



DISC TIPS



March 4, 2010

Entering an "S" Office

What is an "S"? - Steady

Quick Tip...Office is for relationship building.

It's an "S" Office When:

Desk: Unassuming desk with family photos and mementos arranged for viewing from chair.

Non-Verbal Message: *"My work is not my life."*

Chair: Comfortable & functional. Prefers friendly side-by-side seating arrangement.

Non-Verbal Message: *"I'm personable & accessible."*

Walls: Conservatively-framed landscapes, motivational posters & certificates recognizing community service.

Non-Verbal Message: *"I'm traditional, contemplative & giving of my time."*

When in an "S" Office:

Your Tone: Sincere, pleasant & non-intrusive.

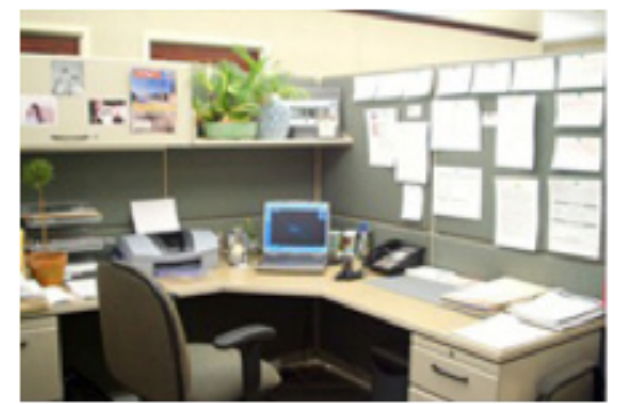
Example: *"If you have a moment, I'd like to get your opinion on something."*

Your Timing: Patient & non-threatening.

Example: *"If you could get it to me by next week, then we can proceed with phase two."*

Leave When: You have communicated your message. Give them ample time to respond.

Example: *"Is there anything else we need to consider?"*



DISC QUICK TIPS ✓

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|----------|-----------------------------------|---------------------------|
| 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!



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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

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