



EVERYTHING DiSC®
Version 1.5
OVERVIEW

EVERYTHING DiSC®

The *Everything DiSC® Facilitation System* is the most powerful tool ever built to help you succeed with DiSC. It is the result of more than 25 years of delivering the benefits of DiSC to more than 40 million people worldwide. You will discover a versatility that goes far beyond the traditional “one seminar fits all” facilitator kits. Use it to create and deliver solutions that directly address a wide variety of needs and situations.

The *Everything DiSC Facilitation System* features:

Experiential Learning

Eliminate worries about explaining the DiSC model. Engage the learner with fully scripted group activities that help participants discover the power of DiSC for themselves. More than 20 individual and group exercises are built right in, plus alternative activities help tailor programs to your style.

Flexibility and Convenience

The modular design helps consultants and trainers, from novice to advanced, create any DiSC-based solution, of any session length. The powerful combination of Course Outlines and Insight Modules gets you up and running with a wide variety of DiSC solutions right out of the box.

Breadth

Incorporates more than 10 DiSC tools, including both paper and online versions of all major DiSC profiles.

Integrated Technology

The system includes more than 250 professionally designed, customizable PowerPoint slides to enhance training. It provides structured materials that can be easily adapted to use online products. And it facilitates the use of more than one hour of new training video in 68 individually selectable segments using true DVD technology.

Overview of the Everything DiSC® Facilitation System

The system includes the following tabbed sections:

Introduction

This section includes general information about the **system content**, how to **administer** DiSC®-based assessments remotely and in a seminar, how to **enhance your training**, and how to **prepare a seminar** with the system.

DiSC Theory

The theory section discusses some of the most important and commonly discussed topics about DiSC. This section integrates research, theory, history, academic knowledge, and current practice in a way that helps facilitators truly understand the relevance of each topic and how it affects their practice. For each topic, you'll learn about background information, how the topic fits into the "big picture," available research, and guidance for your facilitation.

Resources

The Resource Section of the *Everything DiSC Facilitation System* features a DiSC Resources Grid that lists each DiSC tool referenced in the system and provides an at-a-glance overview of what is in the tool, when it should be used, and where it appears in the system.

This section also includes in-depth product information, including page-by-page interpretations of various DiSC reports, sample facilitation for the *DiSC Preview*, a viewing guide for the *Everything DiSC* DVD, a handy reference guide for the *Everything DiSC* People-Reading Guide, and information on the *QuikDiSC*® card game.

Course Outlines

The *Everything DiSC Facilitation System* includes a number of ready-to-use Course Outlines for seminars in various applications and of different lengths. These outlines illustrate the power of the modular design of the system, and they provide a basis for practitioners to get familiar with the structure before using it to design their own courses.

Insight Modules

The *Everything DiSC Facilitation System* is built around a number of self-contained modules that can be organized into various sequences, depending on the application and audience. Since each module delivers a specific insight (e.g., "Learn About Your Strengths and What Happens If They Are Overused"), they have been labeled "Insight Modules." The Insight Modules are building blocks for Course Outlines, and they can be put together in a number of ways to facilitate seminars of any length and application.

Alternative Activities

Several of the Insight Modules provide opportunities for using different activities based on your course design. These activities are found behind the Alternative Activities tab, and they are referenced in the right column of the Insight Module.

The *Everything DiSC® Facilitation System* also includes the following resources:

Resources CD

The *Everything DiSC® Resources CD* includes several multimedia files to help you customize your seminar and enhance the training experience for your participants. Each CD includes the following:

- PowerPoint® and Handouts
- Self-Paced Tutorials
- Sample Reports of all online DiSC products

DVD

The *Everything DiSC DVD* is the video companion to the *Everything DiSC Facilitation System*. The Insight Modules in the system include facilitation of the major portions of this video. However, the video can also be used as a stand-alone to build into existing and new DiSC facilitations.

The DVD is menu-based and offers nearly 70 minutes of training material, organized with multiple viewing options for each of the four sections: **Pure Styles**, **The Meeting**, **Effective Communication**, and **Natural Styles**.

Other Materials

The *Everything DiSC Facilitation System* also includes a number of other tools to help you make the most out of your DiSC facilitation. You will find the following:

- 10 *Everything DiSC* People-Reading Guides
- One *QuikDiSC®* card game
- Two copies each of *DiSC Classic Paper*, *DiSC Customer Service Action Planner*, *DiSC Management Action Planner*, *DiSC Managing Performance Action Planner*, *DiSC Sales Action Planner*, *DiSC Talk! Action Planner*, *DiSC Preview*, and *Personal Development Profile®* Phrase version

Everything DiSC® Course Outlines

Course Outlines organize Insight Modules into effective sequences to provide given solutions. Once you have completed a needs assessment and have identified the organizational issues, it's usually easy to identify which insights can contribute to a solution. By linking those insights in a Course Outline and then fine-tuning the modules for your specific application, you can quickly create powerful, customized interventions.

Course Outlines provide the following:

- An ability for new users to get started quickly with the *Everything DiSC®* system
- An opportunity for advanced practitioners to get familiar with the system before using it to design their own solutions
- A foundation for experienced trainers and consultants to create custom DiSC-based solutions, for any need and any session length

Course Outlines Supplied

Communication

Improving Communication (Full-Day)

Adapting to Different Styles (Half-Day)

Communication Effectiveness Series (Three Two-Hour Sessions)

Conflict

Managing Conflict and Resistance (Full-Day)

Reducing Conflict (Full-Day)

Interpersonal

Using Your Strengths to Your Advantage (Full-Day)

Building Greater Self-Awareness (Half-Day)

Management

Maximizing Your Strengths as a Manager (Full-Day)

Recognizing and Removing Barriers to Performance (Full-Day)

Getting the Most From Your Key Contributors (Half-Day)

Sales

Building a Sales Relationship (Full-Day)

Being Responsive to Customer Differences (Half-Day)

Team

Improving Team Effectiveness (Full-Day)

Improving Team Motivation (Half-Day)

Team Effectiveness Series (Three Half-Day Sessions)

While these cover several major application areas, they are by no means comprehensive, nor do they represent the only ways to combine modules for these applications. **With experience, you will be able to create your own Course Outlines.**

Sample

COURSE OUTLINE**MANAGING CONFLICT AND RESISTANCE****INTRODUCTION:**

Working with so-called difficult employees can be one of a manager's biggest headaches. People oftentimes come across as difficult because they handle conflict differently than we do. In fact, others' approaches to conflict can often seem counterproductive, confusing, or even bizarre. This course provides managers with a simple, direct way to understand the different fears that drive much of the conflict and resistance they see. Through DiSC[®], managers learn their style of handling conflict and understand how that style might differ from their employees' methods. They also take time to recognize how quickly employees' fears can disengage them from a team or project. Participants learn how and why different people become threatened and discover skills for relating more effectively with people of all styles.

OBJECTIVES:

This program is designed to help participants:

- Understand the impact that their conflict style has on other people
- Recognize how their employees handle conflict differently than they do
- Use DiSC to recognize the fears and goals of their employees
- Identify and reduce the opposition and resistance of their employees
- Explore ways to improve their communication with each style

COURSE OUTLINE:

MODULE NUMBER	MODULE TITLE	ESTIMATED TIME
INSIGHT MODULE 1	Management Set-Up	45 Minutes
INSIGHT MODULE 3 (Optional)	Administration of <i>DiSC Classic</i> Paper	20–30 Minutes
INSIGHT MODULE 4	Discover Four Styles of Behavior and Explore the General Preferences of Your Style	75–90 Minutes
	BREAK	15 Minutes
INSIGHT MODULE 6	Learn About Your Behavior When You Are in Conflict With Others	60–75 Minutes
	LUNCH	60 Minutes
INSIGHT MODULE 11	Learn How to Address Goals and Fears to Gain Commitment	75–90 Minutes
	BREAK	15 Minutes
INSIGHT MODULE 9	Learn How to Adapt Your Communication to Different Styles	60 Minutes
INSIGHT MODULE 2	Management Close	20–30 Minutes
	TOTAL*	7–8 HOURS

*Add 20–30 minutes to your seminar time if you plan on using Insight Module 3 and administering the *DiSC Classic* paper profile in class.

Everything DiSC® Insight Modules

The foundation of the *Everything DiSC® Facilitation System* is a series of Insight Modules that helps to facilitate specific outcomes or “insights” using a broad range of DiSC-based reports and tools. The Insight Modules allow you to do the following:

- Create simple, effective DiSC-based training solutions
- Explore the differences between three major DiSC profiles in providing specific outcomes
- Discover proven uses for more DiSC tools to create better results
- Customize your own DiSC-based training solutions

Insight Modules

Module 1: Set-Up

Module 2: Close

Module 3: Administration of DiSC Classic Paper

Module 4: Discover Four Styles of Behavior and Explore the General Preferences of Your Style

Module 5: Learn About Your Strengths and What Happens If They Are Overused

Module 6: Learn About Your Behavior When You Are in Conflict With Others

Module 7: Learn How to Recognize the Styles of Other People

Module 8: Understand How Others Interpret Your Behavior

Module 9: Learn How to Adapt Your Communication to Different Styles

Module 10: Understand What Motivates You at Work

Module 11: Learn How to Address Goals and Fears to Gain Commitment

Module 12: Learn to Adapt Your Management Approach Based on Willingness and Ability

Module 13: Learn to Read and Respond to Your Customer’s Style

The Insight Module Grid on the following two pages gives you a concise view of the DiSC tools used in each of the Insight Modules.

Insight Module	Module Title	DiSC® Classic Paper	DiSC® Classic 2.0 (EPIC)	DiSC® PPSS	QuikDiSC® Cards	Everything DiSC® DVD	Everything DiSC® People-Reading Guide	DiSC® Action Planners
IM 1	Set-Up 25-45 minutes				X (Multipurpose Set-Up)	Video segments vary by Set-up — see module		DiSC Managing Performance Action Planner OR DiSC Sales Action Planner
IM 2	Close 20-40 minutes					Pure Styles: Fears (Sales Close)		DiSC Managing Performance Action Planner OR DiSC Sales Action Planner
IM 3	Administration of DiSC® Classic Paper 20-30 minutes	pp. 2-5 & 8-19 Responding and Scoring						
IM 4	Discover Four Styles of Behavior and Explore the General Preferences of Your Style 75-90 minutes	p. 7 General Highlights	pp. 3-4 DiSC graph and Highest DiSC Dimension	General Characteristics Report — Behavioral Overview (pages vary)		Pure Styles: Introduction (Alternative) Natural Styles: Your Work Style		
IM 5	Learn About Your Strengths and What Happens if They Are Overused 60-90 minutes	p. 7 General Highlights	pp. 5-9 Intensity Index	General Characteristics Report — Behavioral Tendency Continuum (pages vary)	X	Pure Styles: Goals	X (optional)	
IM 6	Learn About Your Behavior When You Are in Conflict With Others 60-75 minutes	pp. 14-19 Classical Profile Patterns	pp. 12, 15-22 Classical Profile Patterns	General Characteristics Report — Behavior in Conflict Situations (pages vary)		Pure Styles: Conflict	X (optional)	
IM 7	Learn How to Recognize the Styles of Other People 45-60 minutes					Natural Styles: People-Reading Natural Styles: Conversation	X	
IM 8	Understand How Others Interpret Your Behavior 60-90 minutes	p. 8 (optional) Dimensional Intensity Index	pp. 5-9 (optional) Intensity Index			Natural Styles: Your Work Style	X (optional)	

Insight Modules Grid

Insight Module	Module Title	DiSC® Classic Paper	DiSC® Classic 2.0 (EPIC)	DiSC® PPSS	QuikDiSC® Cards	Everything DiSC® DVD	Everything DiSC® People-Reading Guide	DiSC® Action Planners
IM 9	Learn How to Adapt Your Communication to Different Styles 60 minutes					Effective Communication	X (optional)	
IM 10	Understand What Motivates You at Work 60-90 minutes	p. 7 General Highlights	pp.10-11 Classical Profile Pattern: Motivation and Work Habits	General Characteristics Report — Motivating Factors (pages vary)		Pure Styles: Preferred Environment	X (optional)	
IM 11	Learn How to Address Goals and Fears to Gain Commitment 75-90 minutes					The Meeting	X (optional)	DiSC Managing Performance Action Planner
IM 12	Learn to Adapt Your Management Approach Based on Willingness and Ability 75-90 minutes					The Meeting		DiSC Managing Performance Action Planner
IM 13	Learn to Read and Respond to Your Customer's Style 60 minutes							DiSC Sales Action Planner