centre reflect **MODERATE INTENSITY** of both characteristics.



# Communicating with each Style

#### With D Styles With I Styles With S Styles With C Styles · Show them how to win Show them that you · Show how your idea Approach indirectly, non- Display reasoning admire and like them minimises risk threatening Provide concise data Be optimistic Demonstrate interest in Show your reasoning, Agree on goals and Support their feelings and logic, give data in writing boundaries Compliment them on Allow them to think, Vary routine Avoid involved details follow through inquire, and check before Focus on the big picture Give personal assurances they make decisions Compliment them on what Provide a relaxing, Interact and participate Tell them "why" and they have done Provide opportunities for with them - do it friendly, stable "how" them to lead, impact together atmosphere Provide opportunities for results Provide Act non-aggressively, focus precision, accuracy, and acknowledgements, on common interests planning for quality results accolades, and Provide opportunities for compliments deep contribution and teamwork

# Tension Among the Styles





# To Modify Directness and Openness

# **DIRECT/INDIRECT**

#### With D Styles DIRECT

- Use a strong, confident voice
- Use direct statements rather than roundabout questions
- Face conflict openly, challenge and disagree when appropriate
- Give undivided attention

#### With I Styles DIRECT

- Make decisions at a faster pace
- Be upbeat, positive,
- Initiate conversations
- Give recommendations
- Don't clash with the person, but face conflict openly

# With S Styles INDIRECT

- Make decisions more slowly
- Avoid arguments and conflict
- Share decision-making
- · Be pleasant and steady
- Respond sensitively and sensibly

# With C Styles INDIRECT

- Do not interrupt
- Seek and acknowledge their opinions
- Refrain from criticising, challenging, or acting pushy – especially personally

# **GUARDED/OPEN**

#### With D Styles GUARDED

- Get right to the task, address bottom line
- Keep to the agenda
- Don't waste time
- Use businesslike language
- · Convey acceptance
- Listen to their suggestions

## With I Styles OPEN

- Share feelings, show more emotion
- Respond to expression of their feelings
- Pay personal compliments
- Be willing to digress from the agenda

# With S Styles OPEN

- Take time to develop the relationship
- Communicate more, loosen up, and stand closer
- Use friendly language
- Show interest in them
- Offer private acknowledgements

## With C Styles GUARDED

- Maintain logical, factual orientation
- Acknowledge their thinking
- Downplay enthusiasm and body movement
- Respond formally and politely



# **To Modify Pace and Priority**

# **PACE**

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

# **PRIORITY**

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



# Adapting in Different Situations: AT WORK

#### **DOMINANT STYLE**

#### HELP THEM TO:

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

#### **INFLUENCING STYLE**

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

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

#### **STEADY STYLE**

#### HELP THEM TO:

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

#### CONSCIENTIOUS STYLE

#### HELP THEM TO:

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



# Adapting in Different Situations: IN SALES AND SERVICE

#### DOMINANT STYLE

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

#### INFLUENCING STYLE

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

#### **STEADY STYLE**

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

#### **CONSCIENTIOUS STYLE**

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



# Adapting in Different Situations: IN SOCIAL SETTINGS

#### DOMINANT STYLE

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

#### **INFLUENCING STYLE**

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

#### **STEADY STYLE**

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

#### **CONSCIENTIOUS STYLE**

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



# Adapting in Different Situations: IN LEARNING ENVIRONMENTS

#### DOMINANT STYLE

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

#### **INFLUENCING STYLE**

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

#### **STEADY STYLE**

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

#### **CONSCIENTIOUS STYLE**

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



# **Application Activities**

#### **Adaptability Practice**

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

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

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

#### Adaptability Activity

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

- 1
- Identify the behavioural style of the other person using the 2 Power Questions:
  - Are they <u>DIRECT</u> or <u>INDIRECT</u> in their communication?
  - Are they GUARDED or OPEN in their communication?
- Brush up on their style and look at ways to adapt your Directness and Openness when working with them.
- To further understand the tension that may exist in the relationship, notice the difference in preference in pace and priority and modify accordingly.
- Practice approaching them in the way you think *THEY want to be treated*. Remember, it may feel uncomfortable at first, but with practice and dedication to adapting, you will be amazed at the difference.



# **Tension Among the Styles Exercise**

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

	Му	
Style:		
	Му	
Pace:		
	Му	
Priority:		

RELATIONSHIP
Name: John Doe
Style: High I
Pace: Faster-paced
Priority: People-oriented
Difference: Pace and Priority
<b>Strategy:</b> Be more personable, social, upbeat, and faster-paced with John

#### **RELATIONSHIP 1**

# Name: Style: Pace: Priority: Difference: Strategy:

#### **RELATIONSHIP 2**

Style:		<u> </u>	
Pace:		75 74 75 28 82 83	20 20 20
Priority:			
Difference:			<u> </u>
Strategy:			



#### Create a DISC POWER TEAM

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

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

	DOMINANT STYLE	INFLUENCING STYLE	STEADY STYLE	CONSCIENTIOUS STYLE
STRENGTHS	Supervising Leadership Pioneering	Persuading Motivating Entertaining	Listening Teamwork Follow-through	Planning Systemising Orchestration
WORKPLACE BEHAVIOURS	Efficient Busy Structured	Interacting Busy Personal	Friendly Functional Personal	Formal Functional Structured
TEAM MEMBER				

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

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



#### So Now What?

This report is filled with information about your behavioural style and the styles that you will encounter in others. There are many suggestions in the application section of this report for you to apply this information. Take the next step and DO the exercises. Don't put this report on a shelf or in a file. Knowing your own style is just the beginning—you must be able to apply this information to improve all of your relationships.

Continually use this report as a reference tool. It contains a lot of information and was never meant to be digested in a single reading. Experiment with making a few changes in your behaviour and examine the results. You might be surprised!

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(continued from page 2)

# How to Assure Assessment Accuracy? Independent & Qualified Testing at Standards Set by the APA and EEOC

"...this DISC assessment has one of the highest Cronbach scores in the DISC marketplace."

- Assessment Standards Institute

#### The Assessment Industry's Past and Present

Assessments have been used since the mid-20th century, initially relied upon by Fortune 500s, calculated by highly skilled PhDs and produced by only a handful of trusted developers. With the advent of the internet in the 1990s, the ability to produce, market, and sell assessments became exponentially easier and less expensive. Since then, it has developed into a kind of "global cottage industry" with hundreds of new assessment developers, producing thousands of different assessments. Each developer purporting its assessments to be scientifically accurate instruments - sold, resold and used by individuals and organisations of all kinds; including many of our largest institutions like Fortune 500s, major universities, world governments, and even military. Frighteningly, this "global cottage industry," which produces data relied upon by millions, is entirely unregulated with nothing to ensure its consumers are receiving what they are being told and sold. There are zero requirements, safeguards, laws or regulations ensuring the consumer receives a scientifically accurate instrument - or even what the developers and sellers claim.

#### The Solution? Independent & Verifiable Testing by a Qualified Institution

The Assessment Standards Institute (ASI) provides our assessments with verifiably objective testing and reporting that meet standards set by the American Psychological Association (APA) and the Equal Employment Opportunity Commission (EEOC). This battery of tests is both voluntary and verifiably transparent. Our goal? To ensure this assessment's professional merit and scientific accuracy for you, the user. These reports are readily available upon request and include:

#### Construct Validity (APA Standards)

Construct validity is one of the most central concepts in psychology. It is the degree to which a test measures what it claims, or purports to be measuring. Researchers generally establish the construct validity of a measure by correlating it with a number of other measures and arguing from the pattern of correlations that the measure is associated with these variables in theoretically predictable ways.

#### Reliability - Cronbach's alpha (APA Standards)

This technique is regarded as one of the most robust measures of reliability and presents the highest 'bar' from which to compare. The readers should note that Cronbach's alpha is the method selected for this instrument, because of its high standards. The reader is encouraged to compare reliability coefficients presented herein to other vendors, and also to ask those vendors which reliability formulas they used to compute their reliability coefficients. Cronbach's alpha is a measure used to assess the reliability, or internal consistency, of a set of scale or test items. In other words, the reliability of any given measurement refers to the extent to which it is a consistent measure of a concept, and Cronbach's alpha is one way of measuring the strength of that consistency.

#### Disparate Impact (EEOC Guidelines)

Employers often use tests and other selection procedures to screen applicants for hire and employees for promotion. The use of tests and other selection procedures can be a very effective means of determining which applicants or employees are most qualified for a job. However, use of these tools can also violate the EEOC Guidelines if they disproportionately exclude people in a protected group by class, race, sex, or another covered basis. Importantly, the law does allow for selection procedures to select the best candidates based on job related requirements. If the selection procedure has a disparate impact based on race, colour, religion, sex, or national origin, the employer is required to show that the selection procedure is job related and consistent with business necessity. If discrimination exists, the challenged policy or practice should therefore be associated with the skills needed to perform the job successfully.



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