TRUITY

DISC IN THE WORKPLACE

Employee Handbook

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How To Use This Handbook

Designed to complement your DISC Personality Assessment report, this handbook will guide you through development questions, activities and reflection to help you apply your DISC personality type to your work life and professional development.

Here's what's included:

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TIP: Getting the most from your handbook activities:

You'll get the best results if you answer questions as honestly as possible. The activities are designed to help you see how your DISC type impacts your behavior and responses in the workplace — and that's the first step toward making more effective decisions. It's up to you whether you complete all the exercises or just pick and choose as needed.

What is DISC?

DISC is a powerful tool for understanding people's behavior in the workplace and the way that people and teams interact with one another. The system is based on four broad styles: **D**rive, **I**nfluence, **S**upport and **C**larity, which is how we derive the acronym DISC. Each style has a different way of thinking, doing and relating to others, summarized below.

DRIVE

Determined, decisive 'doers' who are focused on achieving results.

INFLUENCE

Persuasive, approachable networkers who are great at generating ideas.

ACTIVE

SKEPTICAL

AGREEABLE

D I C S

RECEPTIVE
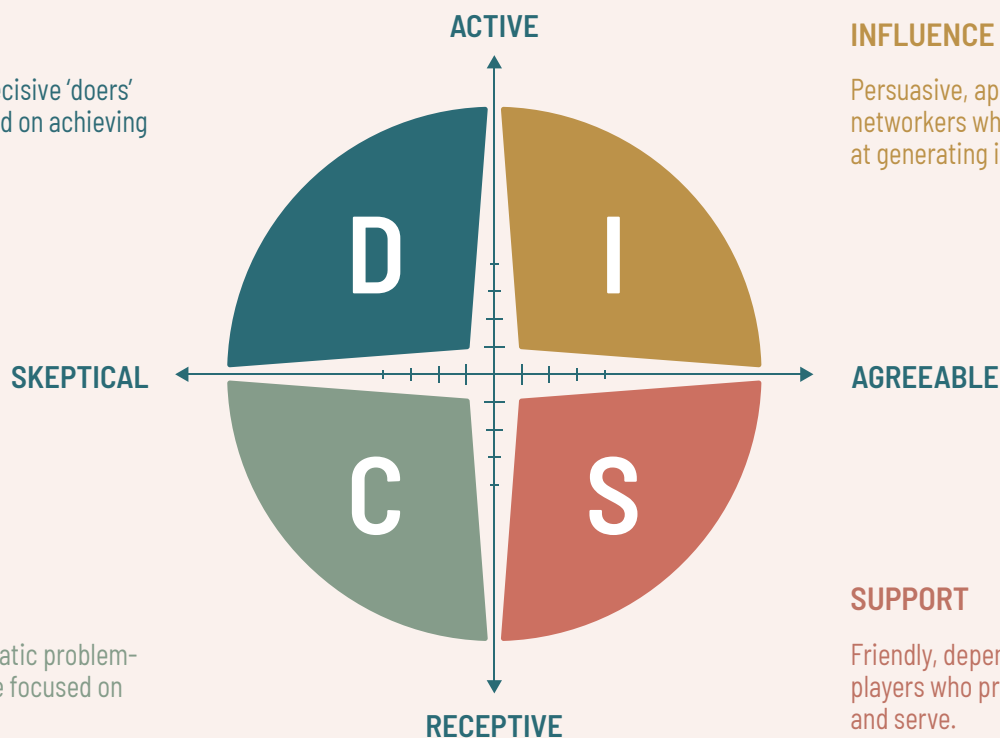
CLARITY

Precise, pragmatic problem-solvers who are focused on quality.

SUPPORT

Friendly, dependable team players who prefer to support and serve.

As you read your DISC report, you'll see that the DISC system actually has a bit more nuance than the four main styles. Alongside the familiar initials of D-I-S-C, there are eight other labels like D/i and S/c. That's because some of us are a blend of workstyles. For example, someone who is primarily a Clarity type but incorporates a lot of Drive behavior in their work style would be labeled a C/d (Clarity + Drive) type. The first (capital) letter indicates the most prominent style, followed by the second next dominant style.

This gives us 12 common combinations — the four primary styles plus eight blended styles, which allows for even more descriptive power within the DISC system.

SECTION 2: DEBRIEFING YOUR DISC REPORT

Honing Your Talents

The 12 personality patterns of DISC each have their own talents and unique approach to work. Here's a summary of the main traits associated with each type and how they translate into priorities and strengths at work. Hybrid types with similar traits are grouped for simplicity — your individual DISC report has more details on your specific type.

DISC Type	Traits	Priorities	Strengths
Drive	• Ambitious • Assertive • Competitive • Strong-willed	• Leading projects and teams. • Looking for new challenges. • Meeting ambitious deadlines. • Clearing roadblocks.	• Taking the initiative. • Confident decision-making. • Taking risks to get things done. • Working well under pressure.
Drive + **Influence** **Influence** + **Drive**	• Assertive • Persuasive • Energetic • Opportunistic	• Pursuing big, audacious goals. • Setting the vision and the pace. • Galvanizing people around a goal. • Building strategic networks.	• Brainstorming to solve problems. • Using everyone's talents. • Convincing others to take action. • Bringing energy to the team.
Influence	• Engaging • Persuasive • Enthusiastic • Sociable	• Meeting new people. • Expanding networks. • Getting things moving. • Making work fun.	• Building relationships. • Generating lots of ideas. • Getting people on board with plans. • Lifting morale.
Influence + **Support** **Support** + **Influence**	• Friendly • Perceptive • Affirming • Light-hearted	• Supporting others. • Promoting teamwork. • Getting the best from others. • Reaching agreement.	• Collaborating with different groups. • Helping people achieve their goals. • Adapting to difficult situations. • Adding stability to reduce conflict.

Development Questions

Based on your DISC report and the strengths and priorities listed above, reflect on the following questions.

1. List your top three strengths.

2. For each strength, give examples of how you have recently used it at work. What was the outcome?

3. Does your current working environment or team role support you to use those strengths daily? Why or why not?

4. Are there any strengths that you wish you were able to use or use more often? What are they? Why do you wish you could use them more?

5. Which of your natural traits or strengths would benefit from intentional skill development? How would that benefit you or your work?

6. How might you practically develop those skills? (e.g., courses, mentoring, volunteer work, side projects.)

Suggestions

Use the following discussion helpers as you practice more effective communication.

Drive Types	Influence Types
Include others in the conversation by saying... • Could you explain that to me? • What are your thoughts on this? • Let's figure this out together...	Give clearer explanations by saying... • What I mean is... • The main problem is... • Please let me explain more clearly.
Support Types	**Clarity Types**
Be more assertive by saying... • I disagree with what you are saying. • Perhaps, but... • That is not my understanding.	Share personal viewpoints by saying... • In my experience... • Personally, I think... • I would say that...

Learn More:

How the DISC Assessment Helps People Communicate Better at Work

DISC Assessment - How to Dial Down Your Dominance on Your Team

DISC Influencer Type? Here's How to Find Balance Between Goals, Dreams and Reality

The Strengths and Challenges of an "S" Personality in DiSC: Supportive, Steady...Submissive?

5 Reasons Why Communication is Important in the Workplace

DISC-based Email Etiquette Tips That Might Just Change Your Work Life

The full workbook is available only to Truity @ Work users.

• If you are a Truity @ Work customer, please log into your account to access the full versions of all training materials.

• For more information on testing your team with the Truity @ Work platform, click here: Personality Tests for Business.

• To purchase test credits for the Truity @ Work platform, click here: Purchase Test Credits.

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