



KNOWING ME

Discovery Report

for

WDS AFRICA





DISC is Easy to Remember



DISC is easy to remember using letters, colors and symbols.

Symbol	Behavior	Key Words	Color Meaning	Symbol Meaning
	OUTGOING and TASK-ORIENTED	<ul style="list-style-type: none"> • Dominant • Direct • Demanding • Decisive • Determined • Doer 	<p>GREEN means GO - like a green light in traffic!</p> <p>They are always looking for a TASK to GO DO. They were born ready!</p>	<p>The EXCLAMATION POINT represents being emphatic!</p> <p>They like to face everything head-on!</p>
	OUTGOING and PEOPLE-ORIENTED	<ul style="list-style-type: none"> • Inspiring • Influencing • Impressionable • Interactive • Impressive • Involved 	<p>RED is highly VISIBLE and BRIGHT</p> <p>They are always easy to spot. The party begins when they show up!</p>	<p>The STAR symbol means they are the star of the show!</p> <p>They make life FUN and EXCITING!</p>
	RESERVED and PEOPLE-ORIENTED	<ul style="list-style-type: none"> • Supportive • Stable • Steady • Sweet • Status-quo • Shy 	<p>BLUE is PEACEFUL like a clear blue sky</p> <p>They like things to be calm, relaxed and peaceful. They are so nice!</p>	<p>The PLUS and MINUS represents being accommodating.</p> <p>Plus or minus, either way is okay. They like to please others!</p>
	RESERVED and TASK-ORIENTED	<ul style="list-style-type: none"> • Cautious • Calculating • Competent • Conscientious • Contemplative • Careful 	<p>YELLOW means CAUTION</p> <p>They like to approach TASKS CAREFULLY. They move through life one calculated step at a time.</p>	<p>The QUESTION MARK represents their inquisitive nature.</p> <p>They have lots of detailed questions, and they need to think things through!</p>



Your Personality Style Blend

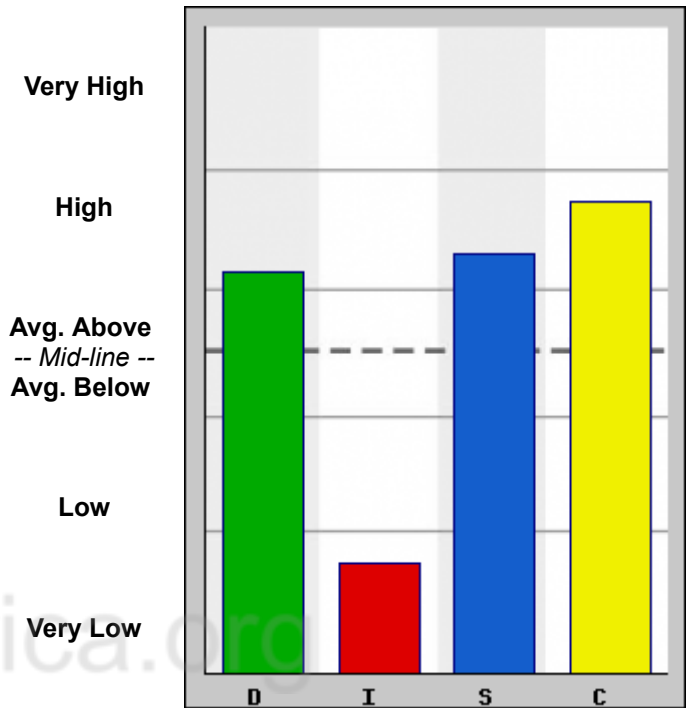


Congratulations, your personality style blend is **C/SD**. By having a CAUTIOUS / SUPPORTIVE / DOMINANT personality style, you tend to seek facts to help people solve problems in a practical way. Working on projects that require attention to detail and providing assistance to others is your strength. A graph of your personality style is shown to the right.

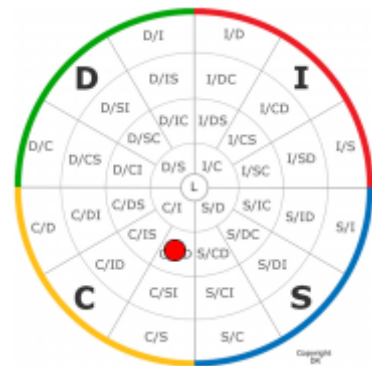
Note: This graph represents your C/SD Style Blend. Please look in the "Graphs" section of this report to see your detailed graphs along with an explanation on how to understand your graphs.

Notice that the "C" is the highest on the chart. That means that you are task-oriented. The Question Mark is your symbol. You are extremely gifted at analyzing tasks. You naturally are good at handling details and producing quality work. Next, notice that in your graph, the S and D areas are above the midline. Your S and D traits support your primary type which is C. S or D traits are usually where you go under stress. You will focus on helping others by taking action on their behalf. Observe that in your graph, the I area is below the midline. I traits are typically blind spot areas that are common with a task-oriented individual. Being aware of these traits will enable you to achieve excellence and a greater quality of life.

Personality Chart



Circle Graph for





Words that Best Describe



- Results-oriented
- Ambitious
- Pioneering
- Practical
- Logical
- Low-keyed
- Thorough
- Optimistic
- Patient
- Responsible
- Confident
- Analytical
- Gifted
- Results-oriented
- Reliable
- Accurate
- Productive
- Curious
- Calculating
- Consistent

Please keep in mind these words may describe you more or less depending on the situation. If you feel that some of the words above describe you very well, then circle them. If you feel like some of the words do not describe you well, simply cross them out. This information is usually 85-95% accurate, but you are welcome to mark it up to match your unique personality style.

This report is NOT meant to label you! It is designed to HELP you UNDERSTAND and DISCover yourself. You can enjoy your unique personality and your strengths!



Keys to Excellence



The following section describes _____ keys to maintain balance and excellence in life based on the dynamics of the **C/SD** personality blend. These keys are important in adapting to the needs and perspective of others. Practicing these insights will cultivate teamwork, productivity, harmony and understanding with others.

Express Your Feelings

Remember that others may not know what is going on inside of you. Expressing your feelings enables you to connect with others more effectively.

Be Enthusiastic

A person who has a reserved nature tends to hold their enthusiasm in check. Go ahead and express your enthusiasm! People are encouraged by and drawn to those who are passionate and positive.

Be a Little Spontaneous

The saying goes, "variety is the spice of life." Be a little spontaneous to allow for more fun and excitement in your life.

Be a Little Outgoing

Be a little outgoing in everyday life. Take the initiative to start conversations with others. The best way to have a great conversation is to ask others all about themselves and listen with genuine interest.



as a Team Member



You are great at working on projects that require attention to details while staying practical and solution-oriented.

Main Motivation: Cautious, practical diligence; conscientious, steady follow-through

Individual Talents and Gifts: Organizing and scheduling activities toward realistic conclusions

Value as a Team Member: Extremely comprehensive; logical and objective with sensitivity to others with whom he or she works

Ideal Environment: A practical specialty field; working in harmony with others

Key to Motivate: Limited exposure to new, untested procedures; clearly thought-out objectives; information presented in a logical order; clear reasons for doing what you are doing; to have a title or job description that explains what you are doing

Keys to Manage: While working with others: C/SD style blends need to remember that just because they "see" it does not mean that everyone else does; a work space in which they can accomplish their duties; logical answers; clear feedback that provides direction

How You Act Best Under Pressure (your perception): Factual; accurate; incisive; a good listener; correct

How Others *May* MISUNDERSTAND and MISREAD Your Actions Under Pressure (if they do not understand you): A know-it-all; superior; pessimistic; blunt; harsh; critical

Things to be aware of (possible blind spots): Feeling the freedom to express personal feelings spontaneously

Complementary Personality Styles: I, I/D, I/C, D/I, D/C



Suggestions for Working with



Based on your C/SD personality blend, others can work more effectively with you by being aware of your basic style. This section is intended for others to be able to refer to in order to work more effectively with you.

The EASIEST way to work with _____ (or anyone with the C/SD blend) is to:

Use facts and figures when making plans; quote experts in the field who can provide solid data; develop a timetable on which you both can agree for completing projects; use appropriate words that do not carry sarcastic overtones.

The LEAST EFFECTIVE way to work with _____ (or anyone with the C/SD blend) is to:

Push too hard with unrealistic deadlines; leave things open-ended that could cause misunderstanding; be shallow or superficial; talk to them in an immature manner; expect them to be overly outgoing or very friendly; put them in the spotlight.



Basic Motivational Style



The following section describes your "Basic Style" which is how you behave most naturally. Everyone has areas that he or she is strong in and areas where there could be personal growth. The following section contains insights into your basic motivation and behavior.

Your best response under pressure is to be patient with others and keep their feelings in mind. You feel least comfortable when you perceive that you may be wrong or experience a lack of peace with others. As a person having a C/SD style blend, you naturally act contemplative, assertive, yet patient. The C/SD style blend wants control, safety and high standards from others. Remember: The key to your success is to exercise being under-control by being flexible with others, especially if they make a mistake.

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Basic Style - Visual Chart

The following section shows your "Basic Style" in the form of a visual chart. The areas in **BOLD** show how you behave most naturally. The following section contains insights into your basic motivation and behavior.

	Dominant	Inspiring	Supportive	Cautious
High Trait Behavior	Tends to act Assertive Likes Control Dislikes Losing Guard against Anger	Tends to act Persuasive Likes Approval Dislikes Rejection Guard against Placing Blame	Tends to act Patient Likes Routine Dislikes Change Guard against Nonparticipation	Tends to act Contemplative Likes Standards Dislikes Being Wrong Guard against Criticism
Low Trait Behavior	Tends to act Cooperative Likes Harmony Dislikes Confrontation Guard against Indifference	Tends to act Unemotional Likes Logic Dislikes Illogical Actions Guard against Suspicion	Tends to act Responsive Likes Variety Dislikes Status Quo Guard against Impatience	Tends to act Free Spirited Likes Non-structure Dislikes Conforming Guard against Emotion
	Dominant	Inspiring	Supportive	Cautious



Priorities and Decision Style for



The following section describes your decision-making style and what tends to be important to you. Your personality style influences how you make decisions based on your priorities. These insights reflect your most natural behavior when faced with choices.

You typically will make a decision based on facts in order to uphold principles and solve problems while seeking peace and maintain the status quo with others. When making a decision, the C/SD style blend tends to focus on rules to accomplish the goal and implement what is acceptable. By having a C/SD style blend, your basic priorities in decision-making are procedures to accomplish excellence and exercise power with predictability and peace with others. Remember: The key to your success is to have under-control actions. Focus on recognizing the need for being flexible with others.

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Understanding your decision-making style can help you become more successful in balancing the issues involved in a situation while interacting with the people who are affected by your decisions.



Priorities and Decision Style Chart

The following section shows your "Priorities and Decision-Making Style" in the form of a visual chart. The areas in **BOLD** show how you tend to process decisions most naturally.

	Dominant	Inspiring	Supportive	Cautious
High Trait Behavior	Your priority is Power to act So you Decide In order to Solve Problems Because you Focus on The Goal	Your priority is People Involvement So you Interact In order to Persuade Others Because you Focus on The Popular	Your priority is Predictability So you Seek Stability In order to Keep Status-Quo Because you Focus on The Accepted	Your priority is Procedure So you Seek Facts In order to Uphold Principles Because you Focus on The Rules
Low Trait Behavior	Your priority is Yielding to Power So you Participate In order to Be a Team Player Because you Focus on The Team	Your priority is less People Involvement So you Isolate In order to Be Self-Persuaded Because you Focus on The Logic	Your priority is Not Predictability So you are Spontaneous In order to Promote Change Because you Focus on The Innovation	Your priority is Not Procedure So you Explore Feelings In order to Be Expressive Because you Focus on Your Feelings
	Dominant	Inspiring	Supportive	Cautious



Professional Growth Insights for



The following section offers insights about how your personality style blend may influence your professional life. In order to be the best YOU possible, it is important to maximize your strengths while, at the same time, minimizing your weaknesses.

This feedback is primarily based on your strongest traits. Consider this section with a mindset of leveraging your strengths in order to bring about the best results possible.

- The key to an effective, successful career has to do with developing by learning and growing. You will develop more by committing to ongoing training and development and learning from others.
- By paying close attention to financial matters, you will gain the ability to have even more structure in life, so that you can effectively accomplish more with your career.
- One way to boost your value to others is to be flexible. Learn how to design in flexibility. Make your plans adaptable.
- The C/SD style blend desires to provide value and accomplish tasks. Your career will benefit from your natural tendency toward efficiency and effectiveness.
- In developing your career, you will experience others that are uncommitted to what you do and to other areas of life. Keep in mind not everyone has a desire to learn and grow. If they are not committed, do not take it personally.
- Begin working with leaders based on their personality style. Adapt your style. See things from their perspective.
- It is uncommon for those with a C/SD blend to be very expressive with their feelings. Set yourself apart in your profession by sharpening your ability to convey how you feel.
- Building relationships and using your natural ability to solve problems and accomplish tasks will allow you to be more successful long-term. Discover ways to interact with people, and learn how to relax.
- Being focused and learning from the advice and direction from successful leaders are the keys to your development both personally and professionally.
- Building an effective career is about working smarter not just harder. Make sure to develop ways to connect with others. This is an important principle in life and work.



Long-term Development Insights for



The following section offers insights about how your personality style blend may influence your professional life in a long-term manner. The focus here is to provide input to you which will not only help you be more successful now, but may also help you to compensate in areas that might otherwise hold you back from achieving your full potential. This feedback is designed to make you more aware of areas that are related to your less-predominant traits. Consider this section with the mindset that learning to adapt your behavior in these areas will result in maximizing your success.

- Life is about balance. Convince yourself that you will create balance in life by learning to relax verses focusing on tasks. Remember you are a human being not a human doing.
- Remember to motivate and influence others based on their personality style. What appeals to you may not appeal to someone else.
- Commit to taking time to enjoy life. When you schedule down time, you are able to think and analyze more effectively. This will lead to better decisions.
- Important: Most people buy into people not programs or systems or products. Stay focused on people not just getting things done.
- A key principle in relating with others: people want to know how much you care, before how much you know. Remember this in building relationships and growing professionally.
- In developing by learning and growing, it is important to let your strengths carry you, and let your weaknesses concern you.
- The way to have greater purpose is to develop ways to support others. When you stretch, you grow. By focusing on the needs of others, you will gain substantial benefits both personally and professionally.
- A secret key to your success is focusing more on relating with others. By building a relationship, you build a stronger work environment
- Be careful about giving too much detail and information. Convince yourself of the importance of adapting to others. Too much information to some individuals is confusing.



Communication and Presentation Tips



The Main Thing to Remember:

because your primary style is **C**
Please remember to:

express care for people in your communication.

Your Keys to Success:

when you are communicating with others, it is important to remember the other person may have a different personality style than you do. Consider your possible blind spots, and remember the following when you present:

- 1) **Do not get caught up in too much detail.**
- 2) **Keep in mind the person vs. the process.**
- 3) **Remember to smile, and be cordial.**

Next, let's see how to relate to the 4 basic personality styles ...



Communication with a D-Style Person



with someone who is primarily D (dominant)

because your primary style is **C**,

Please remember the following when communicating with a **D-style** person:

- 1) **Emphasize the goal and solution.**
- 2) **Get to the result first, then the details later.**
- 3) **Be efficient in your use of time.**

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INSIGHT: Be confident and sure of yourself. Your friend may be forceful. Show strength. Be direct. Emphasize results.



Communication with an I-Style Person



with someone who is primarily I (inspirational)

because your primary style is **C**,

Please remember the following when communicating with an **I-style** person:

- 1) **Emphasize how much you recognize and admire him or her.**
- 2) **Consider dreaming using stories about his or her future success.**
- 3) **Be willing to listen to him or her when he or she gets sidetracked. Remember their focus is on people and image vs. too much detail.**

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INSIGHT: Be enthusiastic and complimentary. Your friend will talk and exaggerate a lot. Listen and don't try to control the conversation or prove your point.



Leadership Insights to the D-Style



How to relate best to someone who is primarily Dominant:

They want to know:	WHAT
If they are interested, they will:	CHALLENGE YOU
They want you to:	BE DIRECT
Because they will:	DECIDE QUICKLY

They want to be in control, and they will only decide about a matter if they can see how it relates to their goals. Their main motivation will probably be to solve some sort of problem or achieve something. Leadership with this personality style is primarily about presenting solutions that are relevant to them.

Phrases to use: (encourage their eagerness to lead)

You are in charge.
I have confidence in you.
You have complete authority to make it happen.
I'll give you whatever resources you need to meet the goal.
I know that, if anyone can handle this situation, it's you.
What do you need to move ahead?
What would you like to do next?
Your leadership in this matter is critical.
See what solutions you can come up with, and go with whatever you think is best.

In Summary:

Their issue is POWER. They will DECIDE in order to SOLVE PROBLEMS, because their focus is THE GOAL.

Note: Review the page on Communication with a D-Style to know how to say things in a way that they will be receptive to. Adapt your style to their personality needs.



Leadership Insights to the I-Style



How to relate best to someone who is primarily Inspirational:

They want to know:	WHO
If they are interested, they will:	TELL YOU HOW THEY FEEL
They want you to:	BE EXCITED
Because they will:	DECIDE EMOTIONALLY

Their priority of people means that they want to feel good about you and the people you are associated with. Be excited with them. Talk energetically with them about other people, interesting stories and fun things to do. Leadership of this personality style is primarily about moving enthusiastically with them toward short-term goals that involve dynamic interaction with people.

Phrases to use: (encourage their energy with people)

Who can we get together to work on this project?
Who would you like to have on your team?
We are looking for someone with energy and enthusiasm like you!
How soon can you pull together a meeting with everyone?
Can you help me with some ideas to get this started?
I'm so excited that we get to work together!
You add so much fun to everything!
What would be a good way to reward ourselves when we reach our first goal?
Thank you for your positive attitude and outlook!

In Summary:

Their issue is PEOPLE. They will INTERACT in order to PERSUADE OTHERS, because their focus is THE POPULAR.

Note: Review the page on Communication with an I-Style to know how to say things in a way that they will be receptive to. Adapt your style to their personality needs.







What to Emphasize with Each Style

With DOMINANT (D) Style People Emphasize:	With INSPIRING (I) Style People Emphasize:
<ul style="list-style-type: none"> • Results • Opportunities • Solutions • Goals • Plans • Wise use of time • Leadership role • Authority • Their bold nature • Bottom line • Ownership • Efficiency 	<ul style="list-style-type: none"> • Fun • Enjoyment • Recognition • Dreams • People • Lifestyle • Energy • Enthusiasm • Their outgoing nature • Expectations • Stories • Success
With CAUTIOUS (C) Style People Emphasize:	With SUPPORTIVE (S) Style People Emphasize:
<ul style="list-style-type: none"> • Quality • Value • Logic • Principles • Honesty • Integrity • Consistency • Validation • Their inquisitive nature • Details • Loyalty • Correctness 	<ul style="list-style-type: none"> • Support • Reliability • Teamwork • Service • Peace • Family • Steadiness • Relationships • Their cooperative nature • Understanding • Security • Friendships
<p>Remember: Emphasize what others are interested in!</p>	

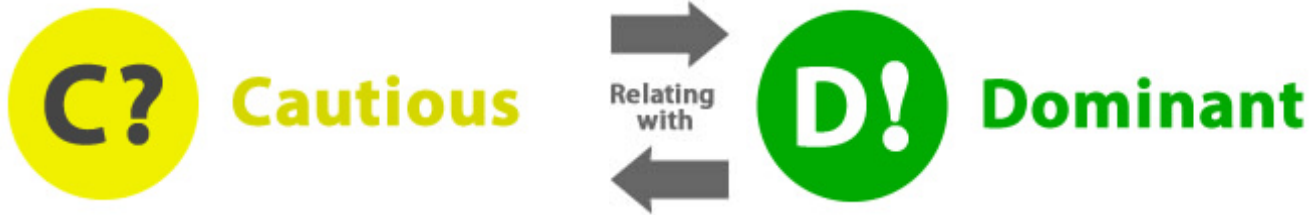
3 Special Tips to Remember



If Your Style is	Remember
	<ul style="list-style-type: none"> • Don't push • Give people time to process and think • Use softer tones
	<ul style="list-style-type: none"> • Be organized • Stay focused • Be credible
	<ul style="list-style-type: none"> • Be confident • Remember that challenges are okay • Don't be controlled by FEAR (False Evidence Appearing Real)
	<ul style="list-style-type: none"> • Don't overdo details • Remember the person, not the task • Smile more and lighten up a little



Relationship Insights for the Dominant D-Style



Because your primary style is C ...

Remember the following when working with a **Dominant D-Style** person:

STRENGTHS you share:

Both of you share a similar bent toward accomplishing tasks. As long as you share the same goals, you can be very effective as a team.

STRUGGLES you may face:

You may have conflict if you take different approaches to accomplishing a task. You want things done "right," and this person is focused on getting things done quickly. "Right" to the D-type is seldom complicated in his or her mind. They may think that you are over-analyzing things, while you may think that he or she is being too hasty.

STRATEGIES for relating and conflict resolution:

Accept the fact that the D-type person needs to have some control and the ability to take some action. Allow this person to take some risks. Do not criticize or expect perfection. Instead, be willing to recognize and affirm this D-type person's accomplishments. Try to see his or her perspective rather than arguing your point.



D Styles: How Others Can Perceive Them



Under Control How you see yourself	Out of Control How others may perceive you
Outspoken	Rude
Assertive	Cruel
Productive	Inconsiderate
Straight-forward	Detached
Goal-oriented	Impatient
Confident	Conceited
Competitive	Ruthless
Bold	Arrogant
Deliberate	Dictatorial

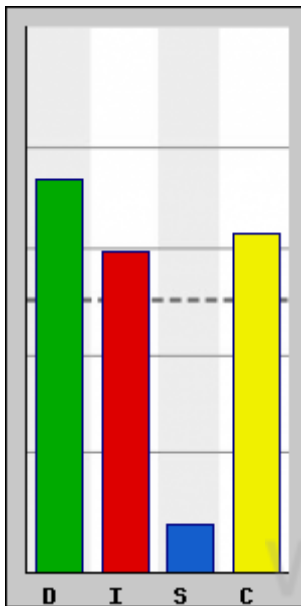
Insights into the "D" Personality Style:

"High D" personality styles are often misunderstood. A high D who is able to adapt to the pace of others and communicate on a personal level is much more likely to maintain good relationships (which ultimately leads to more productivity). They can be intense. They tend to know 2 speeds in life - zero and full throttle. Those who work with the high D can remember not to take everything personally. While high D personality styles can be seen as being all about "getting-it-done," it is important to remember that they also have feelings and personal needs. They can be very caring, but the way they express their feelings tends to be by doing something for the ones they care for. Show the high D some respect, pick up the pace a little, and you'll make a hard-working, loyal friend!

Graphs for

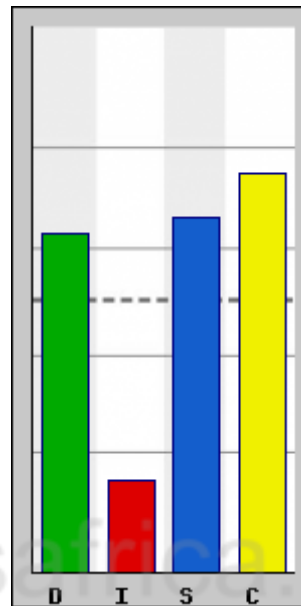


**Environment Graph
(How People See You)**



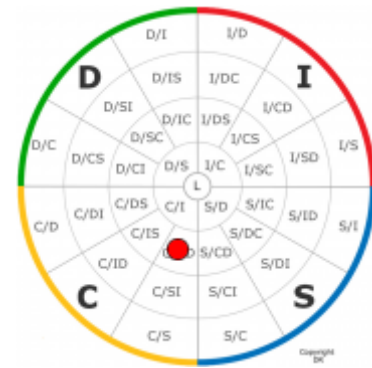
72 59 9 62

**Basic Graph
(The Real You)**



62 17 65 73

**Circle Graph
(Basic at-a-glance)**









Blend = C/SD

Overview of Your Graphs

The bar graphs above show levels for your D, I, S and C personality traits. The higher the level of the trait, the stronger it is. The graph on the left is called **Your Environment Graph** which shows how people see you. It shows how you tend to act with other people in your environment. The graph in the center is called **Your Basic Graph**. This graph reflects how you see yourself. It shows how you are most comfortable acting (the real you). **Your Basic Graph in the center was used to determine your personality blend as being C/SD.** The graph on the right is called your **Circle Graph** and is an at-a-glance view of your Basic Graph. Keep in mind that **behavior in your environment is often different than your real personality preferences.** This report can give you insights into the dynamics of your personality style. You may exhibit very different personality traits in different situations. That is normal. **As you learn to see the patterns in your behavior, you will be able to interact more effectively with others.**

Reading Others - What to Observe

Use the chart below to help you quickly identify a person's primary personality style.

Observation		D	I	S	C
	Likes to do things	The FAST way	The FUN way	The TRADITIONAL way	The PROPER way
	Personal Decor	Large desk, awards, useful accessories	Flashy, trendy, with fun pictures	Family pictures, personal mementos	Aesthetically pleasing, unique, functional
	Body Language	Big gestures, leans forward, advancing	Expressive, friendly posture, amusing	Gentle gestures, reassuring	Unemotional, controlled gestures, assessing
	Speech Pattern	Directive tones, abrupt, interrupting, intentional	Talkative, varied tones, personal, easily distracted	Conversational, warm tones, friendly, prefers listening	Clarifying, monotone, logical, focused, questioning
	Processes by asking	What?	Who?	How?	Why?
	Personal Strength	Firm	Fun	Friendly	Factual



Success in Sales



Understanding and Persuading Clients	
Dominant "D" Clients	Inspiring "I" Clients
<p>Expect them to:</p> <ul style="list-style-type: none"> Be direct and to-the-point Want to do things their way Be deliberate and focused Decide quickly and be in a hurry Be a little confrontational Have strong opinions <p>Persuade them by:</p> <ul style="list-style-type: none"> Being responsive & solution-oriented Giving them choices Not pushing Being confident 	<p>Expect them to:</p> <ul style="list-style-type: none"> Be enthusiastic Be talkative and interactive Be impulsive Be interested and upbeat Decide emotionally Not be detail-oriented <p>Persuade them by:</p> <ul style="list-style-type: none"> Being positive and energetic Using testimonials and references Staying in regular contact with them Giving them recognition and credit
Cautious "C" Clients	Supportive "S" Clients
<p>Expect them to:</p> <ul style="list-style-type: none"> Be unemotional Be logical Be focused on specific questions Make decisions carefully Ask questions <p>Persuade them by:</p> <ul style="list-style-type: none"> Being credible Demonstrating value Providing quality answers Being patient and consistent 	<p>Expect them to:</p> <ul style="list-style-type: none"> Be friendly and agreeable Procrastinate Be concerned about changes Decide slowly Be uncomfortable under pressure <p>Persuade them by:</p> <ul style="list-style-type: none"> Being sincere Being patient and caring Being a friend Offering personal help



Appendix

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Personal Review for

Date: _____

Review your Discovery Report and write the answers in the following worksheet in your own words.

My Personality Blend is: (page 6) _____

My Strengths are: (page 8)

One Key to Balance and Excellence that will help me is: (page 9)

Something important that I learned about how I work on a team is: (page 10)

Something important that I learned about my communication style is: (pages 14-15)

Something important that I learned about my priorities and decision style is: (pages 16-17)

Something I can remember when communicating with others is: (page 21)

Something important that I need to remember daily: (page 31)



Terms for 'Guard Against' Responses



The following words are used to describe behaviors that all personality styles should guard against (see the Basic Style Chart on page 20). Brief periods of quick reactions or out-of-control behavior are normal when a person is in a fearful situation; however, it is important to RESPOND instead of REACTING to situations. Responding allows a person to be in-control (exercise self-control). Fears may be a cause for concern, but they should not control a person.

Anger - A secondary response when you have experienced hurt or fear. Rather than getting angry, ask yourself who hurt you or what are you fearful of at the present moment. Dealing with your hurt or fear can help calm your anger.

Blame - Avoiding taking responsibility; a person can blame people or circumstances.

Nonparticipation - Not engaging, no response, minimal interaction.

Criticism - Not understanding the need to set realistic expectations of themselves and others.

Indifference - No emotion, a person just doesn't care; no importance or value one way or the other; disinterested; unconcerned.

Suspicion - Thinking that the other person has an ulterior motive or is not sincere.

Impatience - Feeling a strong need for some type of action or result.

Emotion - Personal feelings. High C styles (cautious, calculating) may allow reason (intellect, logic) to so rule over emotion that emotion is given no value at all. Low C styles may allow emotion to rule over reason so much that they are not rational.



More Resources Available



Dear

We hope that you have enjoyed reading your **Discovery Report**.

Please contact us if we can be of assistance.

Thank you.

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Beyond Careers

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