



DISC TIPS



January 5, 2010

Entering a "D" Office

What is a "D"? - Dominant

Quick Tip...Office is for business, not chit chat.

It's a "D" Office When:

Desk: Massive desk keeps others at a distance. Often has papers stacked neatly and bulging In/Out basket.

Non-Verbal Message: *"Let's get down to business."*

Chair: Large chair behind "power desk." Often remains seated when you enter. May not have a chair for visitors.

Non-Verbal Message: *"I'm powerful. I'm in control."*

Walls: Trophies, awards, diplomas, commendations. One wall may have large planning timeline or calendar.

Non-Verbal Message: *"I know how to win."*

When in a "D" Office:

Tone: State purpose. Be serious, focused and formal.

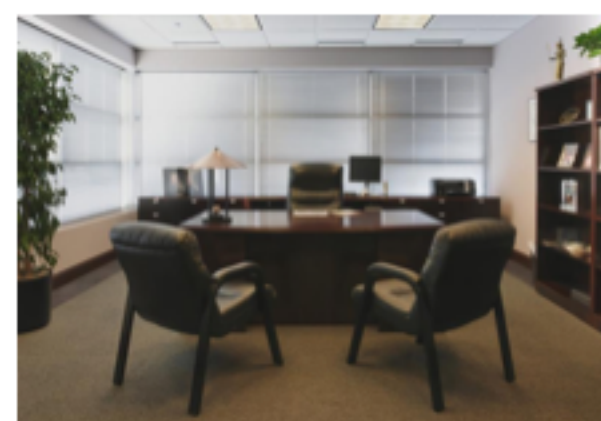
Example: *"I know you're on a tight schedule, so I'll get straight to the point."*

Provide Answers: Executive Summary. Be efficient in word selection. Be brief, be bright, be gone.

Example: *"Issue-aluminum supplier was late. We added third shift and had vendor absorb delivery cost. Result-product will ship on time."*

Leave When: They start looking at their watch or stand up behind desk. Wrap it up.

Example: *"I'll finish the update in a brief email to you and let you get back to your work."*



DISC QUICK TIPS ✓

D	PRIORITY: Solve Problem	BE: Bottom Line
I	PRIORITY: People	BE: Engaged
S	PRIORITY: Plan	BE: Organized
C	PRIORITY: Procedures	BE: Accurate

Dominant **I**nteractive
Steady **C**ompliant

**Have a great DISC email story?
Please share with your HR / Training Department!**

Attention HR Trainers ONLY

Are you an HR Trainer in need of more DISC assistance?

Please feel free to email me at bonnie@discprovideronline.com and visit our website at www.DISCProviderOnline.com

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