

# DiSC<sup>®</sup> Facilitation Guide



**Revela<sup>®</sup>**  
Your leaders. Our passion.

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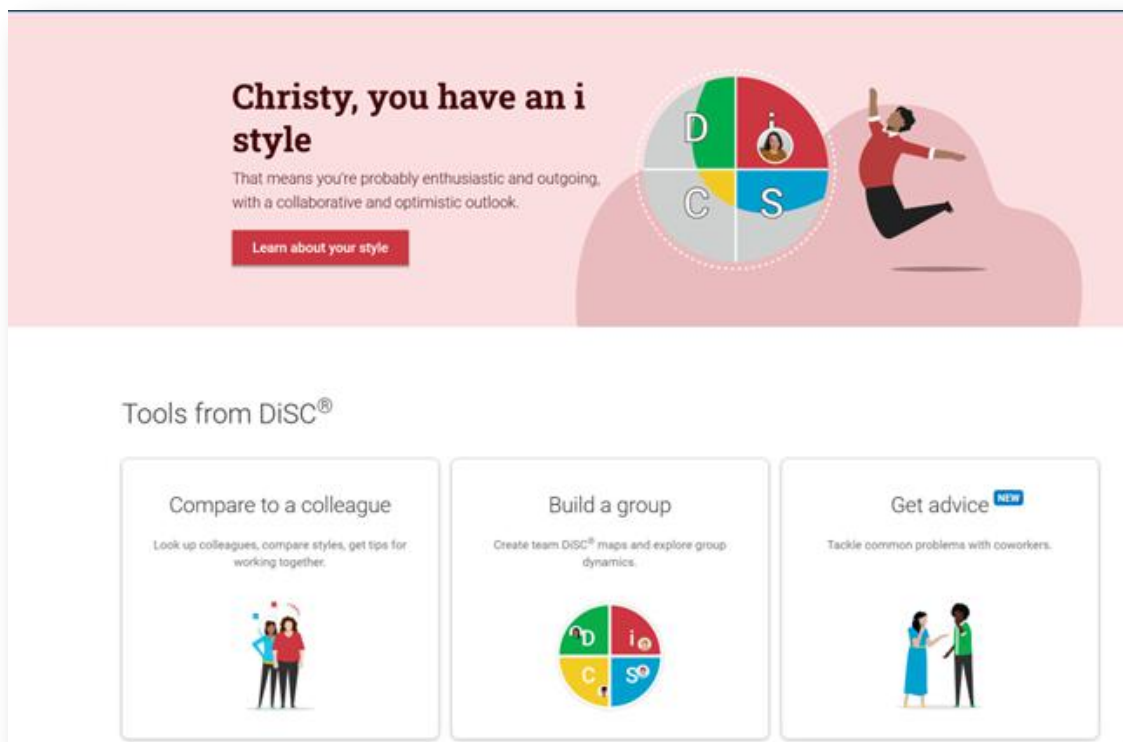
# 03

## Welcome to the Everything DiSC<sup>®</sup> on Catalyst<sup>™</sup>

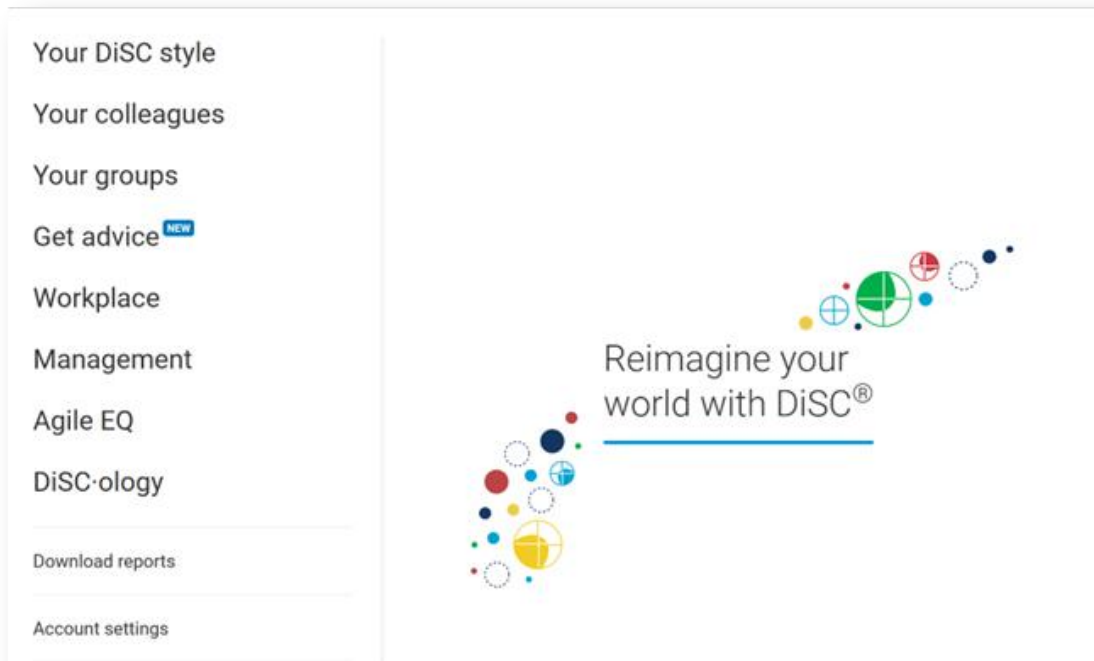
Congratulations on completing your Everything DiSC<sup>®</sup> assessment by Wiley! Throughout this document, we will be referencing the Everything DiSC platform as “Catalyst<sup>™</sup>”. We have created this DiSC<sup>®</sup> facilitation kit for our Revela clients as a quick reference to navigating the tools and resources available within Catalyst<sup>™</sup>. We will dive into each of the menu options below, cover when to use the tool and provide some scenarios along with activities you can use to engage your team and encourage use of this valuable platform.

Your journey of self-discovery and others awareness will begin with the Catalyst platform. Please browse to <https://catalyst.everythingdisc.com/login> and save the website to your “Favorites” for quick access. The login is your work email, and the password was created by you when taking the assessment. If you do not remember your password, please reach out to your DiSC administrator for assistance.

The landing page is personalized to reflect your DiSC style. There are several quick links to the resources we will be covering on the landing page as tools can be accessed in more than one manner.



The [link](#) in the upper right navigation bar will bring you to the main menu of options. Depending upon your organization and/or the courses you are currently enrolled in with Revela, you may not have the “*Management*” or “*Agile EQ*” options below. If you would like to leverage the power of these additional assessments, please go to our website [www.revelagroup.com/assessments](http://www.revelagroup.com/assessments) to complete the request form. There is a cost associated with these additional assessments so please reach out to [info@revelagroup.com](mailto:info@revelagroup.com).



# 05


## Why Is This Important?

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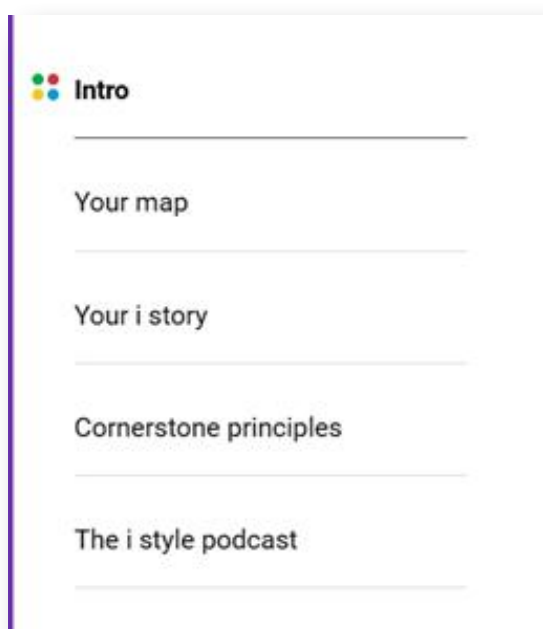
Each of your employers has chosen to leverage the DiSC® assessment to varying degrees. Many of you will not only see your own personal DiSC personality style but you can compare your style with the styles of others at your company. You may ask, “Why would I want to do that?”

To which we would answer, “Why not?”. This is a unique opportunity to gain insight into your managers and coworkers that will help you not only build better relationships but will also help you to work more effectively with them as you come to understand what they care about, what may stress them out and how your traits and preferences line up.

As we explore this topic, please embrace that DiSC should never be used to pigeonhole or stereotype others. This is a “tool for dialogue, not diagnosis”. Each of us is so much more than our DiSC personality style and, even though certain professions may attract certain personality types, it does not mean that everyone must share the same style to fit in. Our differences are to be celebrated as it takes every style for companies to be successful.

If you are interested in facilitating team discussions, we have noted these opportunities with .

Improve  
workplace  
culture with  
personalized  
insights that  
inspire behavior  
change.



## Your DiSC<sup>®</sup> style: Self-Awareness

*Your DiSC<sup>®</sup> Style* is the best place to kick off your journey of self-awareness. It is through self-awareness that we can start uncovering our biases and understanding how our behavior impacts those around us.

Explore your personal DiSC map and story and take some time to listen to your personality style podcast. As you listen, keep in mind that some topics may resonate more than others.

Each style podcast is approximately 60 minutes and provides in depth insight into the characteristics of each style, the underlying needs, and driving assumptions (conscious or unconscious) that impact how we make decisions. These are well worth the time investment if only to unpack the driving assumptions and develop self-awareness around when these assumptions may be influencing your decision making.

The **Cornerstone Principles** of DiSC are important to reflect upon as you begin exploring your personality style. These include:

01

All DiSC styles and priorities are equally valuable, and everyone is a blend of all four styles.

02

Your work style is influenced by other factors, such as life experiences, education, and maturity.

# 07

## Your Colleagues

Get tips on how to work more effectively and build a better relationship with any coworker at your company that has taken the DiSC® assessment. Depending on your company, you may have several coworkers in your library. Leverage the search or sort functions to find your specific colleague quickly.

Once you have found your colleague, click on that person to compare your styles. Initially you will learn a bit more about them including what they care about, when to pull them in and what may stress them.

***Your maps together*** will provide a quick side by side so you can reflect on where your dots land and the workplace priorities determined by the assessment. ***Your similarities & differences*** provide specificity for additional insight but the main attraction is ***Compare your tendencies***. This section allows you to see how you compare tendencies with your colleague. Each includes a ***Details*** drop down option which provides more insight into each tendency. This is where you are going to experience some major “aha” moments as two people with the same personality do not have to share the same tendencies. Tendencies are like fingerprints, unique to each person.

Once you have read through your similarities and differences, including tendencies, jump to ***Working together*** to explore different scenarios such as *Tension, Connecting, Collaboration and Buy In*. This section will provide benefits and roadblocks associated with each scenario along with some tips for success.

Your maps together

Your similarities & differences

Compare your tendencies

Working together



## Your Groups (Teams)

Group information

Group name

Group type

Your role

Share group with colleagues Off

Continue

If you manage one team, several teams or a specific team focused on a project, you can leverage ***Your Groups*** to build out a Team view to learn more about team dynamics and how to get the most from your team.

Anyone can create a Group by clicking on **CREATE GROUP +** and defining the following fields:

01

### Group Name:

This is a free type field and you can assign any work appropriate name to your group.

02

### Group Type:

Choose the option that best fits your group.

03

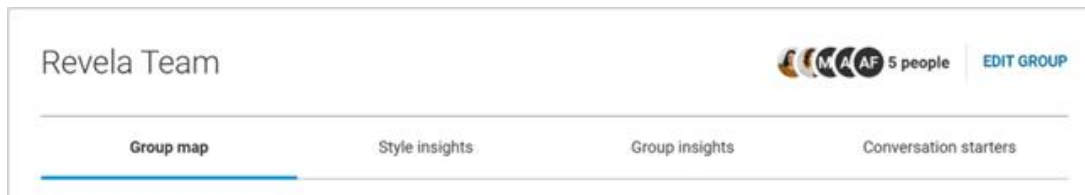
### Your Role:

Choose the option that best fits your role in the group.

\*

If you choose to share the group with your team members, toggle the button below to “On”. This group will show up instantly under ***Groups*** for each person.

There are four menu options available to gain insight into the team dynamic and we will dive into each.

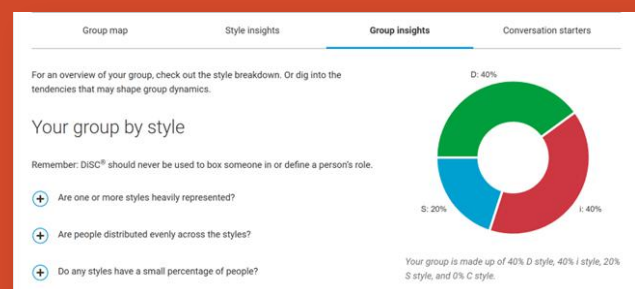


**Group Map** is a quick visual that provides you with the location of every team member's dot on the DiSC® map. Each participant is listed individually below the map.

You can access each person's individual DiSC story, podcast, etc. by clicking on the line or **More Info** to the right.

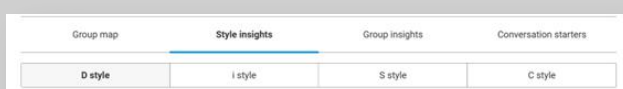


**Group Insights** provides you with a graphical depiction of the personality styles represented with the group as well as the continuum for each tendency and where your team members land in comparison to each other. Is your team heavily skewed to accommodating and accepting? This team may have a hard time deciding as they are more likely to find merit in everyone's ideas and not be able to choose a path.



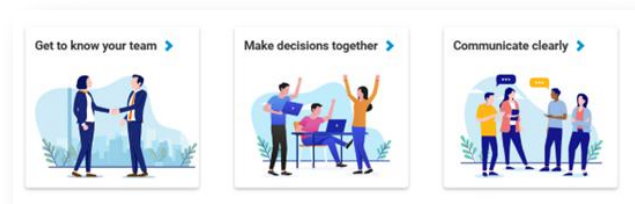
**Style Insights** breaks out the list of participants by their main personality style and highlights what they often care about.

For example, someone with a "Di" style will be listed under the "D Style".



**Conversation Starters** is an opportunity to share your insights with the team and explore the following topics as a team.

Each topic includes a list of discussion questions related to team tendencies.



# Get Advice

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If you have found yourself wishing the Revela team was available on speed dial for advice on how to approach a conversation with a team member, you now have a tool you can use in the moment to get advice on the following situations. Choose the situation and then pull in your colleague to gain insights.

The advice includes tips to keep in mind and how to act in each situation.

## Connecting

Want to build trust with a coworker? Or get more comfortable communicating with a teammate?



## Collaborating

Looking to work more effectively with a colleague? Or figure out why you approach projects differently?



## Getting buy-in

Want to get a teammate excited about your ideas? Or convince a coworker to really consider your perspective?



## Managing tension

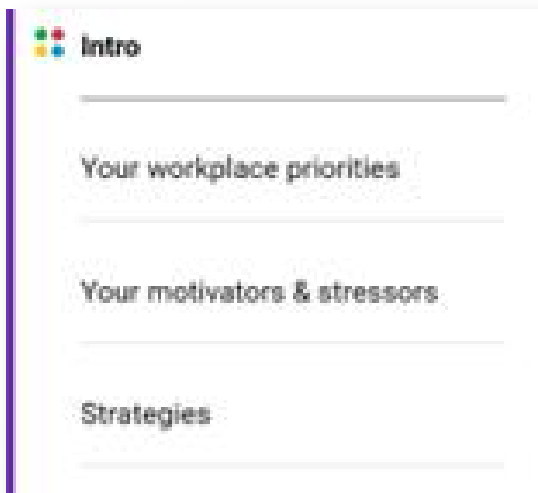
Are conversations with a coworker leaving you frustrated? Looking for effective ways to disagree?





# Everything DiSC Workplace®

The Everything DiSC Workplace® dives into what you tend to prioritize at work and where you prefer to focus your energies. Everyone has at least three workplace priorities, but you may have a fourth or fifth priority based on how you answered the assessment questions. These additional priorities will be indicated by striped shading on your individual map. Let's dig into the three options offered: (1) ***What drives you***, (2) ***You and other styles***, and (3) ***Build better relationships***.



In addition to learning about your specific workplace priorities and what motivates and stresses you at work, this section offers three key strategies you can implement to be more effective at work. If you are enrolled in a Revela course, we ask that you choose a strategy to focus on during the class. As you are working on making changes to daily habits in how you interact with your team members, remember to communicate this to your team members and encourage them to provide timely

feedback. This includes positive feedback when they see you pausing to respond vs. reacting emotionally, as an example.



## You and other styles >

There are probably some people you can relate to pretty easily, and others who—well, you're not exactly sure where they stand. Learning what drives different people can shed some light on your relationships.



### Intro

The D style & you

The I style & you

The S style & you

The C style & you

In addition to learning about your specific workplace priorities and what motivates and stresses you at work, this section offers three key strategies you can implement to be more effective at work. If you are enrolled in a Revela course, we ask that you choose a strategy to focus on during the class. As you are working on making changes to daily habits in how you interact with your team members, remember to communicate this to your team members and encourage them to provide timely feedback. This includes positive feedback when they see you pausing to respond vs. reacting emotionally, as an example.



## Build better relationships >

Even though we all want good working relationships, that often means different things to different people. That's why building better relationships starts with understanding where someone's coming from and learning how to meet them where they are.

Learn how to connect with other styles, how to work together when problems arise and how to address tension in the work environment. You will find coworkers readily accessible based on their matching personality style and you can click on them to gain further insights.

### Your maps together

Your similarities & differences

Compare your tendencies

Working together

# Navigating Change using DiSC®

Change is inevitable and people respond to change in many ways. Based on your employee's DiSC® style, you may be able to anticipate their needs during a big change and proactively address these needs.

Psychological Needs During Change	
<b>Control &amp; Agency</b> <ul style="list-style-type: none"> <li>• Freedom &amp; authority</li> <li>• Maintaining status</li> <li>• A voice in the conversation</li> <li>• Channel to have grievances heard</li> <li>• Autonomy</li> </ul>	<b>Connection</b> <ul style="list-style-type: none"> <li>• Expression</li> <li>• Relationships</li> <li>• Inclusion</li> <li>• Acknowledgement of stress</li> <li>• Reassurance &amp; Support</li> <li>• Familiarity</li> </ul>
<b>Information &amp; Understanding</b> <ul style="list-style-type: none"> <li>• Clear systems</li> <li>• Clear expectations</li> <li>• Plans to return to normalcy</li> <li>• Justification for the change</li> <li>• Logical decision making</li> <li>• Information about the situation</li> </ul>	<b>Stability &amp; Safety</b> <ul style="list-style-type: none"> <li>• Predictability</li> <li>• Confidence things will work out</li> <li>• Freedom from pressure</li> <li>• Privacy &amp; space to adjust</li> </ul>
<small>© by John Wiley &amp; Sons, Inc. All rights reserved.</small> <div> <b>Catalyst.</b> <b>EVERYTHING DiSC</b>  <small>A Wiley Brand</small> </div>	

These psychological needs during change line up with the following DiSC styles:

**Control & Agency:**

**CD, DC, D, Di, iD & i**

**Connection:**

**i, iS, Si & S**

**Information & Understanding:**

**DC, CD, C & CS**

**Stability & Safety**

**C, CS, SC & S**

# Everything DiSC® Management

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The Everything DiSC® Management assessment dives into your personal management style and the priorities that drive your style. Everyone has at least three management priorities, but you may have a fourth or fifth priority based on how you answered the questions. These additional priorities will be indicated by striped shading on your individual map. Learn to be more effective in four key management areas including (1) ***Directing & Delegating***, (2) ***Creating a Motivating Environment***, (3) ***Developing Talent***, & (4) ***Managing Up***.



## Management overview >

DiSC® is a valuable tool for managers. It gives you insight into your own management approach. And it helps you understand when and how to adapt your approach to the people you manage. Get a quick overview of how it works.

Intro



How DiSC® works

Management principles

**Provides an overview in addition to the key *Management principles*:**

01

Your DiSC® Style has a strong influence on how your approach management. Other factors such as life experience, education and maturity also play a role.

02

People with all styles can be effective managers, even if they approach the differently. No style is better than any other.

03

No matter what your style, you'll need to adapt to the styles of the people you manage if you want to be effective.





## Your management style >

There's more than one way to be a good manager. DiSC sheds light on what *you* bring to this role—your priorities and preferences, the parts you enjoy, and the moments that stress you out.

### Intro

Your management priorities

What you enjoy

What drains you

Focus on your personal management style including your priorities, the aspects of your job that you enjoy and give you energy and those aspects of your job that drain your battery.



## Direct & delegate >

You've got your own approach to directing and delegating. But the people you manage may have different ideas about how they want to be supported and empowered to do their work. Learn how to bridge the gap.

As leaders we need to be flexible in our management approach to be effective and get the most out of our team members. Using ***Adapt to others***, you can pull in a team member to remind yourself of their DiSC style or, if your team member is not in DiSC, you can answer two questions to guess their style or “People Read”.

### Intro

How you direct & delegate

Adapt to others

### Intro

How they like to work

Potential challenges when working together

How to adapt

People you may know in the D region

Once you have their style or what you feel their style may be, learn more about how they like to work, potential challenges that may arise as you work together, how to adapt to their style and a list of coworkers with that style.

### Intro

Their motivational needs

How to adapt

People you may know in the D region





## Motivation >

You can't motivate people. They have to motivate themselves. But as a manager, you can create an environment where it's easy for people to find their own natural motivation. Discover how DiSC can help.

### Intro

The environment you create

Adapt to others

People are motivated to act for their reasons, not yours. Using ***Adapt to others***, you can pull in a team member to remind yourself of their DiSC® style or, if your team member is not in DiSC, you can answer two questions to guess their style or “People Read”.

Once you have their style or what you feel their style may be, learn more about their motivational needs, how to adapt to their style and a list of coworkers with that style.



## Develop talent >

The managers we remember are the ones who help us identify and build on our strengths. Get style-based insights into how you can support your reports' long-term professional growth.

### Intro

How you develop talent

Adapt to others

How do we effectively develop our team members and invest in their long-term growth with the organization? The manager that gets this right consistently will retain top talent and attract new talent throughout the organization. Using ***Adapt to others***, you can pull in a team member to remind yourself of their DiSC style or, if your team member is not in DiSC, you can answer two questions to guess their style or “People Read”.

Once you have their style or what you feel their style may be, learn more about recognizing their potential, how to adapt to their style and a list of coworkers with that style.

### Intro

Recognize their potential

How to adapt

People you may know in the D region



## Manage up >

A good working relationship with your manager is key to meeting the needs of your reports. Learn how to work more effectively with your manager.

### Intro

How your manager sees you

Adapt to others

We not only need to manage our teams effectively, but we also need to develop and foster positive working relationships with our managers. Using **Adapt to others**, you can pull in a team member to remind yourself of their DiSC® style or, if your team member is not in DiSC, you can answer two questions to guess their style or “People Read”.

Once you have their style or what you feel their style may be, learn more about their priorities & preferences. Learn how to adapt to their style including how to get their buy in on new ideas and dealing with conflict plus explore a list of coworkers with that style.

### Intro

Their priorities and preferences

How to adapt

People you may know in the D region

# Everything DiSC®

## Agile EQ™

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Dive into your Emotional Intelligence (EQ) to help you read the emotional and interpersonal needs of a situation and adapt your response accordingly for the best outcome. All participants of our 11-week course “Effective Learning Development” or ELD will receive their **Everything DiSC® Agile EQ™** results in addition to *Workplace*.



### What is EQ? >

Emotional intelligence, or EQ, is about reading the emotional and interpersonal needs of a situation and responding accordingly. Learn more about EQ and the different forms it can take.

#### Intro

EQ principles

An EQ introduction

EQ mindsets

About each mindset

### Important principles to remember as you learn more about EQ mindsets:

- 01 Your EQ isn't a fixed measurement or score. With time and practice, anyone can enhance their EQ.
- 02 There are different ways to be emotionally intelligent. Some will come naturally to you, while others may be more of a stretch.
- 03 No DiSC® style is inherently more emotionally intelligent than any other.



## Your EQ strengths >

Did you know that there are different ways to be emotionally intelligent? And that we all have certain EQ strengths? Discover where your strengths lie.

### Intro

Your EQ snapshot

You're outgoing

You're dynamic

You're empathizing

It is time to learn more about your own personal EQ strengths and yours may look a bit different than those in the example as they are based on your DiSC® style. These mindsets are really your “comfort zone” and where you shine. Discover what each strength allows you to do and where you may run into trouble.



## Beyond your comfort zone >

If you never stretch beyond what's comfortable, you're going to miss out on more effective ways to navigate certain situations. Learning about responses outside your comfort zone is the first step to growing your EQ and becoming more agile.

The remaining five mindsets outside of your specific EQ strengths will require you to stretch out of your comfort zone but some will take more energy than others. Learn how much effort each of these mindsets may take you and how it benefits you to put in the effort. Each mindset includes a video to provide additional context to provide clarity.

### Intro

Receptive mindset

Composed mindset

Objective mindset

Resolute mindset

Self-assured mindset

## Receptive mindset

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





## Develop your EQ >

To develop your EQ, you need to reach for responses that may be uncomfortable or unfamiliar. Practice stretching to these responses with personalized tips and action steps.

### Intro

Receptive mindset

Composed mindset

Objective mindset

Resolute mindset

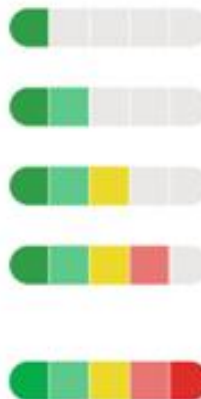
Self-assured mindset

Now that you have explored each mindset that requires some extra effort, learn how to develop your EQ and practice stretching into each mindset. As a leader, we will be presented with opportunities to adapt to each mindset, and you will find some ideas on where to start.

### Choose something you want to try

- + Improve your listening skills.
- + Show more flexibility in handling projects you care about.
- + Promote shared decision-making.
- + Discover the value of different priorities and areas of expertise.
- + Revisit your assumptions.

### Difficulty



# 21

## DiSC·ology

Are you curious to learn more about the DiSC® model; its origins, the guiding principles, related research, and the model itself? This section will provide you with everything you are curious about and more! Specifically, we recommend reviewing ***The 12 styles*** as it is a great summary of each style plus insight into several factors such as how this style behaves under pressure, how they influence others and fears.



### The DiSC model >

Get to know the model and the four basic styles.



### The 12 styles >

Learn about the 12 distinct styles.



### DiSC research >

Wondering where all these insights come from? Or how we measure what we measure? Learn more about the research behind DiSC.



### DiSC theory >

DiSC measures preferences and tendencies, not skill or ability. It's a tool for dialogue, not diagnosis. Read more about the guiding principles behind DiSC.



### DiSC history >

DiSC has come a long way since William Moulton Marston proposed the idea of four basic DiSC styles back in 1928. Find out how Everything DiSC became what it is today.

# Download Reports


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You can view every aspect of your DiSC® via the Catalyst™ platform, but this menu option allows you to print to PDF and print as well.

## Download reports

Want a pdf with your DiSC® information? Select the report you want to download. (You may need to disable your pop-up blocker.)

- ☐ Workplace
- ☐ Management
- ☐ Agile EQ™

Download 

## Account Settings

A screenshot of a settings menu with three options: 'Your information' (highlighted with a grey background), 'Login/password', and 'Privacy/communication'.

Your information

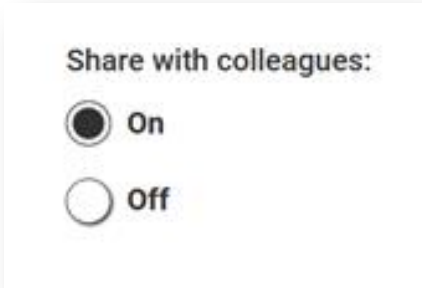
Login/password

Privacy/communication

Manage your information, login, and privacy settings in one place.

Under “Your information”, adding a department is optional. Your organization may ask you to add a predetermined department to your profile as this is a way of quickly sorting team members for reports.

For your manager and colleagues to view your personality style and leverage the platform to learn how to work more effectively with you, the “Share with colleagues” option below under “Privacy/communication” should be set to “On”.

A screenshot of a toggle switch labeled 'Share with colleagues:'. The 'On' option is selected, indicated by a filled circle next to it, while the 'Off' option has an empty circle next to it.

Share with colleagues:

☒ On

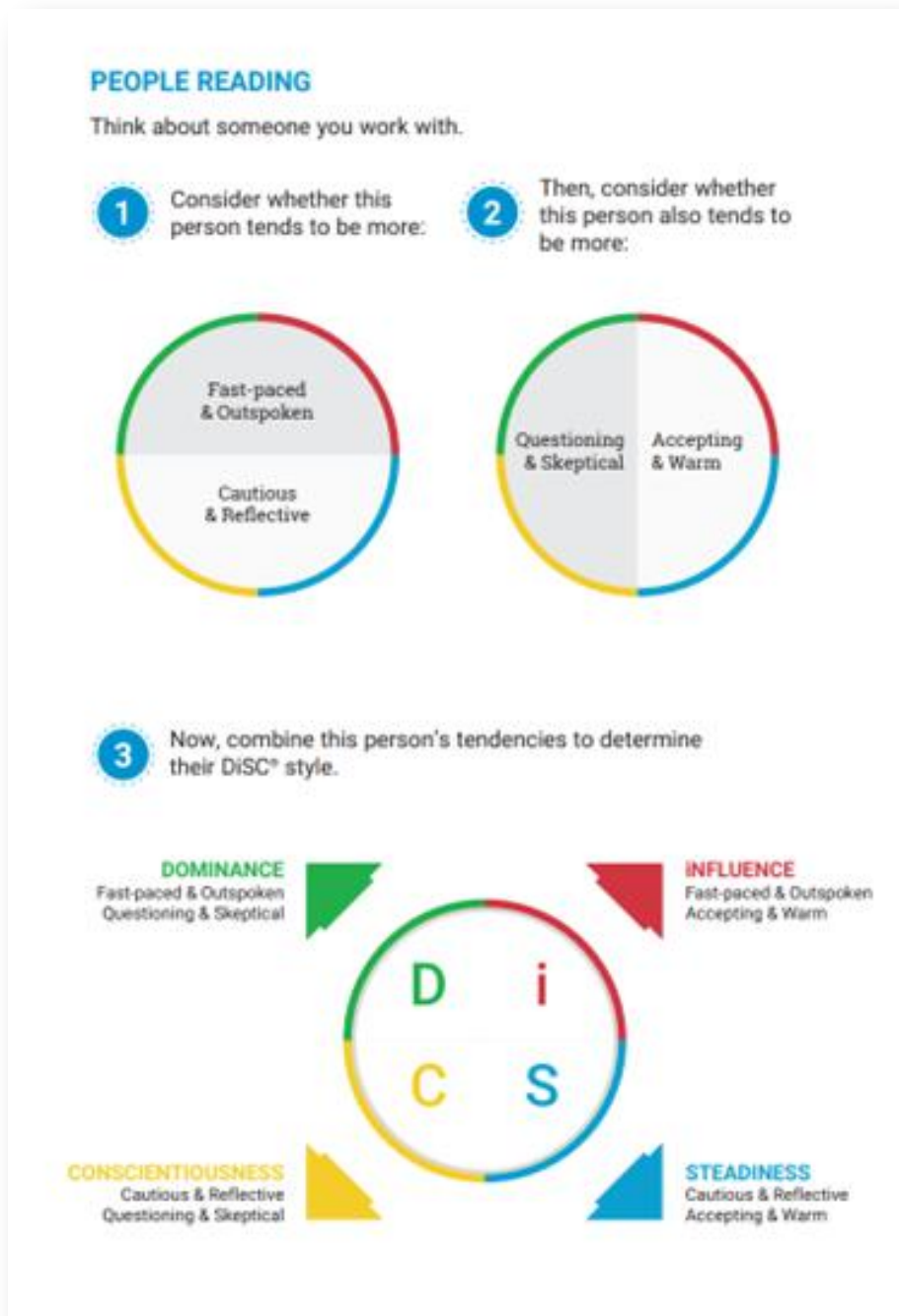
☐ Off



# People Reading

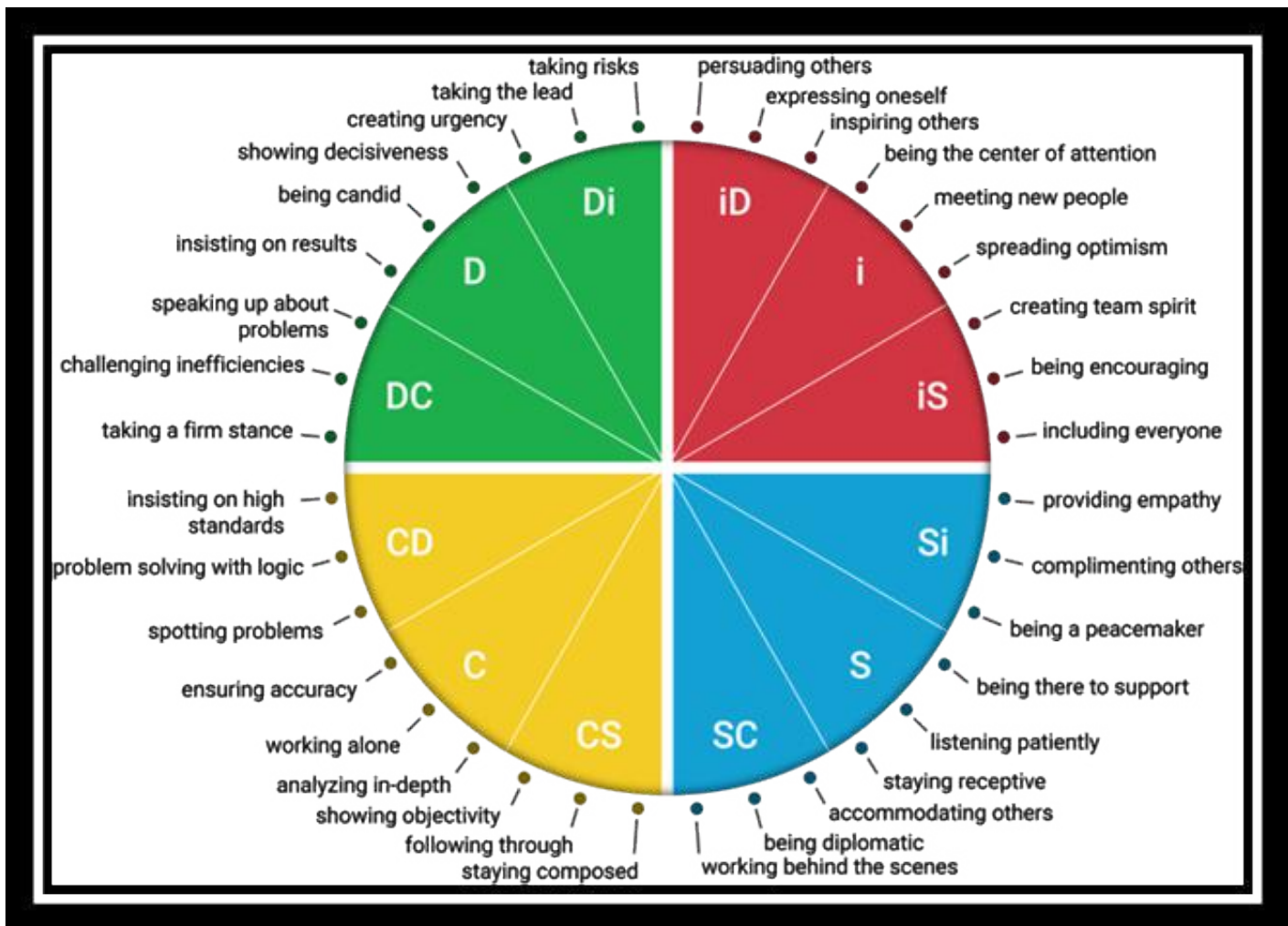
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If every member of your team or group has not taken the DiSC® assessment, you can leverage your people reading skills to uncover which style you THINK they may have based on the two tendencies below. This excerpt was taken from the “Interaction Guide” that every learner will receive from Revela in their materials.



This visual will provide more detailed information about each style that you may find helpful as you read your team members. You may find some team members are hard to read and that may be because they are not strongly inclined to their style. Their dot may be located more toward the middle of the circle vs. the outside of the circle. Remember, DiSC® is about dialogue, not diagnosis so leverage this activity for the purpose of engaging more effectively with your team members.

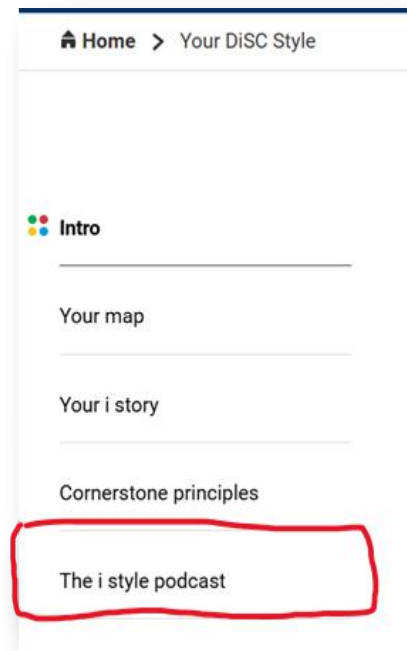
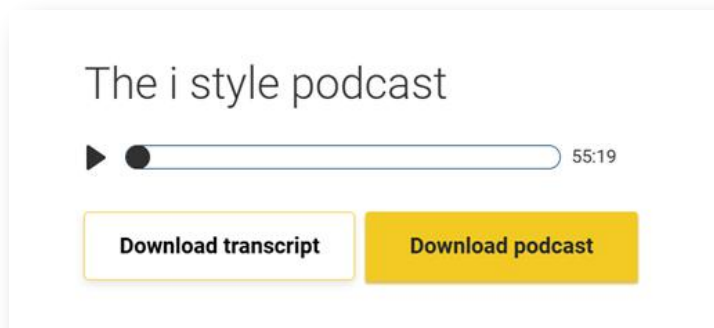
Your **Personalized Style Index**, located on pages PS-1 – PS-4 of your printed report or in Catalyst™ under **DiSC-ology, The 12 Styles**, can also be leveraged for people reading to be more precise with the style.



# Navigating Style Podcasts in the Catalyst™ Platform

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- Log into the Everything DiSC® Platform:
  - Login - Everything DiSC
- Navigate to your Style Podcast
  - Using the menu in the right corner of the screen, navigate to “Your DiSC Style.”
  - Click on your personal style podcast
  - Choose “Download Podcast.”



- Your podcast will automatically begin to play. Choose to pause.
- To listen to other style podcasts, in the browser, change the style letter from your personal style (in this case, “i”) to the style you wish to learn more about. For example, if you choose to learn more about the “CD” style, the web address will change from:

to



- The new podcast will begin automatically.
- Listen
  - We encourage you to listen to the psychological needs and driving assumptions associated with the style.
  - Leverage the information gained not to judge but to gain a better understanding of people with the same style as your teammate.

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## Situational Examples & Related Activities

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Why do I have to change? I have been in management for several years and I do not need to “fix” anything.

We all have things we can work on and, as a leader, if you are finding it hard to relate to your direct manager, a coworker or a peer, DiSC can help you plan for the conversation. Someone must take the first step to healing hard feelings, making the team more effective, clearing up stories you may have formed in your mind, etc. Why not you?

We encourage you to listen to your Style Podcast to learn more about the driving assumptions that are common with your style as these could be a catalyst to jumpstart self-reflection. These driving assumptions may be unconscious biases that are impacting how you communicate with others.

## Activities for One-on-Ones or Team Meetings

These activities can be done one-on-one or in a team setting. We encourage you to revisit the DiSC activities each time you add a new team member to your team.

- **Activity 1 - Overview: Agree or Disagree:** Ensure the team member has a printed copy of their report and, prior to your meeting, ask them to read the report and do the following prep work:
  - On pages FN-3 & WP-2, (1) Highlight statements that are exactly like you, (2) Underline statements that are not at all like you and (3) Place a “?” in front of statements you are unsure of.

**When you sit down to meet**, for the first time, compare the four primary DiSC® styles located on FN-4. Review their work on FN-3 and WP-2 to gain a better understanding of them as an individual. Let them speak and ask open-ended questions to understand why they agreed or disagreed. Be curious and take notes.

- **Activity 2: Motivators & Stressors:** Ensure the team member has a printed copy of their report and, prior to your meeting, ask them to read the report and do the following prep work:
  - Highlight your top three Motivators.
  - Highlight your top three Stressors.

**When you sit down to meet**, review these with your team member, and share your top motivators and stressors. How are these similar or different and, for those that are different, start a dialogue about how you can best support each other.

- **Activity 3 - Podcast: Driving Assumptions:** Prep work includes listening to their podcast on Catalyst under the Your DiSC Style menu option. Ask them to jot down the driving assumptions for their style.

**When you sit down to meet, ask your team member:**

- What did you think? Did you have any “ah-ha” moments?
- Discuss the driving assumptions and how these impact our decisions.
- How has this helped you gain a better understanding of yourself?

- **Activity 4 - Personal Improvement and Goals:** It is time to start goal setting! **Prep work** includes:
  - Reading page WP-4, Strategies for Effectiveness.
  - Identify one strategy that, if you worked on this, would significantly impact the people around you and why.
  - Complete the “**Action Plan for Key Strategies**” worksheet to identify what you can start working on.

**When you sit down to meet, ask your team member:**

- What will I notice you doing when you proactively practice this?
- How would you like me to give you feedback when I notice you being successful?
- How would you like me to give you feedback when you are not practicing it?

- **Activity 5 - Assign Meetups:** This activity gives team members the opportunity to really get to know each other.. **Prep work** for this session includes:
  - Identify the team member and choose their profile under **Your Colleagues**
  - Review the specific scenario (Tension, Connecting, Collaboration or Buy In) under the **Working together** section.
  - Directly under **Working together**, navigate to **Build better relationships** and review ways you can become more effective with that person's DiSC® style.

**When they meet, have them discuss the following:**

- What insights did you uncover?
- When working with this style, how can I adjust in my communication to have the most significant impact on their relationship with that specific team member?

## **I am new with my company and took the assessment upon starting. How can I best use Catalyst to get to know my colleagues better?**

Congratulations on your new role! To discover the power of Catalyst™, start by selecting the top 5-10 people you will work with, including your manager. This could be a blend of people on your primary team and people from other groups.

- From the navigation menu, choose **Your Colleagues**. Locate a team members' DiSC® profile, compare your maps, similarities, and differences.
  - How do these differences help you achieve common goals?
  - What do you appreciate about the differences?
- Compare your tendencies.
  - What stood out to you?
  - How are you similar?
    - How can these similarities be helpful when working together?
    - How can these similarities cause stress or friction when working together?
    - How can you be proactive? In other words, what can you adjust or do differently to reduce stress or friction between the two of you when working together?
  - How are you different?
    - What do you appreciate about the differences?
    - How can these differences help you both achieve your shared goals?
    - How can you be proactive? In other words, what can you adjust or do differently to reduce potential stress or friction between the two of you when working together?

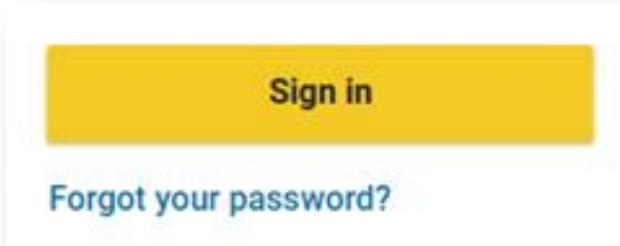


**Our project team is having a tough time making decisions and are missing milestones. How can I help facilitate this conversation so we can make progress toward our goals?**

Start at the navigation menu and choose **Your Groups**. Choose an existing group or create a new group (for assistance, click [here](#)) consisting of each team member. This activity assumes all participants have taken an assessment in the Catalyst™ platform. The team lead or manager will facilitate this conversation.

- Either in person or virtually, share your screen and view the **Group Map**.
  - Is every style represented in the group?
- Move to **Style Insights** and review what each style cares about. Ask the group:
  - When meeting, how would the group ensure that everyone's needs are being met?
  - Suggest creating team norms or rules of engagement for your specific project team.
- Review the styles represented under **Group Insights**. As a group:
  - Discuss what the team may be missing?
  - Work through the tendencies to identify similarities and differences that impact the team dynamic. Repeat this every time the dynamics of the group change by either adding a new member or losing a member.
  - Ask members to identify what they can work on to help overcome challenges.
  - Create team norms focusing on the behaviors that could be overused or missing.
- Under **Conversation Starters**, choose **Get to Know Your Team** and work through the discussion questions as a team.



**I don't remember my password.**

Please use the “Forgot your password?” link when prompted to enter your password to gain access to the platform. Login - Everything DiSC®.

**How do I order an assessment for a new team member?**

1. Go to the the form at [www.revelagroup.com/assessments](http://www.revelagroup.com/assessments) to provide the necessary details of the employee(s) who need to take the DiSC® assessment.
2. The form will ask for the date when you would like the assessment invitation(s) to be sent to each employee.
3. Notify the employee(s) about the upcoming DiSC assessment and specify your preferred time limit for them to complete it. This helps ensure that they complete the assessment promptly. (Example email on page 33)
4. Revela will send out the DiSC assessment invitations on the date you specified in the form.
5. Revela will send reminders to the employee(s) if necessary to encourage timely completion of the assessment.
6. Monitor the Colleagues page on the Catalyst™ website to track which employees have not yet completed the assessment and send additional friendly reminders to those employees to complement the reminders sent by Revela.

**How should I communicate with my team members about the DiSC before they receive the invitation from Revela?**

Providing the “why” prior to asking Revela to send out the assessment invitation is important as someone could make assumptions that are not accurate and may not feel comfortable taking the assessment. Once you followed the steps to order a new assessment, you can utilize the email template below to notify your employee before you ask us to initiate the invitation.

## Email example to send employees to notify them of the DiSC®:

*You have been selected to take the Everything DiSC® assessment on Catalyst™. On **insert date**, you will receive an email from Wiley with the subject line: “Revela: You are invited to take the DiSC.” We utilize insights from the DiSC assessment to enhance communication and collaboration among both individual team members and larger teams, ensuring a more enjoyable work experience. Please complete the assessment by **insert date**.*

*Here are a couple of things to keep in mind as you take the assessment:*

- 1. When you create your login, please keep your password somewhere so you can access the platform after taking the assessment.*
- 2. Plan on it taking 20 minutes or less.*
- 3. The assessment is not a test. There is no right or wrong, so answer it as you naturally would at work. Don't overthink it.*

*After you submit your answers, you will receive an email with a link to your results. The link in the email will take you to the new platform, Everything DiSC. Please login with your work email and the password you created. Bookmark the page, Everything DiSC, to quickly access it as needed.*

## **My employee does not agree with their personality style. Should I have them retake the assessment?**

If you have an employee that does not relate to their DiSC personality style, please reach out to us. We are happy to walk through a more detailed report that will most likely shine some light on why they are not relating to information in the report. This supplemental report is based on how the questions were answered, not just where each person related to the most. The report may show a spike toward a specific priority that, while not strong enough to be considered an additional workplace priority, could still impact how your employee interprets his results. We can go through these results over Teams or Zoom with both you and your team members to clear up any questions.



@RevelaGroup

712.322.1112

At some point, every business leader feels a disconnect between the business they have and the business they want. At Revela, we deliver custom strategic and training solutions so leaders can get more from their business and finally get the results they want.

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