



# Communicating with DISC

D	i	S	C
<ul style="list-style-type: none"><li>• Keep communication brief, to the point, and non-personal</li><li>• Respect their need for autonomy</li><li>• Be clear about rules and expectations</li><li>• Show your competence</li><li>• Stick to the topic</li><li>• Eliminate time and waste</li></ul>	<ul style="list-style-type: none"><li>• Approach them informally</li><li>• Be relaxed and sociable</li><li>• Let them verbalize thoughts and feelings</li><li>• Give public recognition</li><li>• Establish deadlines</li><li>• Redirect conversation back to the topic</li></ul>	<ul style="list-style-type: none"><li>• Give extra information</li><li>• Provide a consistent and secure environment</li><li>• Let them know how things will be done</li><li>• Use sincere appreciation</li><li>• Let them move slowly into change</li><li>• Ask questions and use silence</li></ul>	<ul style="list-style-type: none"><li>• Give clear expectations and deadlines</li><li>• Be tactful and emotionally reserved</li><li>• Allow precedent to be a guide</li><li>• Value high standards</li><li>• Allow time for thought and reflection</li><li>• Exercise patience</li></ul>

# Flexing your Approach

If you are a:	Reduce your overemphasis on:	And be more:
High "D"	Controlling people and conditions in your environment	Patient; accepting; open to others; listening in your approach.
High "I"	Approval from others as the primary source of direction for you.	Of a listener; open to facts and data; prepared; organized.
High "S"	Resistance to new ideas and opportunities; avoiding conflict and "risk-free" choices.	Direct with your opinion; negotiable; open to change; quicker to adapt.
High "C"	Perfectionism; the weaknesses in others and yourself.	Flexible in solving problems; open to views of others; empathic.