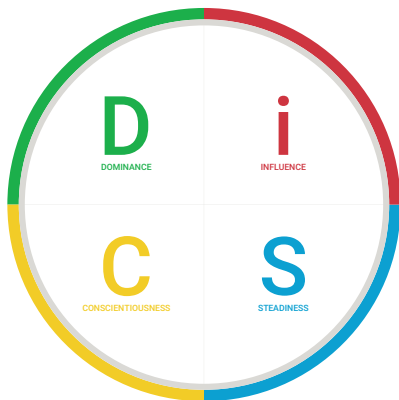


EVERYTHING 
A Wiley Brand



Workplace Style Index

© by John Wiley & Sons, Inc. All rights reserved.



Create a culture of DiSC[®], one interaction at a time, with these quick tips from **Everything DiSC Workplace[®]**.

Everything DiSC[®] is a personal development learning experience that measures an individual's preferences and tendencies based on the DiSC model. This guide offers you actionable communication strategies based on one's DiSC style. By incorporating these strategies into your daily interactions, you can start to improve your relationships with others and help build a better workplace.



What is DiSC[®]?

DiSC is a simple yet powerful model that describes four basic behavioral styles: D, i, S, and C.

D: Dominance
i: Influence
S: Steadiness
C: Conscientiousness

Each DiSC style is equally valuable and has different priorities that shape the way one works and interacts with others. While everyone has a blend of all four styles, usually one or two will stand out most in your unique behavioral profile.

Understanding the DiSC style of yourself and those around you will provide a common language that empowers better workplace communication and healthier organizations.



DC Style

Challenges assumptions

If you have the DC style...

- recognize how your drive for personal accomplishment can affect your interactions with others
- try to channel your high standards to group efforts where you can help refine ideas, but be tactful in your critique
- remind yourself to point out what's working well and when people have contributed to solid results

When working with the DC style...

- provide space for independent work that allows them to determine their own process and excel
- be aware that showing competence and common sense can go a long way in gaining their buy-in
- remind yourself that being questioning and straightforward comes naturally to them, as they pursue optimal results

The logo consists of the letters 'DC' in white, bold, sans-serif font, centered within a green speech bubble shape that points downwards.



D Style

Drives toward results

If you have the D style...

- recognize how your competitive nature and high urgency for bottom-line results can affect your interactions with others
- keep pushing for the win, but challenge yourself to include others and acknowledge their input in your decisions
- be sure not to mistake others' hesitation to move on quickly for a lack of determination

When working with the D style...

- be direct and lead with the point, rather than rambling or oversharing details
- emphasize contributions to results as a key way to gain their buy-in
- don't take their assertiveness too personally, even if they seem impatient or demanding under stress



D



Di Style

Bias for action

If you have the Di style...

- recognize how your preference to shift quickly toward adventurous opportunities can affect your interactions with others
- keep driving change, but remember to take the time to actively listen and deeply consider others' ideas and concerns
- be aware of situations where showing patience or consideration can lead to more prompt alignment on goals and next steps

When working with the Di style...

- display your ability to unlock solutions that contribute to ambitious goals and initiatives
- show lots of confidence in your stance and hold your own when seeking their buy-in
- know that showing urgency and keeping up momentum can boost the relationship



Di



iD Style

Prioritizes fast action

If you have the iD style...

- recognize how your outspoken and imaginative spirit can affect your interactions with others
- keep using your passion to get others excited, but remember to listen and make room for balanced discussion
- practice patience and sifting through the details to help get the results you want

When working with the iD style...

- engage with their high-spirited style by trying to match their energy and build off their ideas
- to gain their buy-in, show how your proposal can rally people and excitement toward common goals
- show flexibility, as fixed environments may stifle their prized ability to think creatively



i Style

Excited by new possibilities

If you have the i style...

- recognize how your desire to cultivate friendly, collaborative efforts can affect your interactions with others
- keep engaging with others, but know when to step away and respect their privacy or follow through on your tasks
- practice taking an objective approach, which can help some connect with your ideas and build rapport

When working with the i style...

- show some openness and willingness to entertain different possibilities and ideas
- try to convey an upbeat attitude and find ways to fit in praise, even if you're not fully on board
- reassure them that disagreement is natural for an open discussion and doesn't reflect on them personally



i



iS Style

Thrives on collaboration

If you have the iS style...

- recognize how your desire to cultivate friendly, collaborative efforts can affect your interactions with others
- keep encouraging others, but know when it's healthy to acknowledge flaws and confront problems
- remember that conflict can be an important part of productive collaboration

When working with the iS style...

- remember that they enjoy warm, personal connections and nurturing team spirit
- to gain their buy-in, be willing to get others involved and show that you've considered the impact of your idea on others
- phrase criticism diplomatically, as this may help it feel less personal to them

The logo consists of the lowercase letters 'iS' in white, set against a red speech bubble background. The speech bubble has a tail pointing downwards and to the right.

iS



Si Style

Creates collaborative environments

If you have the Si style...

- recognize how your desire for close and accepting relationships can affect your interactions with others
- keep being receptive to others, but know when it's time to say "no" and address issues
- remember to advocate for your own needs and opinions, as this can deepen others' understanding of you

When working with the Si style...

- try to be approachable and show that you respect their and others' input
- reassure them that disagreement won't damage your relationship, and can actually strengthen it
- take notice when they're setting aside their own opinions too easily, and encourage them to stick to their guns

A blue speech bubble containing the letters "Si" in white.

Si



S Style

Provides support

If you have the S style...

- recognize how your preference for harmony and stability can affect your interactions with others
- your cooperation may put others at ease, but remember that your opinion has value and you don't always have to compromise
- acknowledge when it's healthy to deal with uncomfortable situations quickly and directly

When working with the S style...

- know that being dependable and sincere can build and strengthen the relationship
- when seeking their buy-in, try to show concern for others' needs and room to process the options
- rather than taking their silence for acceptance, try to create a safe space for them to reveal their true feelings



S



SC Style

Takes a methodical approach

If you have the SC style...

- recognize how your drive for calm and steady progress can affect your interactions with others
- your composure is a strength, but you can also benefit from taking more chances to speak up
- remind yourself to not let the discomfort of uncertainty keep you from trying new things or initiating change

When working with the SC style...

- try to be reliable and levelheaded, as this can go a long way in shaping your relationship with them
- take moments to step back and encourage their input or provide space for them to think through the options
- bring up issues early in the process to avoid last-minute scrambles or jarring surprises





CS Style

Makes informed decisions

If you have the CS style...

- recognize how your drive for predictable outcomes can affect your interactions with others
- your precise standards can uphold quality, but try to keep them in check if they're locking you and others in inefficient routines
- try to sit with ambiguity from time to time, and use this as a chance to assist others and demonstrate your expertise

When working with the CS style...

- provide time for them to prepare and make well-informed decisions
- present your work in an orderly and data-driven manner to help gain buy-in
- limit emotionally charged situations that may disrupt their sense of calm

CS



C Style

Drives toward accuracy

If you have the C style...

- recognize how your drive for accuracy and objectivity can affect your interactions with others
- your analytical approach is a strength, but be sure not to overuse it or lose sight of the big picture
- try to acknowledge others' feelings and how they can factor in to solving a problem

When working with the C style...

- keep in mind that strong or expressive displays of emotion can make them uncomfortable
- to gain buy-in, show that you've assessed the options thoroughly and allow them time to process
- remember that they ask questions to ensure superior results, not to slow things down



C



CD Style

Loves a challenge

If you have the CD style...

- recognize how your drive for rational and efficient decision-making can affect your interactions with others
- use your critical eye to maintain high standards, but be aware of others' needs and avoid becoming overly attached to your agenda
- resist the urge to sidestep other people's input under pressure

When working with the CD style...

- demonstrate your competence and expertise as a way to gain their trust and respect
- to get buy-in, use logical arguments and be prepared to address potential shortcomings in your ideas
- try to not take their critical attitude personally, and remind yourself that they're trying to cover blind spots and avoid failure



CD

EVERYTHING **DiSC**
A Wiley Brand

DiSCOVER

THE POWER OF **WE**[™]

P-870 1119