



DISC TIPS



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Is a "D" Leading Your Meeting?

What is a "D"? - Dominant

Quick Tip . . . D's Don't Like Meetings.

Your Meeting Leader is a "D" If:

Structure: Concise agenda, includes tasks and assignments. Starts on time with first agenda item, skipping pleasantries.

Example: "Okay, it's 8 a.m. George, you're first - project status."

Priorities: Short meeting with efficient, productive solutions to few key issues, delegates the balance and ends on time.

Example: "Combining the two events? - Works for me. Karen, you do the analysis of the actual vs. projected savings and bring report to next week's meeting. Meeting adjourned."

Decision Making Process: Creates a sense of urgency and limits discussion. Decision often made unilaterally or by voting.

Example: "It's been 15 minutes! Enough! All for option A? Option B?... Option A wins 6 to 4."

If Attending a Meeting Led by a "D":

Preparation: Learn and study their goals. Have solutions with consequences. Be on time and bring the agenda!

During: Stay on topic. Keep up with the fast pace or you will look incompetent. Argue with facts, not feelings. Keep in mind, they like to win. Be brief. Use "thinking" words, e.g. data, ROI, analysis, profit.

Example: "According to our Q2 earnings, revenues are 5% higher than our #1 competitor, AGP Corp."



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