

Mini-DISC Communication Planner

"The real voyage of discovery consists, not in seeking new landscapes, but in having new eyes." Proust

DIRECTIONS:

1. Recall the different co-workers, direct reports, and peers you interact with daily. Pick one person you'd like to 'understand and influence' for this exercise. This should be someone you'd like to improve communication with, reduce tension, and create a more effective working relationship.

Make sure the person you select:

- a) Is essential to your performance/work goals, AND
- b) Is a person you are willing to: *'See with New Eyes.'*

The Person I Selected Is:

2. Recall recent interactions with this person:

3. Keep recent interactions in mind as you **complete the Mini-DISC Communication Planner** on the following pages.
4. Select **only one MOST** and **only one LEAST** for each of the eight items.

Mini-DISC Communication Planner

Mini DISC Page 2 of 5

RECALL PAST INTERACTIONS WITH THIS PERSON... PICK <u>ONE</u> MOST & <u>ONE</u> LEAST FOR EACH QUESTION.		MOST Like This:	LEAST Like This:
1. When this person talks, he or she...	Is soft spoken	Z	X
	Speaks loudly & with emotion	Y	Q
	Speaks self-assuredly	X	Z
	Speaks unemotionally	Q	Y
2. When you listen to this person in a conversation, he or she...	Has a calm, friendly tone	Z	X
	Says a lot, quickly & energetically	Y	Z
	Offers little to no small talk	Q	Y
	Tends to dominate the conversation	X	Q
3. When this person is listening in a conversation you notice that he/she...	Tends to jump in with input quickly	X	Z
	Is quiet, receptive and friendly	Z	X
	Is expressive & responds energetically	Y	Q
	Is attentive and quiet as others talk	Q	Y
4. When this person is in conversation, they tend to focus here first...	Focuses on feelings, fun and people	Y	Q
	Focuses on key facts & the bottom line	X	Y
	Focuses on logic & wants all the details	Q	Z
	Focuses on accomodating & is cautious	Z	X

Numbers from page 2:

X____ Y____ Z____ Q____

Mini-DISC Communication Planner

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RECALL PAST INTERACTIONS WITH THIS PERSON... PICK <u>ONE</u> MOST & <u>ONE</u> LEAST FOR EACH QUESTION.		MOST Like This:	LEAST Like This:
5. As you think about this person's physical behavior, you notice that he or she...	Acts impatient & paces or moves around a lot	X	Z
	Shows excitement & gestures a lot with his or her hands	Y	Q
	Shows little emotion & is more reserved in expressions	Q	Y
	Appears relaxed & maintains friendly eye contact	Z	X
6. This is how this person usually comes across in meetings, he or she....	Appears eager & enthusiastic	Y	Q
	Appears agreeable & relaxed	Z	X
	Appears restless & impatient	X	Z
	Appears reserved & questions the plan	Q	Y
7. This is how this person tends to interact with others, he or she...	Is easy-going & friendly	Z	X
	Is reserved & does not usually interrupt	Q	Y
	Tries to take charge	X	Z
	Expresses feelings often & openly	Y	Q
8. This is how this person usually responds to tasks or relationships, he or she...	Is spontaneous , moves fast & has lots of ideas	Y	Q
	Draws quick conclusions & is the first one finished	X	Z
	Is thorough, wants perfection & follows standards	Q	Y
	Is a team player, cooperative & systematic	Z	X

Numbers from page 3:

X____ Y____ Z____ Q____

Mini DISC – Communication Planner Results

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EXAMPLE

Directions:

Step #1: Count all answers from MOST & LEAST columns from the two previous pages.

Numbers from pages 2 & 3 of the Mini-DISC :

X____ Y____ Z____ Q____

Step #2: Transfer numbers to the last box , **below.** (Total = 16.)

Step #3: Circle the number on the graph to determine this person's most probable DISC style.

D	I	S	C
16	16	16	16
14	14	14	14
12	12	12	12
10	10	10	10
8	8	8	8
6	6	6	6
4	4	4	4
2	2	2	2
0	0	0	0
X - 6	Y - 10	Z - 0	Q - 0

D	I	S	C
16	16	16	16
14	14	14	14
12	12	12	12
10	10	10	10
8	8	8	8
6	6	6	6
4	4	4	4
2	2	2	2
0	0	0	0
X____	Y____	Z____	Q____

Situational

Total of X, Y, Z & Q should = 16

