EVERYTHING DiSC®

MANAGEMENT

USER GUIDE

WILEY

Introducing *Everything DiSC® Management*

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

Everything DiSC® Management helps managers bring out the best in the people they manage.

WHAT'S ONLINE?

Everything DiSC Management Profile
(prework assessment)

Everything DiSC Comparison Report
(follow-up tool)

WHAT'S IN THE BOX?

Everything you need to facilitate successful classroom training sessions.

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

🗁 Facilitation Materials

Everything DiSC® Management facilitation consists of six one-hour modules.
Each module includes

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

YOUR DiSC® MANAGEMENT STYLE

MODULE 1: Participants use the *Everything DiSC Management* Map to learn about their management styles.

MODULE 2: Participants discover how their styles affect how they manage time, make decisions, and solve problems. They learn a method for recognizing the behavioral styles of others as a way to begin to understand them better.

DIRECTING AND DELEGATING

MODULE 3: Participants learn about their directing and delegating styles and identify the needs of other people. They write a plan for improving with a specific employee.

MOTIVATION

MODULE 4: Participants explore the environments they create and identify the motivational needs of other people. They write a plan for improving with a specific employee.

DEVELOPING OTHERS

MODULE 5: Participants learn about their natural style of developing others and identify the needs of other people. They write a plan for improving with a specific employee.

WORKING WITH YOUR MANAGER

MODULE 6: Participants discover their managers' natural priorities and preferences. They explore different approaches to influencing their managers and write a plan for working better together.

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

Fits any timeframe from one hour to a full day.

For instructions on how to customize your *Everything DiSC® Management* program, go to www.everythingdisc.com/help and read the "How To" documents.

🗁 Support Materials

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

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

Everything DiSC® Management Video

Everything DiSC® Management includes 31 video segments, located in the Facilitation Materials folder. *Everything DiSC Management* video is available with English subtitles or without subtitles.

DiSC® MANAGEMENT STYLES
(6 minutes)
Describes the DiSC® model and the priorities and preferences of each DiSC management style.

DiSC® Management Styles

PEOPLE READING
(10 vignettes)
Shows segments modeling various DiSC styles.

People Reading

DIRECTING AND DELEGATING
(8 vignettes)
Shows the unadapted and adapted interactions of a manager as he directs and delegates to the four DiSC styles.

Directing and Delegating

CREATING MOTIVATING ENVIRONMENTS
(8 vignettes)
Shows how a manager creates environments that demotivate and motivate the four DiSC styles.

Creating Motivating Environments

WORKING WITH YOUR MANAGER
(4 vignettes)
Shows adapted interactions of a manager as he tries to get buy-in from bosses with different styles.

Working with Your Manager

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.*

Three Steps for Using *Everything DiSC® Management*

STEP 1: PREPARE AND ASSIGN PREWORK

The *Everything DiSC® Management Profile* is a research-validated, online assessment that produces 26 pages of individualized, management-specific information.

To assign the *Everything DiSC Management Profile*, log into your EPIC account at https://admin.inscape-epic.com and click on **Manage Reports**. *For instructions, refer to* "How to Assign Everything DiSC Prework" *at 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.*

STEP 2: PREPARE AND DELIVER FACILITATION

Insert the *Everything DiSC® Management* 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.

For information on how to customize your *Everything DiSC Management* program, go to 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.

For instructions, refer to "How to Provide Follow-Up Tools" *at www.everythingdisc.com/help.*

Register Your Software

Register your product to receive **FREE TECHNICAL SUPPORT** and immediate **PRODUCT UPDATE NOTIFICATIONS.**

- Go to 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: _____