Worksmart on Catalyst™ in Performance Reviews

Manager's Guide to More Effective Performance Conversations

Why Use Worksmart on Catalyst™ in Performance Reviews?

Performance reviews shouldn't be one-size-fits-all. Your team members get motivated, receive feedback, and think about development differently. When you integrate DiSC® into performance conversations, you create **personalized, productive dialogue** that actually resonates.

What DiSC® on Catalyst helps you do:

- Ask more effective questions based on how each person works
- Frame feedback in ways that land effectively
- Have development conversations that inspire action
- Set goals that align with how people work best

Important: DiSC is not an excuse for poor performance or a box that limits potential. It's a tool for understanding how to coach each person effectively.

Before the Conversation

Choose Your Worksmart Module

Worksmart is available in two formats: On-demand, self-guided or trainer-led, and they're focused on the most common workplace challenges. Self-guided modules take about 20 minutes each, and trainer-led modules take less than an hour. The modules map directly to performance review conversations. Choose the module that resonates best for your situation.

Choose this Module	When This Sounds Like the Conversation You Need to Have
Giving Constructive Feedback	You have feedback to deliver, and you want it to land the first time.
Navigating Conflict	You're expecting pushback. Maybe on a rating, or after giving feedback on a project that went sideways.
Navigating Change	Their role, team, or priorities shifted a lot, and the review must account for how that impacted their work.
Motivating Others	They haven't been participating and you need to discuss engagement as part of their performance
Empowering Others	You're handing over more scope, or asking them to stretch

Each module ends with an action plan you build for a specific person. 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 direct report. You'll get language and strategies specific to your style paired with theirs. Do this for each direct report so you have custom actions to use with each team member.

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During the Conversation

- Start with their perspective before you give yours
- Use your Worksmart action plan, or the Quick Reference Guide below to guide your conversation
- Keep the conversation performance & growth, not style or labels
- Ask more questions than you think you need to

After the Conversation

- Write the goals down in language that matches how they work
- Check in on progress regularly, using Everything DiSC® on Catalyst™ to prepare for those conversations too
- Revisit your Worksmart action plan. It is built for the working relationship, not just the review, so it stays useful
- If something landed badly or went unsaid, schedule a follow-up the next week

Quick Reference: Reading Your Employee'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
Opening Question	"What are you most proud of accomplishing?"	"What energized you most this year?"	"How has this year felt for you?"	"How would you assess your performance?"
Challenge Question	"What obstacles got in your way?"	"When did you feel disconnected?"	"What changes were hardest?"	"Where did you lack time or information?"
Development Question	"What's the next challenge you want?"	"How do you want to grow your influence?"	"What would you like to get better at?"	"What expertise do you want to deepen?"
Goal Question	"What ambitious goal would you set?"	"What would make next year fulfilling?"	"What's a realistic but meaningful goal?"	"What measurable goals would you set?"
Feedback Style	Direct, solution-focused	Positive first, supportive	Gentle, reassuring, private	Specific, data-driven
Motivators	Autonomy, challenge, results	Recognition, collaboration	Stability, support	Accuracy, expertise
Avoid	Over-explaining, softening	Public criticism, coldness	Surprises, harshness	Vagueness, rushing

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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