



# User Guide

WILEY



# Everything DiSC Workplace®

## INTRODUCING *EVERYTHING DiSC WORKPLACE*®

The most in-depth, easily customizable DiSC®-based workplace training solution available.

*Everything DiSC Workplace*® helps people build more effective relationships—one relationship at a time. It can be used by everyone in an organization, regardless of title or role, to improve the quality of the workplace.

### What's Online?

*Everything DiSC Workplace Profile*  
(prework assessment)

*Everything DiSC Comparison Report*  
(follow-up tool)

*Everything DiSC Supplement for Facilitators*

### What's in the Box?

Everything you need to facilitate three 90-minute modules of workplace training.



CUSTOMIZE

Look for this icon to learn how you can easily customize *Everything DiSC Workplace* to create a training solution unique to your organization.

## FACILITATION MATERIALS

*Everything DiSC Workplace*® facilitation consists of three 90-minute modules plus optional activities. Each module includes:

- Leader's Guide in MS Word
- Participant handouts in MS Word
- PowerPoint® with embedded video

### **Module 1: Discovering your DiSC® Style**

Participants discover how DiSC® styles affect their workplace relationships and explore the priorities that drive them at work.

### **Module 2: Understanding Other Styles**

Participants learn what works for them and what challenges them when working with each DiSC style.

### **Module 3: Building More Effective Relationships**

Participants create strategies and an action plan to overcome challenges when working with people of different DiSC styles.

### **Optional Activity: People Reading**

Participants learn how to identify others' DiSC styles based on behavioral cues.

### **Optional Activity: Comparison Report**

Participants learn about the *Everything DiSC*® *Comparison Report* and how it can help them improve their relationships with others.

# Everything DiSC Workplace®



CUSTOMIZE

Leader's Guides, PowerPoint® presentations, and participant handouts can be used as is or customized to suit your needs.

Fits any timeframe from one hour to a full day.

For instructions on how to customize your *Everything DiSC Workplace*® program, go to [www.everythingdisc.com/help](http://www.everythingdisc.com/help) and read the "How To" documents.

## SUPPORT MATERIALS

The *Everything DiSC Workplace* Support Materials folder includes access to:

- Help for customizing your program
- Research reports and white papers
- FAQs
- *Everything DiSC Workplace* Video Viewing Guide
- Sample reports
- Images
- Templates

## EVERYTHING DiSC WORKPLACE® VIDEO

*Everything DiSC Workplace®* includes 16 video segments, located in the Facilitation Materials folder. *Everything DiSC Workplace* video is available with English subtitles or without subtitles.

### Introduction to DiSC®

**4 minutes, 1 segment**

Introduces the DiSC® model and describes the four DiSC styles.



### Galaxy Project

**11 minutes, 3 segments**

In the context of a team project, introduces four coworkers of different DiSC styles to elicit people's instinctive reaction to each style.



### Working with...

**10 minutes, 4 segments**

In a group setting, coworkers describe the challenges of working with each DiSC style and strategies they have used to become more effective in their relationships.



### People Reading (optional activity)

**4 minutes, 8 segments**

Shows one actor modeling various DiSC styles.



# Everything DiSC Workplace®



The video can be integrated into your custom PowerPoint®, using the Video\_BuildYourOwn file in the Facilitation Materials folder.

For instructions, refer to “How to Customize Using Everything DiSC Video” at [www.everythingdisc.com/help](http://www.everythingdisc.com/help).

## THREE STEPS FOR EVERYTHING DiSC WORKPLACE®

### Step 1: Assign Prework

The *Everything DiSC Workplace® Profile* is an individualized workplace-specific 20-page report created from a participant’s responses to the research-validated online Everything DiSC® assessment.

To assign the *Everything DiSC Workplace Profile*, log into your EPIC account at <https://admin.wiley-epic.com> and click on Manage Reports. For instructions, refer to “How to Assign Everything DiSC Prework” at [www.everythingdisc.com/help](http://www.everythingdisc.com/help).

If you do not have an EPIC account, contact your Everything DiSC Partner for assistance.



Remove or rearrange pages, customize the report title, or print selected sections to meet your needs.

For instructions, refer to “How to Tailor Everything DiSC Profiles” at [www.everythingdisc.com/help](http://www.everythingdisc.com/help).

## Step 2: Prepare and Deliver Facilitation

Insert the *Everything DiSC Workplace*® USB drive into your computer's USB port and open the Facilitation Materials folder.

Select the training materials needed for your session.

Create and save customized solutions to your USB drive.



CUSTOMIZE

For information on how to customize your *Everything DiSC Workplace* program, go to [www.everythingdisc.com/help](http://www.everythingdisc.com/help) and read the “How to” documents.

## Step 3: Provide Follow-up Tools

*Everything DiSC*® *Comparison Reports* are follow-up reports that can be created for any two participants to illustrate their similarities and differences. They work for all *Everything DiSC* applications, allowing you to create reports for coworkers and for managers and their direct reports. These research-validated 10-page reports help to build better relationships and make training stick.

# Everything DiSC Workplace®

## REGISTER YOUR SOFTWARE

Register your product to receive **free technical support** and immediate **product update notifications**.

- Go to [www.register.everythingdisc.com](http://www.register.everythingdisc.com).
- Follow the prompts to enter your serial number and other required information.

- Record the Registration ID below and/or print the registration confirmation.

**Product Registration ID:** \_\_\_\_\_