



DISC TIPS



June 23, 2010

Is a "S" Leading Your Meeting?

What is a "S"? - Steady
Quick Tip . . . "S"s Like Agendas.

Your Meeting Leader is a "S" If:

Structure: Detailed agenda; logistics, time allotment for topics and presenters. Distributes agenda well in advance.

Example: "Before we begin, did everyone have time to review the agenda?"

Priorities: Following an agenda. Discussions based on prior written commitments. Encourages cooperation.

Example: "Susan, your projections are on track with the time line. Do you foresee any obstacles?"

Decision Making Process: Prefers input from the entire team. Favors consensus before moving on.

Example: "Does everyone agree with the purchase of the new software?"

If Attending a Meeting Led by a "S":

Preparation: Review and bring agenda with copies of proposals, reports, and any reference material to be used during the meeting.

During: Offer suggestions but be open to discussing input from others. If you disagree, respectfully share your concerns and/or provide practical alternatives.

Example: "You make a good case for hiring a recruiter, however, will this address our high turnover issue?"



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