

Frequently Asked Questions

To be taken to its location in the document, click on the topic or question in the navigation column to the left. If Bookmark Navigation is not open, click on the  icon in grey toolbar to the left of this document.

DISC CLASSIC FACILITATION SYSTEM

- How are the DiSC® Classic materials organized?
- What will I find in the Facilitation Materials folder?
- What will I find in the Support Materials folder?
- What are Insight Modules?
- What is included in the Insight Modules?
- Are the Insight Modules arranged in any particular order?
- Can I build my own program out of the Insight Modules?
- Why does it take so long to open some of the PowerPoint® files?
- Should I always use Insight Module 4?
- When would I use the Insight Modules' Alternative Activities?
- What are sample course outlines?
- How can I use the Template and Thumbnail Images folders?
- Why is there a blank page at the end of the Leader's Guide and Handout files?
- Why can't I save my changes in the original files?
- What are the "My Customized..." folders for?
- How do I show video while facilitating the DiSC Classic programs?
- How can I easily learn about all of the DiSC Classic video and how it is used?
- How do I use the Video Only folder?
- Where can I learn more about the DiSC Model?

DISC CLASSIC PROFILES

- Where can I find information about the different DiSC products?
- How do I decide which DiSC profile to use?
- How do I choose between the two online DiSC profiles?
- Where can I find information about administering DiSC Classic profiles?

DiSC® CLASSIC FACILITATION SYSTEM

How are the DiSC Classic materials organized?

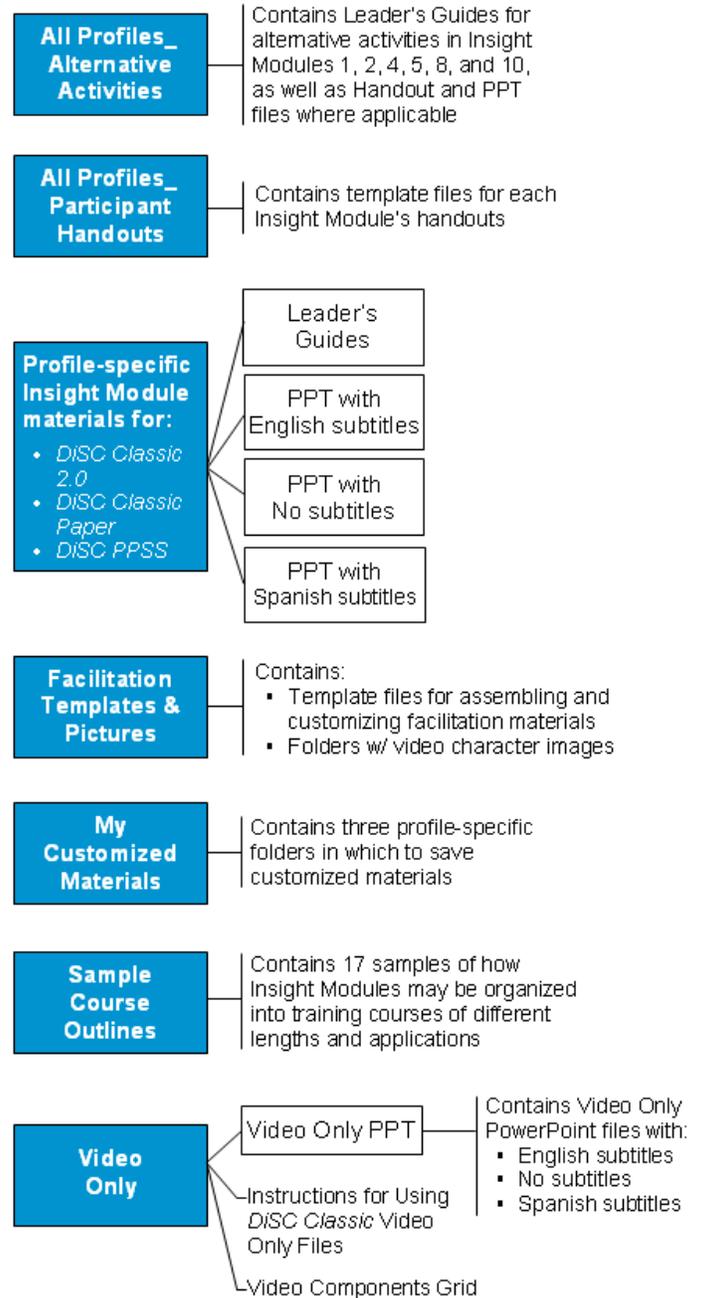
Everything you need to deliver a successful DiSC®-based seminar is located on the *DiSC Classic Facilitation System* USB drive. When you insert the USB drive into your computer's USB port, you will find a **Facilitation Materials** folder and a **Support Materials** folder.

What will I find in the Facilitation Materials folder?

Inside the Facilitation Materials folder, you will find the following folders:

- All Profiles Alternative Activities
- All Profiles Participant Handouts
- Folders with profile-specific materials for *DiSC Classic 2.0*, *DiSC Classic Paper*, and *DiSC PPSS*
- Facilitation Templates and Pictures
- My Customized Materials
- Sample Course Outlines
- Video Only

The diagram to the right provides a layout of the contents and structure of each Facilitation Materials folder.



What will I find in the Support Materials folder?

Support Materials has the following:

- **DiSC[®] Product Info** with descriptions of every product used in the Facilitation System
- **DiSC Theory** with in-depth documentation of the history, theory, and applications of DiSC[®]
- **Sample Profiles** in PDF form for each online *DiSC Classic* profile
- **DiSC Classic Online Resources** is a link to this FAQ, tips, checklists, and the Video Viewing Guide with summaries of each video segment, plus activities that you won't find anywhere else
- **How to Assemble and Customize Courses** provides step-by-step instructions for combining Leader's Guide files, handout files, and PowerPoint files

What are Insight Modules?

These self-contained modules are the foundation of the *DiSC Classic Facilitation System*. Since each module delivers a specific insight, they are called "Insight Modules." You can organize them into different sequences to create seminars for a wide variety of applications, audiences, and timeframes. You can find detailed information about each module on the first page of its leader's guide.

What is included in the Insight Modules?

While each module delivers a different insight, they all share a similar structure. They include

- Customizable facilitation materials including PowerPoint[®] with incorporated video, Leader's Guides, and participant Handouts
- Three versions to facilitate each of the three profiles, where applicable
- Suggested times
- A description of the module and learning objectives
- A Quick Reference of the module steps, handouts used, and other required materials
- Notes to Facilitator in the far-right column of the leader's guides
- Individual, partner, and group activities

Are the Insight Modules arranged in any particular order?

No. The numbers on the Insight Modules are used only for identification, not sequence. For instance, Insight Module 2 is the Close, and therefore would usually come at the end of your outline. Insight Module 3 is only used when you administer the *DiSC Classic* paper profile. Select the best sequence for your situation and the solution you wish to create.

Can I build my own program out of the Insight Modules?

Yes. The *DiSC Classic Facilitation System* was designed in a modular format so that facilitators can build programs that fit their unique needs. You can combine the Insight Modules in a variety of different ways.

We recommend that you open with a Set-Up from Insight Module 1 and end with a Close from Insight Module 2. If you are using the *DiSC Classic* paper profile, you will probably want to follow your Set-Up with Insight Module 3, “Administration of *DiSC Classic* Paper.” Finally, most facilitators find it useful to establish the foundations of the DiSC model with Insight Module 4, “Discover Four Styles of Behavior...,” before going on to other modules.

For step-by-step instructions, refer to “How to Assemble and Customize Courses,” found in the Support Materials folder. You can find detailed information about each module on the first page of its leader’s guide. Use the blank course outline from the Facilitation Templates and Pictures folder in Facilitation Materials to organize them into your own program.

Why does it take so long to open some of the PowerPoint® files?

Because video files are imbedded directly into the presentations, the *DiSC Classic Facilitation System* PowerPoint files are large and can take a little more time to open than a standard PowerPoint file. Due to the large number of video files in Video Only, these particular presentations can take up to a full minute to load.

Should I always use Insight Module 4, “Discover Four Styles of Behavior and Explore the General Preferences of Your Style?”

Since Insight Module 4 establishes the foundations of the DiSC model, you will probably want to use it early in most programs unless you are using a different method to introduce DiSC to your participants. Insight Module 4 provides the basis for the learning in all the other modules.

When would I use the Insight Modules’ Alternative Activities?

Insight Modules 1, 2, 4, 5, 8, and 10 provide opportunities for using different activities based on your course design. These activities are suggested in “Note to Facilitator” boxes in the far-right column of the Leader’s Guides. You can find the Leader’s Guides for these activities in the All Profiles_Alternative Activities folder in Facilitation Materials, as well as Handout and PowerPoint files where applicable.

What are sample course outlines?

Sample course outlines show you how Insight Modules can be combined to create a complete training solution. They illustrate the power of the *DiSC Classic Facilitation System* modular design, and they provide a basis for practitioners to get familiar with the structure before using it to design their own courses. You can find detailed information about each sample course outline in the Sample Course Outline folder in Facilitation Materials.

How can I use the Facilitation Templates and Pictures folder?

This folder, found in the Facilitation Materials folder, contains tools to help you as you assemble and customize your training courses. Use the blank course outline to organize the Insight Modules in your customized program. Slide, Leader's Guide, and Participant Guide cover templates are provided to give your assembled materials a polished look. Leader's Guide and Handout templates are provided in the event you wish to write your own facilitation script and design new handouts while keeping the *DiSC Classic Facilitation System* look and feel.

In addition, you can use the still photos of the video characters to enhance your customized handouts. Finally, the tent card template gives you a professional-looking, DiSC-based table tent card that you can reproduce for the participants in your session.

Why is there a blank page at the end of the Leader's Guide and Handout files?

For ease in assembling a Leader's Guide or handouts into one document, each file is designed with a blank page at the end that has been preset as a new section. This allows you to insert an Insight Module file and maintain its unique header. For more step-by-step assembly instructions, refer to "How to Assemble and Customize Courses," found in the Support Materials folder.

Why can't I save my changes in the original files?

The facilitation materials are provided as template files to preserve the original format and content. Template files will not allow you to save changes in them. You can save new, editable copies by selecting "File > Save as" in the Menu toolbar.

What is the "My Customized Materials" folder for?

The *DiSC Classic Facilitation System* provides "My Customized Materials" with three profile-specific folders as a place to store and organize your customized versions of the facilitation materials away from the original templates.

How do I show video while facilitating the DiSC® Classic programs?

Video is built directly into the *DiSC® Classic Facilitation System* PowerPoint slides for a seamless delivery. The DiSC Classic video is provided in three versions:

- No subtitles
- English subtitles
- Spanish subtitles

When working with Insight Modules, be sure to select the PowerPoint file labeled for the subtitle version you wish to show. You can find an overview of the video components in the Video Only folder in Facilitation Materials and descriptions of the video segments in the Video Viewing Guide in the Support Materials' Online Resources.

How can I easily learn about all of the DiSC® Classic video and how it is used?

The *DiSC® Classic Facilitation System* provides 68 vignettes of contemporary video with real-world business interactions. The Video Viewing Guide, found in the Support Materials' Online Resources, gives you a summary of each video segment, a description of how it is used in the DiSC Classic facilitation, and video-driven activities that you won't find in the basic facilitation materials.

How do I use the Video Only folder?

The DiSC Classic Video is available in a stand-alone format that allows you to view it independently of the facilitation and use it in your customized training sessions. The Video Only folder, found in Facilitation Materials, contains three different video versions: No subtitles, English subtitles, and Spanish subtitles.

When opened in Slide Show mode, the Video Only PowerPoint® is menu-driven like a DVD, allowing you to navigate easily among the sections and video slides to preview the segments. You can also insert slides from the Video Only files into your own PowerPoint files to customize other presentations.

For more information, refer to "Instructions for Using DiSC Classic Video Only Files" in the Video Only folder. For descriptions of the video segments along with these instructions, refer to the Video Viewing Guide in the Support Materials' Online Resources.

Where can I learn more about the DiSC model?

The DiSC Theory folder in Support Materials provides some of the most important and commonly discussed topics about DiSC. It integrates research, theory, history, academic knowledge, and current practice in a way that helps facilitators truly understand the relevance of each topic and how it affects their practice. For each DiSC topic, you'll learn about background information, how the topic fits into the "big picture," available research, and guidance for your facilitation.

DiSC® CLASSIC PROFILES

Where can I find information about the different DiSC® products?

The DiSC Product Info folder in Support Materials provides in-depth, page-by-page interpretations for the *DiSC Classic* profiles, as well as information about the QuikDiSC® card game and *DiSC Classic People-Reading Guide*.

How do I decide which DiSC profile to use?

DiSC Classic Facilitation System supports three DiSC profiles:

- *DiSC Classic 2.0*
- *DiSC Classic Paper*
- *DiSC PPSS*

While all of the profiles provide in-depth information about the four DiSC behavior styles, they differ in format, delivery, and personalization. PowerPoint files and leader's guides are provided in three versions to support the different profiles. Therefore, you will need to decide if you want to use a "paper-and-pencil" version or an online version of DiSC before preparing your program.

DiSC Classic 2.0 and *DiSC PPSS* are delivered in an online format and offer a number of advantages. First, since they are administered electronically as pre-work, they save valuable class time otherwise spent completing and manually scoring the profiles. Also, errors in scoring are eliminated. Both online versions offer richer, more personalized feedback and the opportunity to use group data. Facilitator reports provide an understanding of the makeup of the class in preparation for the session. In addition, the *DiSC Classic Group Culture Report* can be extremely useful for teams, managers, and human resource departments. The *DiSC Classic Group Culture Report* is available for *DiSC Classic 2.0* and *DiSC PPSS* only.

The *DiSC Classic Paper* profile asks participants to respond to questions in a booklet and score the tool themselves during the training session. Facilitators often use the paper version when their participants do not have access to email or the internet. Some facilitators also feel that the process of responding to the instrument and scoring it themselves is helpful in engaging participants.

For more information on the differences among the DiSC reports, refer to the DiSC Product Info folder in Support Materials or contact your Inscape Publishing Authorized Distributor.

How do I choose between the two online DiSC® profiles?

When using the online EPIC system, you can use either *DiSC® Classic 2.0* or *DiSC PPSS*. Both reports provide customized narrative feedback, and experienced facilitators may choose to combine them in some cases.

DiSC Classic 2.0 uses a positive, balanced approach to personal feedback. It explains the foundations of the DiSC model and provides personalized insight into the respondent's DiSC style, motivation, and work habits. Participants can use their reports to learn about all the DiSC styles and to see the similarities and differences among them.

DiSC PPSS is often used to provide more in-depth information about an individual. The basic *DiSC PPSS* report, the General Characteristics Report, provides clear, bulleted information about the participant in several different categories including "What you tend to avoid," "Your behavior in conflict situations," "Motivating factors for you," and "Strategies for increased effectiveness." The *DiSC PPSS* report allows you to take this personalized insight even further with supplemental reports that offer personalized, detailed information on a range of applied topics such as management, sales, creating a positive environment, and relationships.

For more information on the differences among the DiSC reports, refer to the DiSC Product Info folder in Support Materials or contact your Inscape Publishing Authorized Distributor.

Where can I find information about administering DiSC Classic profiles?

In the Online Resources folder in Support Materials, click on the link to "Tips for Administering DiSC Classic Profiles." This document provides information about ensuring minimum respondent requirements, establishing assessment purpose and process, and administering both paper and online assessments. For online profiles, see EPIC Help* for detailed instructions on issuing access codes.

**If you do not have an EPIC account, contact your Inscape Publishing Authorized Distributor for assistance.*