



# User Guide

WILEY



# Everything DiSC Work of Leaders®

## THREE STEP PROCESS FOR USING *EVERYTHING DiSC WORK OF LEADERS*®

### Step One: Assign Prework

To assign an *Everything DiSC Work of Leaders*® Profile, log into your EPIC account at <https://admin.wiley-epic.com> and click on **Manage Reports**.

For detailed instructions, read “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® Authorized Partner for assistance.

### Step Two: Prepare and Deliver Facilitation



CUSTOMIZE

Select the modules, facilitator’s guides, and participant handouts needed for your session. Create and save customized solutions to your USB drive. For help customizing facilitation materials, go to [www.everythingdisc.com/help](http://www.everythingdisc.com/help).

### Step Three: Provide Follow-Up Dialogue

Keep the training alive and bring it into the organization with *Everything DiSC*® *Comparison Reports*. These follow-up reports can be created for any two participants to illustrate their similarities and differences.

# Everything DiSC Work of Leaders®

## THE WORK OF LEADERS MADE SIMPLE: VISION, ALIGNMENT, & EXECUTION

Based on best practices, *Everything DiSC Work of Leaders*® connects to real-world demands, generating powerful conversations that provide a clear path for action. The *Work of Leaders* USB drive includes:

- Facilitation slides with embedded video for five 60–90 minute program modules
- Customizable facilitator’s guides and participant handouts
- *Everything DiSC*® *Research Report*
- Podcasts to help you better interpret the *Work of Leaders Profile*
- Sample *Work of Leaders Profile* and *Comparison Reports*
- Online access to FAQs, Video Viewing Guide, and tips and strategies for maximizing the classroom experience
- Much more!



CUSTOMIZE

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

## FACILITATION MATERIALS

*Everything DiSC Work of Leaders*® facilitation consists of five 60-90 minute modules. Each module includes a fully-scripted facilitator's guide, participant handouts, and facilitation slides with embedded video.

### **Module 1: Introduction to Work of Leaders**

Participants discover the *Work of Leaders* process, which includes an optional Discovering DiSC® activity.

### **Module 2: Vision**

Participants learn about the three drivers of Vision and discover how they approach each driver.

### **Module 3: Alignment**

Participants learn about the three drivers of Alignment and discover how they approach each driver.

### **Module 4: Execution**

Participants learn about the three drivers of Execution and discover how they approach each driver.

### **Module 5: Action Planning**

Participants explore their strengths and challenges and create an action plan for improvement.

## FACILITATOR DEVELOPMENT

### Podcasts

*Everything DiSC Work of Leaders*® includes tools and resources that prepare you to deliver *Work of Leaders*. Our *Work of Leaders* podcasts let you hear first-hand how to interpret *Work of Leaders* reports so you can answer participant questions. It's insightful information you can't find anywhere else. The thirty-six individual clips are broken down by Vision, Alignment, and Execution and include:

- Introductions to each step of *Work of Leaders*
- Interpreting the 18 behavioral continua
- DiSC® implications

### Online Resources

We continuously receive valuable input from leadership experts and master trainers about their experiences with *Work of Leaders*. We capture and compile that wisdom and now we're making it available to you. Go to

[www.everythingdisc.com/workofleaders/resources](http://www.everythingdisc.com/workofleaders/resources).

# Everything DiSC Work of Leaders<sup>®</sup>

## 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:** \_\_\_\_\_