



EXCELLENCE FOR LEARNING™

Student Version



Sally Student

7-27-2011



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Successful communication with others involves skills that are developed through practice and effort. It is a process that must include the active participation of each person involved.

This program was developed to help each person achieve the following objectives:

- 1) To identify and understand your natural behavioral style
- 2) To understand and appreciate other styles
- 3) To improve your communication with others

The key areas identified in this report are:

- a. The kinds of activities you like, and how you do them
- b. How you like to communicate
- c. Study tips

Identify those statements that are most important to you, and WHY. REMEMBER: Effective communication requires a commitment from everyone concerned!



Understanding yourself and others is the first step toward developing effective communication. Based on Sally's responses, the report has selected statements to provide a basis for understanding her behavior. Read each statement and discuss it with other family members. Eliminate any statement which EVERYONE agrees does not apply.

- I feel good about myself and others.
- I sometimes become very cooperative when I ask to do something for myself.
- I not only like to explain what I have been doing, but how I've been doing it.
- I have a tremendous sense of urgency to get things done and sometimes will sacrifice quality for speed.
- I like to be seen as flexible and sometimes I am so flexible I get into trouble.
- I sometimes do things that are not expected of me in order to gain attention.
- I need to be liked and want to like others.
- I enjoy having friends come to the house.
- I like recognition for my achievements. The more people know about my achievements the better.
- I have many friends because they always have a good time around me.
- I don't like to be seen as "just like the others" or as being seen as average.
- I sometimes quarrel with family and friends because I like to do things my way.
- I like to do things on the spur of the moment.
- I like to be seen as the life of the party.



GENERAL STATEMENTS

- I like others to listen to me when I am talking.
- I tend to seek attention both through winning and losing.
- I can be called a talker.
- Sometimes I may be so excited about what I have to say that I forget and interrupt people while they are talking.
- I have a very positive sense of humor which others may not always appreciate.
- When in trouble I enjoy talking my way out of it.
- I like to do things my own way.
- I like to do things my own way and then sell you on the fact that it was the correct way.
- My mind is very active and I usually think of many things at the same time.
- I'm very good at working with other people.



CHECKLIST FOR COMMUNICATING

This section of the report provides methods for communicating with Sally. Read and discuss each statement. Identify those statements which are most important to Sally. Share these statements with other family members. Make a list and practice using them in your daily communication with Sally.

- Verify that the message was heard.
- Plan follow-up meetings.
- Give deadlines for projects.
- Understand her need to be involved with many activities.
- Be isolated from interruptions for important talks.
- Provide ideas for the action needed to achieve her goals.
- Be open, honest and informal.
- Understand that her sporadic listening is caused by her active mind.
- Provide a warm, friendly environment.
- Talk about her goals and opinions.
- Be specific and leave nothing to chance.
- Share your feelings.



DON'TS ON COMMUNICATING

This section of the report lists the things NOT to do when communicating with Sally. Read each statement and identify those that result in frustration or ineffective communication. Share them with all family members so they can refrain from using these methods.

- Don't dwell on small details or her mind will wander to other activities, thus not hearing what you said.
- Don't forget to follow up and check on her promises.
- Don't assume she heard what you said.
- Don't become upset when she shows off.
- Don't leave decisions hanging in the air.
- Don't solve her problems for her all the time. If it's her problem let her solve it. Listen to her solutions.
- Don't take credit for her ideas.
- Don't be cool and distant. She prefers a warm, friendly environment.
- Don't dictate to her in all aspects of her life. She will be turned off by overcontrol.
- Don't talk down to her.
- Don't talk too slow or her mind will wander.
- Don't overcontrol the conversation. Remember, she likes to talk.



After reading your study tips, select two or three tips and incorporate the ideas into your studying habits.

- Use Library for studying when possible.
- Don't doodle.
- Review your notes after class.
- Determine the grade you want in each class before the term begins and study accordingly.
- Do only one class assignment at a time.
- Underline or highlight when you read-make study notes.
- Cut down on some of your activities and devote this time to studying.
- Set aside time to plan.
- Take vigorous notes.
- Use short sentences when taking notes - leave out unnecessary words.
- Listen for ideas and the facts to support the idea.



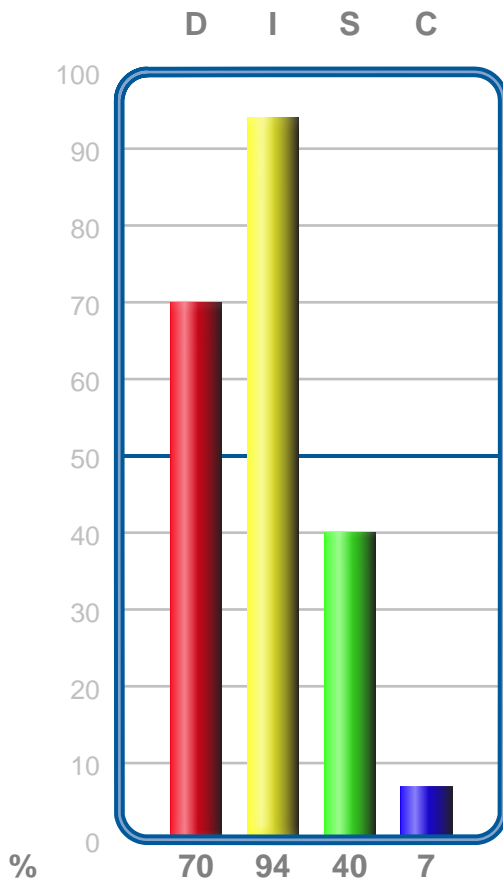
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MOST

Graph I

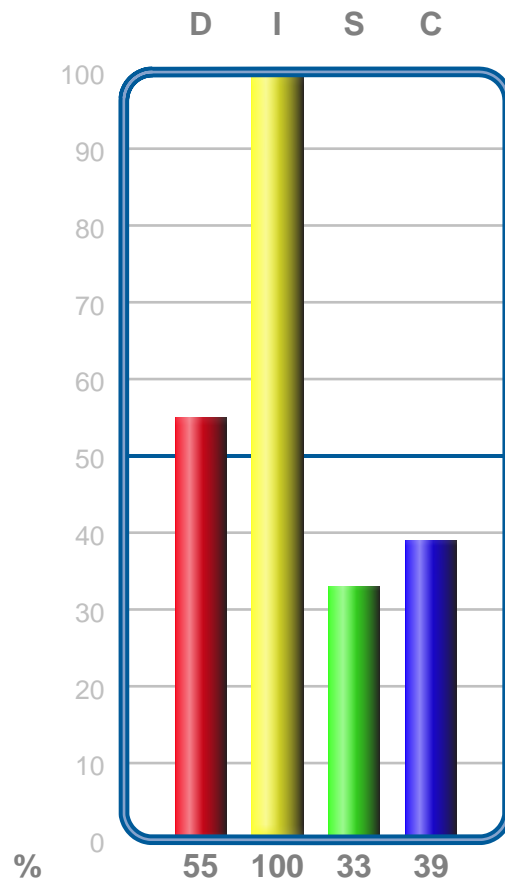
Adapted Style



LEAST

Graph II

Natural Style



Norm 2009



The Success Insights® Wheel is a powerful tool popularized in Europe. In addition to the text you have received about your behavioral style, the Wheel adds a visual representation that allows you to:

- View your natural behavioral style (circle).
- View your adapted behavioral style (star).
- Note the degree you are adapting your behavior.
- If you filled out the Work Environment Analysis, view the relationship of your behavior to your job.

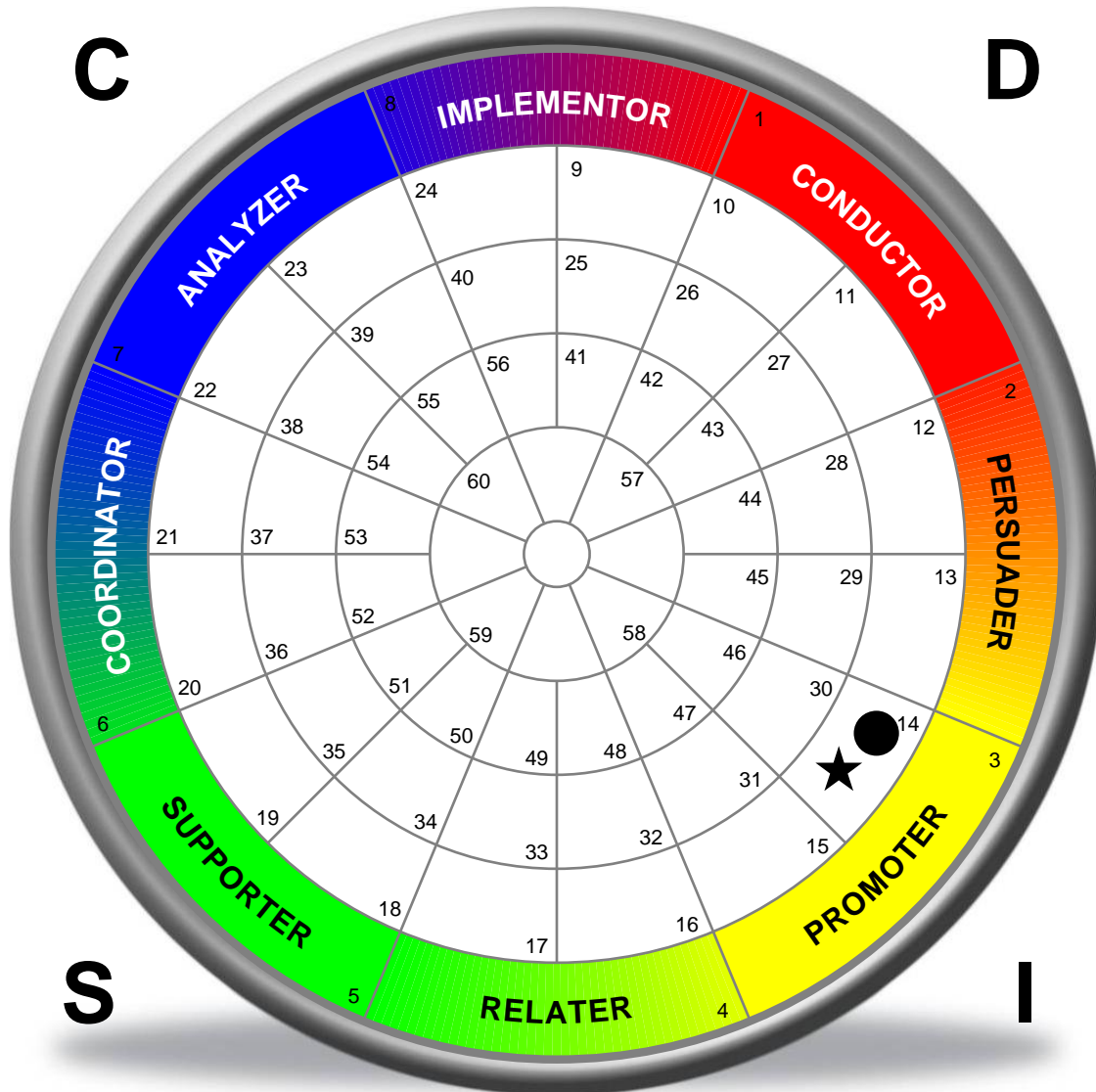
Notice on the next page that your Natural style (circle) and your Adapted style (star) are plotted on the Wheel. If they are plotted in different boxes, then you are adapting your behavior. The further the two plotting points are from each other, the more you are adapting your behavior.

If you are part of a group or team who also took the behavioral assessment, it would be advantageous to get together, using each person's Wheel, and make a master Wheel that contains each person's Natural and Adapted style. This allows you to quickly see where conflict can occur. You will also be able to identify where communication, understanding and appreciation can be increased.



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Adapted: ★ (14) PERSUADING PROMOTER

Natural: ● (14) PERSUADING PROMOTER

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Today's workplace is in constant change. As a result, careers are changing to keep pace. The average person can expect to change careers 5 times during their working life. That does not take into account the average 2-4 job changes within each career. Given this reality, it becomes more important than ever to make informed career decisions. There is no better preparation for career changes than in-depth knowledge of your own talents and how you can maximize them to succeed.

The Job Indicator section of your report has been developed to assist you in matching your natural behavioral design "talents" to jobs. This section will guide you through jobs that best match your behavioral design based on the education level you selected at the beginning of the assessment process. The job list is prioritized with your best behavioral design match at the education level you selected at the top. This will assist you in making informed career choices based on what best suits your natural behavioral design.

Research suggests that over 50% of people at work hold jobs that do not suit them behaviorally and they are neither fully motivated nor satisfied with their contribution. The good news is the closer the behavioral demands of the job match your own natural behavior, the more satisfaction and personal reward you will find in your work.

It is difficult if not impossible to incorporate in this report all the information on the subject of job content and career planning. There are websites available that cover these topics and will give you additional insights into the jobs listed in this section. The websites are the O*NET Occupational Information Network: <http://online.onetcenter.org> and the US Dept. of Labor, Employment & Training Administration: www.doleta.gov/programs/onet.



CODE	OCCUPATION
51-3011	Baker
35-3011	Bartender
43-5011	Cargo & Freight Agent
41-2011	Cashier
39-6012	Concierge
41-2021	Counter and Rental Clerk
43-5031	Dispatcher
27-1023	Floral Designer
43-4081	Hotel, Motel and Resort Clerk
43-4161	Human Resources Assistant
33-9092	Lifeguard, Ski Patrol other recreational protective service worker
43-4151	Order Clerk
41-9011	Product Promoter & Demonstrator
43-4171	Receptionist and Information Clerk
43-6011	Secretary & Administrative Assistant
21-1093	Social & Human Services Assistant
55-3018	Special Forces



CODE	OCCUPATION
41-3011	Advertising Sales Agent
27-3011	Announcer - Radio & TV
27-2021	Athlete & Sports Competitor
13-1199.04	Business Continuity Planner
11-1011	Chief Executive
27-2032	Choreographer
27-2022	Coach & Scout
15-1011	Computer & Information Scientist, Research
27-4099	Director of Social Media
15-1099.12	Electronic Commerce Specialist
27-1022	Fashion Designer
11-1021	General & Operations Manager
41-3021	Insurance Sales Agent
27-3091	Interpreter & Translator
11-9081	Lodging Manager
19-3021	Market Research Analyst
11-9111	Medical & Health Services Manager
13-1121	Meeting & Convention Planner
27-1026	Merchandise Displayer & Window Trimmer
15-1081	Network Systems & Data Communications Analyst
13-2052	Personal Financial Advisor
13-1071.02	Personnel Recruiter
27-2012	Producer & Director
27-3031	Public Relations Specialist
41-9022	Real Estate Sales Agent
29-1125	Recreational Therapist
41-9031	Sales Engineer
41-4011	Sales Representative
41-3031	Securities, Commodities, Financial Services Sales Agent
25-3021	Teacher Self-Enrichment Education
25-2022	Teacher, Middle School
25-1194	Teacher, Post-secondary Vocation Education
41-9041	Telemarketer
11-3042	Training & Development Manager
15-1099.05	Web Administrator



CODE	OCCUPATION
11-2011	Advertising & Promotion Manager
27-3011	Announcer - Radio & TV
27-1011	Art Director
19-2011	Astronomer
27-2021	Athlete & Sports Competitor
13-1199.04	Business Continuity Planner
11-1011	Chief Executive
27-2032	Choreographer
27-2022	Coach & Scout
15-1011	Computer & Information Scientist, Research
27-4099	Director of Social Media
11-9039	Distance Learning Coordinator
19-3011	Economist
11-9032	Educational Administrator, Elementary & Secondary School
15-1099.12	Electronic Commerce Specialist
17-2081	Environmental Engineer
27-1022	Fashion Designer
11-3031	Financial Manager
11-1021	General & Operations Manager
11-3049	Human Resources, Manager, all other
41-3021	Insurance Sales Agent
27-3091	Interpreter & Translator
11-9081	Lodging Manager
13-1111	Management Analyst
19-3021	Market Research Analyst
11-9111	Medical & Health Services Manager
13-1121	Meeting & Convention Planner
15-1081	Network Systems & Data Communications Analyst
13-2052	Personal Financial Advisor
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