Building Effective Teams Workshop

Facilitator Guide *Version 1*

1

Building Effective Teams (BET)
Half-Day Team Building Workshop with Classic DISC

You will need the following educational resources for the workshop, which include the following:

Trainer Materials	Participant Materials – 1 Per Person
Facilitator Guide	Classic DISC Assessment
PowerPoint® Slideshow	Building Effective Teams Handout
Your Classic DISC Assessment	DISC Find-A-Word Handout
DISCovery Cards	DISCO Handout
DISC Practitioner Resource Manual (DPRM)	Pens/Markers/Highlighters
Equipment	Prize for DISCO - Optional
Computer	
Projector and Screen	*BET Handout, Exercise Handouts and PPTs are on OASIS*

Agenda

DISC Find-A-Word Pre-Class Activity- Optional	Style Shifting- Adapting Your Style
Introductions – Welcome	Discover Your DISC Behavioral Pattern
Learning Outcomes	DISCO Energizer
Classic DISC Assessment	People Reading
Johari Window DISC=Common Language	Case Studies
Classic DISC Model	Action Plan
DISC Lecturette – Four DISC Style Descriptions	Close
Basic Concepts - Adaptability	

Building Effective Teams Workshop – Facilitator Guide

Time	Topic/Activities	Materials
8:15-8:30	**Optional**: Pre-Class Activity- DISC Find A Word	DISC Find A Word HO
8:30 – 9:00	Welcome -Intro DISCovery Cards Exercise Find a partner, and regroup into teams of 4-6 per group	PPT 1 DISCovery Cards – (5 per participant, plus 20 extra) PPTs 2-4
	Distribute Teams Handout Go over Learning Objectives Cover Important Points	BET Handout (H.O.) H.O. p.1, and PPT 5 H.O. p. 1 and PPT 6
	Optional: Historical Perspective of DISC Have participants access their Classic DISC report	PPTs 7-9
9:00-9:20	Table of Contents in Classic DISC (Highlight 3 different sections) Briefly refer to and explain the DISC model on pages 4 and 5 of report	B. DISC Report p. 2 PPT 10 Report pp. 4-5, PPTs 11-12
	Refer to pg. 6 of report and determine high plotting points; have participants complete p. 8; indicate +,-,? for descriptions of high style; discuss insights with learning partner	Report pp. 6 and 8 PPTs 13-14
	Cover p. 7 of report: (Graph II on the right is your Natural Style – based on your "least" answers from assessment; Graph I Adapted Style – based on "most" answers. The information in this report is largely based on your Graph II Natural Style.	Report p. 7 PPTs 15-16 (Page 2.7 of the DPRM has more info on the two graphs.)
9:20-9:45	**Note to facilitator**: Pages 9-15 of the Classic DISC report contain "narrative" pages which describe the participant's behavior in a variety of areas: general characteristics, strengths, motivations, ideal work environment, under stress, communication do's and don'ts and improvement areas. P. 16 is a summary page for participants to capture key ideas from those pages. A good practice is to give this as a pre-workshop assignment – participants read these pages and write out their summary statements on page 16.	Report pp. 9-15 Report p. 16 PPT 17
	Exercise example: Have participants share with their table groups (or the entire team if less than 8 people) two each of their Do's and Don'ts when communicating with them from p. 14.	Report p. 14

	Explain that the balance of page 16 can be used in a similar fashion - the information can be shared in a team setting to gain greater understanding between team members. (If time, have participants share more with teammates from p. 16.) Show pages 18/19 of Classic DISC report. The bracketed words indicate the behaviors that the participant exhibits in his/her natural state (p. 19) and adapted state (p. 18). Have participants look at the degree of stretch they make in their adapted style (1-2 segment change is a stretch, 2+ segment change can be a stressor). Have them share any insights they have with a learning partner.	Report pp. 18-19 PPT 18
9:45-10:00	Stretch Break	
10:00 – 10:10	Explain the Johari Window **Say:** "*With your partner share what's tougher for you – sharing information about yourself or receiving feedback? And why?*" DISC = Common Language *Say: "The Johari Window is a powerful tool when paired with the DISC model, which gives us a safe, non-threatening way to talk about human behavior. It helps create a common language."*	Handout p. 2 PPTs 19-24 (For a word track on the Johari Window, see your DPRM, pp. 2.2-2.3.) Handout p. 2 PPT 25
10:10-10:20	DISC Model Background Explain Classic DISC Model: Perception of the environment, and perception of amount of control over environment. *Say: "Some people wake up in the morning and see the environment as unfavorable (D's and C's) – others see it as favorable (I's and S's). Some people believe they have more control, so they tend to initiate action with a direct approach (D's and I's), while others perceive they have less control, so they integrate with an indirect approach (S's and C's). Put these together and you get the four-quadrant model of D-I-S-C."*	Handout p. 3 PPTs 26-27 (See your DPRM for a word track to explain the DISC model – pp. 2.1 to 2.2.)

10:20-10:35	DISC Lecturette on each style Examples of Presidents, Cartoon characters, Celebrities DISC Quizzes **Note to Facilitator**: Several PPTS are hidden in this section and may be shown as appropriate	Handout p. 4 PPTs 28-42 (See DRPM pp. 1.1 to 1.8 for fill-ins, examples and word tracks for this.)
10:35 – 10:45	Key Adaptability Concepts Key is to adapt when working with others who are different than us. Style Shifting – highlight 2-3 things that would be most helpful in adapting to others. What could you do to be more effective? Do individually, and then share with learning partner	Handout p. 5 PPTs 44-45 Handout p. 6 PPTs 46-47
10:45-11:05	Understanding Classic DISC Behavioral Patterns; identify your Classic DISC pattern on pgs. 25-29. *Say*: "Share with your learning partner the strengths and limitations of your Behavioral Pattern and what insights you learned.	Report pp. 25-29
11:05-11:15	DISCO energizer – like BINGO, each participant tries to get five in a row. Have other participants initial a box that is true of them – one set of initials per person. First one to five in a row wins a prize (candy bar, Starbucks card, etc).	DISCO handouts – 1 per participant Prize
11:15-11:25	How to Identify Others' DISC Styles In pairs or table groups, identify style of: • Billy Graham – High I/D backup • Hitler – High I/D backup Both had the same style, but their VALUES (heart) were very different. So, while style is important, it's all about values! Build or destroy based on your values.	Handout pp. 7-8 PPT 48-51
11:25-11:45	Work on Teambuilding Case Studies in groups; Use pages 32-39 of Classic DISC report to complete the Case Studies. Debrief Being Adaptable	Handout pp. 9-12 PPTs 52-56
11:45-11:55	Action Plan – work on individually Ask each person to express insights from the day.	Handout p. 13 PPT 57
11:55-12:00	Close	

Facilitator Notes:

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