

Everything DiSC Workplace®: Virtual Facilitation Activities

In this document, we provide some guidance for running a virtual *Everything DiSC Workplace*® session focused on the most impactful activities. The overview provides a high-level look at the activities and options, followed by a more detailed description of each activity. The instructions presume that you have access to an *Everything DiSC Workplace Facilitation Kit*. We encourage you to be creative with these ideas, given your situation and the capabilities of your virtual delivery platform.

Overview

Topic	Activity	Requires	Time (mins)
1. Icebreaker	Option A: Pose a personality-related question and ask for people to post answers.	Whiteboard or chat	2
	Option B: Take a poll on a DiSC®-relevant question.	-	2
2. Discover DiSC	Option A: Ask participants to plot themselves on the DiSC continua.	Whiteboard	10
	Option B: Show Introduction to DiSC video.	Ability to show video	4
	Explain the DiSC model with PowerPoint®.	-	10
3. Explain DiSC Principles	Explain the Cornerstone Principles and inclination with PowerPoint.	-	3
4. Personalize DiSC	Ask participants to read through the narrative and personalize.	-	8
	Option A: Ask for volunteers to share their highlights.	-	5
	Option B: Discuss in small groups.	Breakout rooms	5
5. Discover Priorities & Shading	Explain the concepts of priorities and shading. Have participants read page 5 of the <i>Workplace Profile</i> and jot down two statements that resonate.	-	5

Topic	Activity	Requires	Time (mins)
6. Deep Dive into My Style	Option A: Day in the Life activity. In style groups, participants create a poster to describe their style, then share it with the entire group.	Breakout rooms with whiteboards	20
	Option B: Participants personalize and share stressors and motivators.	-	10
7. Understand the Other Styles	Option A: Show Galaxy Project videos and debrief.	Ability to show video	30
	Option B: Participants identify characteristics from the other styles that are most different from them and share with the large group.	-	5-7
8. Better Understand a Specific Person	Participants select a person, people read them, read about that style, and identify characteristics they appreciate and find difficult.	-	10
	Option A: In small groups, participants discuss characteristics they appreciate and those they have difficulty with. They then share observations with the large group.	Breakout rooms with whiteboards	20
	Option B: For each style, one person explains why they chose the style they did and describes a characteristic they appreciate about it. One participant with that style shares how they are misunderstood.	-	10
9. Working Better with a Specific Person	Have participants read about their chosen style and jot down one tip that resonates with them.	-	5
	Option A: In breakout rooms, participants discuss tips that they think will be effective for them. They then share observations in the larger group.	Breakout rooms	15-20
	Option B: In the large group, for each style, have someone share the tip they chose. Then ask a person with that style to offer a tip for better working with them.	-	6
10. Action Plan for Increased Effectiveness	Read strategies and create an action plan.	-	10
	Option A: Discuss your action plan with a partner or small group.	Breakout rooms	6
	Option B: Ask 3 participants to share their plans with the large group.	-	6

General Tips

- You may want to keep the length of the workshop to 2 hours or less.
- Consider breaking up the workshop into multiple sessions.
- If you do not have the capability to create breakout rooms, consider splitting the class into multiple smaller sessions. This will allow for discussions, which are a powerful part of the Everything DiSC® workshop.

Topic 1: Icebreaker

Ice breakers can be particularly helpful in quickly creating a sense of familiarity and cohesion in an otherwise isolated experience. They can also be helpful in familiarizing participants with the tools that are available on the platform.

Option A (2 min; whiteboard or chat required): Pose a personality-related question and ask for participants to jot down a response. Then, ask them to post their answers on a whiteboard or in chat. You can display this question on the screen for participants to look at while they are waiting for the session to start. Sample questions include the following:

- What characteristic do you wish you had more of?
- What is the most common misconception people have about you?
- What characteristic do you most admire in other people?

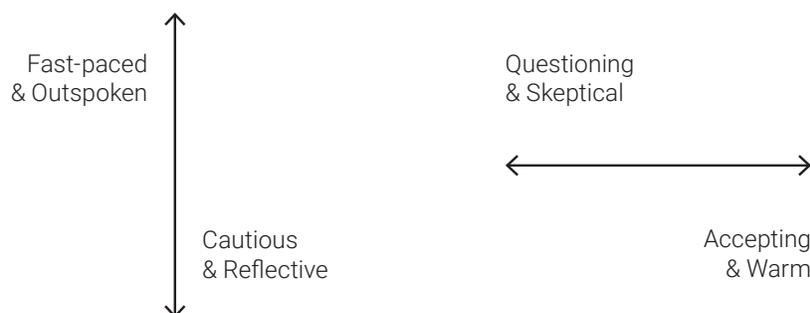
Option B (2 min; polling or chat feature required; this could also be done out loud if no poll or chat is available): Take a poll on a DiSC-relevant question. Participants can submit their answers in a chat box or as part of a poll. This activity can introduce participants to the idea that interpersonal differences are normal but have an impact on how we do our jobs. Sample questions include the following:

- When you think of your ideal workplace culture, which is more important to you?
 - Collaboration: having lots of opportunities to collaborate with and get to know coworkers
 - Space: having a lot of autonomy and space to work independently
- Would you rather be part of a workplace that...
 - Makes decisions quickly
 - Takes time to think through decisions

Topic 2: Discover DiSC

(10 min) Introduce the DiSC model. This can be done using slides 16 through 20 in the Workplace slide deck, the section of the *Workplace Leader's Guide* starting on page 7 (Module 1, Step 2; modifications to the verbiage may be required to accommodate for the virtual circumstances and based on which option(s) you choose below), and the DiSC model on the bottom of page 2 of the *Workplace Profile*. Before giving this description, you can also choose to use one or both of the options below. If you don't use the video (option B), plan on spending a little more time to explain the model and the characteristics of the four styles.

Option A (10 min; whiteboard required): Ask participants to plot themselves on the DiSC continua. Participants often process the DiSC model on a deeper level when they have the opportunity to discover it for themselves. In this activity, the facilitator draws a vertical arrow with "fast-paced & outspoken" on the top and "cautious & reflective" on the bottom. Participants are asked to put their initials by the side that best describes them. This activity can be debriefed similarly to the activity starting on page 3 (Module 1, Step 1) of the *Leader's Guide*. The facilitator does a similar exercise to show the horizontal dimension and then explains how the two dimensions form the DiSC model.



Option B (4 min; platform capability where participants can see and hear video): Show the Introduction to DiSC video.

Topic 3: Explain DiSC Principles

(3 min) Explain the Everything DiSC Cornerstone Principles and the concept of inclination using the language in the Leader's Guide (Module 1, Step 2, pages 8–9), pages 2 and 3 of the Profile, and the relevant PowerPoint slides (21 through 24).

Topic 4: Personalize DiSC

(8 min) Ask participants to read through their style descriptions on page 4 of the Profile. Because many of them may not have printed out their Profile, you may want to ask them to jot down two to three things that strike home for them and one thing they disagree with.

Option A (5 min): Ask for a couple of volunteers to share the ideas that they jotted down. If you have a small group, you may have time for everyone to take a turn.

Option B (5 min; breakout rooms required): Create breakout rooms where participants can work in small groups to debrief their reactions as described on pages 9–10 of the Leader's Guide (Module 1, Step 2).

Topic 5: Discover Priorities & Shading

(5 min) Explain the concepts of priorities and shading using slides 27 and 28 of the PowerPoint and the instructions starting on page 10 of the Leader's Guide (Module 1, Step 2). Then ask participants to read page 5 of their *Workplace Profile* and jot down, on notepaper, two statements that resonated with them. You can ask for two or three volunteers to share what they wrote down if you have time.

Topic 6: Deep Dive into My Style

Option A (20 min; breakout rooms with whiteboards required): This is a modification of the "Day in the Life" activity described in the Leader's Guide, starting on page 12 (Module 1, Step 3). Split participants into style-based breakout rooms. Ask them to read page 6 of the *Workplace Profile* and share a stressor and motivator that resonated with them; this may have to be limited if there are more than five people in the group. Then ask participants to use the whiteboard in their breakout room to create a style poster, slightly modifying the instructions in the Leader's Guide. After 10 minutes, ask groups to share their posters with the larger group.

Option B (10 min): Ask participants to read page 6 of the *Workplace Profile* and choose one motivator and one stressor that resonates with them. Then, ask people who fall in the D group to share one of their choices in the comment or chat section. Add commentary as the facilitator, reinforcing the comments shared. Then repeat this process for the other three styles.

Topic 7: Understand the Other Styles

Option A (30 min; platform capability where participants can see and hear video): Show the three Galaxy videos and facilitate discussions as described in the Leader's Guide, starting on page 18 (Module 2, Step 1). Slight modifications will be necessary. Note: The Galaxy videos appear in the rebranded *Workplace* facilitation. However, the previous facilitation has another set of videos that can be used for this option.

Option B (5–7 min): Ask participants to turn to page 7 on the *Workplace Profile*. Tell them to skim the characteristics of the two styles that they feel are most different from them. Then, for each of those styles, they should identify one characteristic that they think is most different from them (outside of the "limitations" category). Ask for four volunteers (preferably one from each style) to share one characteristic they chose.

Topic 8: Better Understand a Specific Person

(10 min) As described starting on page 21 of the Leader's Guide (Module 2, Step 2), ask participants to identify a person they would like to work with better, estimate that person's style, and read the narrative corresponding to that style in the *Workplace Profile* (pages 8 to 11). Ask them to write down general characteristics of this DiSC style that are difficult for them to deal with and characteristics that work for them or that they appreciate. Then choose one of the options below.

Option A (20 min; breakout rooms with whiteboards required): Place participants in style-specific breakout rooms and ask them to use the whiteboard to create lists of appreciated and difficult characteristics for each style; refer to the Leader's Guide instructions starting on page 22 (Module 2, Step 2), which will need slight modification. Then, in the large group, ask each group to share its whiteboard. Ask members of each style to share ways in which they think their style is sometimes misunderstood.

Option B (10 min): Ask one person who chose the D style to share why they chose it and what characteristic they appreciate. Ask another person with the D style to share a way they think they are often misunderstood. Repeat this for the other three styles.

Topic 9: Working Better with a Specific Person

(5 min) Ask participants to read about working more effectively with their chosen style in the *Workplace Profile* (pages 12–15). As they read, they should jot down at least one tip for working with that style that they think they can adopt. Then use one of the options below.

Option A (15–20 min; breakout rooms required): Put participants in breakout rooms based on the style they chose. In their groups, participants should share the tips they chose and why they think the tips will be effective. In the larger group, ask each group to share the highlights of its discussion and then ask a participant with the chosen style to give a tip for better working with them.

Option B (6 min): For each style, ask someone to share the tip they chose. Then ask a participant with that style to give a tip for better working with them.

Topic 10: Action Plan for Increased Effectiveness

(10 min) As described in the Leader's Guide starting on page 34 (Module 3, Step 3), ask participants to read through the strategies on page 16 of the *Workplace Profile* and create an action plan.

Option A (6 min; breakout rooms required): Put participants randomly in rooms of two or three to share the action plans they created. If you use larger groups, you'll need to allow more time.

Option B (6 min): Ask three participants to share their action plans.