Worksmart on Catalyst™ in Performance Reviews

Your Guide to a Better Review Conversation

Why Bring DiSC® into Your Review

The best performance reviews are conversations. But most of us walk into our reviews after reflecting on what **we did**, but not about **how we're going to talk about it**. That's the gap DiSC® closes. When you understand your own working style and your manager's, you can prepare for the conversation and make have a better review experience.

What you can do with Everything DiSC® on Catalyst

- Get clear on what you want out of the conversation before you're in it
- Say the difficult thing in a way your manager can hear
- Ask for what you need in terms of growth, support, or direction
- Give your manager useful feedback, not just polite feedback

> **One important note:** DiSC isn't a reason your work turned out the way it did, and it isn't a limit on what you're capable of. It's a tool for understanding how to have a more productive conversation.

Before the Conversation

Get Ahead with Worksmart: Choose Your Module

Worksmart self-guided modules are on-demand modules in Catalyst, about 20 minutes each, focused on common workplace challenges. Three of the modules, listed below, map directly to performance review conversations. Choose the one that resonates with you.

Choose this Module	When This Sounds Like You
Giving Constructive Feedback	You want to prepare for the conversation, and you have feedback for your manager, not just the other way around.
Navigating Conflict	You're expecting a challenging conversation. Maybe about a rating, a project that went sideways, or how the year gets characterized.
Navigating Change	Your role, team, or priorities have shifted a lot, and you want to talk about what impact it's had on your work.

Each module ends with an action plan you build for a specific person, in this case your manager. It lives in Catalyst (and only you can see it) so you can open it again the morning of your review, and again for your next review. Work through your chosen module and build your action plan with your manager as the colleague. You'll get language and strategies specific to your style paired with theirs.

Decide in advance what you want to cover in your review conversation and take notes to ensure you cover your key points.

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During the Conversation

- Bring your notes to the meeting.
- Use your Worksmart Action Plan or the quick reference below to frame things in a way that resonates with your manager's style. If you're bringing up something difficult, say what you want: "I want to talk about the project handoff, and what I'm hoping is a clearer process next time."

After the Conversation

- Write down what you agreed to while it's fresh, in your own words.
- Turn one thing from the conversation into something concrete you'll do in the next 30 days.
- Revisit your Worksmart action plan. It's built for the working relationship, not just the review, so it's useful in the future.
- If something landed badly or went unsaid, schedule a follow-up conversation for the next week so you have the opportunity to re-engage.

Quick Reference: Reading Your Manager's Style

Use the **Worksmart Action Plan** you created, then use the information in the appropriate column below.

DiSC® Style	D Style	i Style	S Style	C Style
What they tend to focus on	Results, ownership, what comes next	Energy, relationships, the team	Consistency, effort, how you are doing	Accuracy, quality, evidence
How to open	Lead with outcomes, then context	Lead with a story or a high point	Lead with how the year has gone for you	Lead with your own assessment
How to raise a concern	Be direct and bring a proposed fix	Be warm but specific, don't soften it away	Raise it early and calmly, not as a surprise	Bring the detail and the example
How to ask for what you want	Frame it as a challenge you're ready for	Frame it as something you're excited about	Frame it as a next step, not a leap	Frame it with criteria for what "good" looks like
How to give them feedback	Short, specific, no preamble	Positive first, then the ask	Clear, private, and specific	Concrete, with what you'd change
What helps them hear you	Brevity and confidence	Enthusiasm and connection	Patience and reassurance	Preparation and precision
Avoid	Long windups, hedging	Flat delivery, criticism with no warmth	Springing something on them, bluntness	Vagueness, rushing them to see it your way

Don't have Worksmart yet? You can still prepare with what's already in Catalyst. Use **Compare a Colleague** to see where you and your manager are on the continua, or use **Get Advice** for a specific situation. ***Or, ask your DiSC administrator or L&D team how to get access to Worksmart.***

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