

My natural talents and potential



The report is prepared based on the answers to the Extended DISC Individual Analysis questionnaire. This report should not be the only criterion for making decisions concerning the respondent. Its purpose is to provide information that facilitates a person's development.

Daniel Testowy

Organization:

XYZ Sp. z o.o.

Date:

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INTRODUCTION

This report has been designed to help you get to know and understand better your natural behaviour style.

The report contains a description of your natural predispositions and talents on which you can base when developing your potential and gaining new skills. We hope that information contained in this report will help you create an optimum plan of development of your skills.

The report describes the natural style of behaviour of the given person, i.e. the behaviour which costs the least energy and effort, require the least concentration and usually is the most pleasant for that person. This is the way we usually respond when there is no time to conduct a rational in-depth analysis of the situation. Our natural style of behaviour is particularly apparent in situations of great pressure when our ability to adapt our behaviour has been limited.

Structure of the report

Your report consists of several parts:

1. Content-based introduction – information about the Extended DISC Model.
2. Presentation of the individual result.
3. Description of natural behaviour style.
4. Review of typical tasks and behaviours on a scale.
5. Preferred Role in the team and Development Tips.
6. Additional Tips and Exercises for Self-Reflection.

The content presented is based on answers to questions contained in the Extended DISC behavioural analysis. Results of the Extended DISC analysis should not be the only criterion when making personal decisions. They should be treated as a supplementary source of information useful to improve your personal and professional efficiency.

The Extended DISC Analysis does not describe full personality of a person and should not be used for this purpose. The report does not describe the intelligence, professional skills, knowledge or experience gained.

We recommend that the information contained in the report should be supported by the participation in a workshop or an individual interview with a Certified Extended DISC Consultant.

We wish you pleasant reading!

1. Extended DISC Model

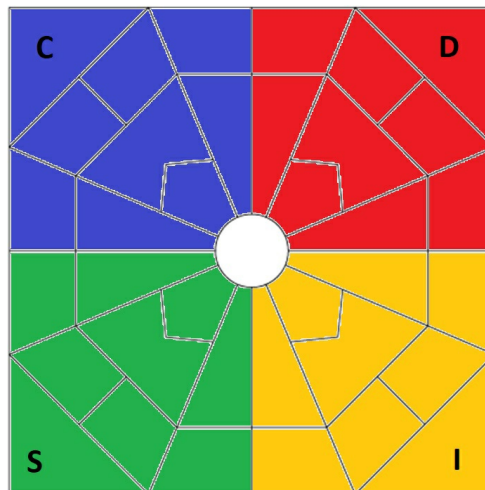
In this part of the report you will find information which will help you understand the Extended DISC Model and characteristics of the behaviour styles. Study the model and style descriptions.

The Extended DISC behavioural analysis questionnaire has been used successfully for 20 years in over 40 countries worldwide. In every country it is used in detailed statistical research is conducted in order to make sure that we receive reliable and credible results. The Extended DISC model is based on the work by Carl Gustav Jung and William Moulton Marston. The basis for this theories is the breakdown of human behaviour into four main styles determined as: D I S C. The essence of the Extended DISC model is the precise measurement of intensity of individual styles of behaviour in the respondent's potential.

Get to know the behaviours presented below, characteristic for individual styles of behaviour.

- Precise
- Follows rules
- Logical, careful
- Formal, disciplined
- Withdrawn, shy
- Does not express opinions
- Gets stuck in details
- Does not take risks

- Decisive, tough
- Strong-willed
- Competitive, demanding
- Independent, self-confident
- Aggressive, blunt
- Self-centered
- Overbearing
- Exceeds authority



- Calm, steady
- Careful, patient
- Good listener, modest
- Trustworthy
- Resists new ideas
- Does not express
- Stubborn
- Does not seek change

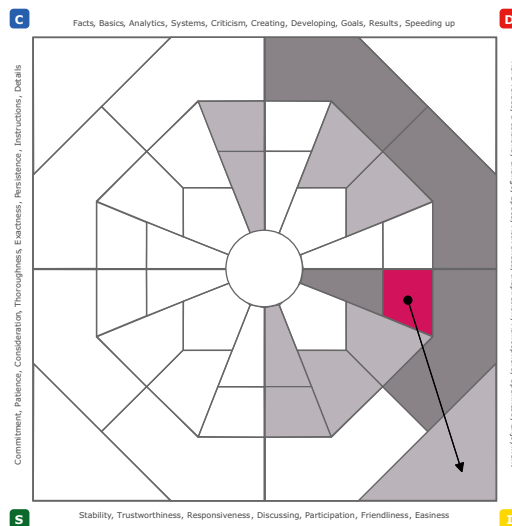
- Sociable
- Talkative, open
- Enthusiastic, energetic
- Persuasive
- Flamboyant, frantic
- Careless, indiscreet
- Excitable, hasty
- Loses sense of time

2. Extended DISC Analysis - Your Result

The second part of the report presents your individual result, shows which styles are closer to you, and which behaviours require more effort and energy. Here, you can also find an answer to the question what your need for adaptation is today, or which behaviour has been indicated as the most useful in the current situation. Analyse the result and think in which professional situations your natural behaviours come to the fore, which current tasks or challenges cause the particular need for adaptation? Are your needs with regard to behaviours requiring reinforcement compatible with your natural potential? How much effort is required to adapt to requirements of the surroundings? What can be done to meet them effectively? Who can be asked for help in this respect?

Extended DISC Diamond - Yours Flexibility Zones

The following model shows which behaviours are the most comfortable for you, and which require increased energy and additional concentration. The shaded areas mean behaviours which are the most natural and comfortable for you. Compare your result with the model on the previous page. White fields indicate in which areas of activity more effort, increased concentration and energy are required. Behaviours characteristic for the fields that are not shaded will require most energy from you.



Your DISC style is: IDC (I - 55%, D - 40%, C - 5%)

The arrow on the diamond shows the difference between your most comfortable behaviour (beginning of the arrow), and your need for adaptation (tip). How much energy must be expended to adapt to the needs of the environment depends on the direction and length of the arrow. Behaviours characteristic for shaded areas require less effort. If the arrow points to the style which on the diamond is composed of only white fields, it may require more effort.

No arrow on your diamond may mean that expectations you have in your current professional situation are not significantly different from your natural potential.

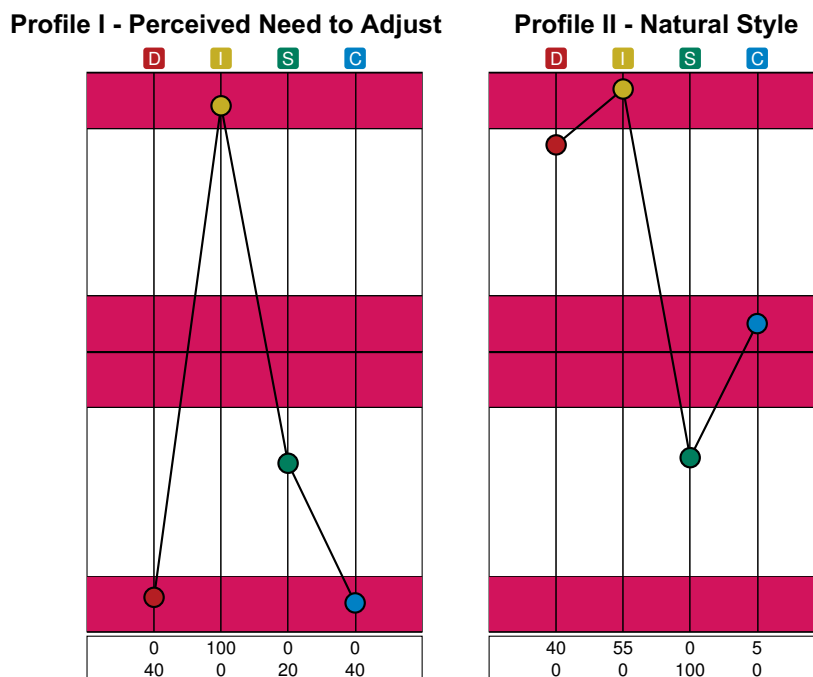
Comprehensive interpretation of these results requires the assistance of a Certified Extended DISC Consultant.

Your DISC Styles

The following diagrams contain information about the intensity of DISC styles and their mutual dependencies in your potential.

Profile II – Natural Style – shows behaviours which are the most comfortable for you.

Profile I – Perceived Need to Adjust – shows your feeling on how on the daily basis you want or have to adapt your behaviour to the surroundings in which you function.



Profile II

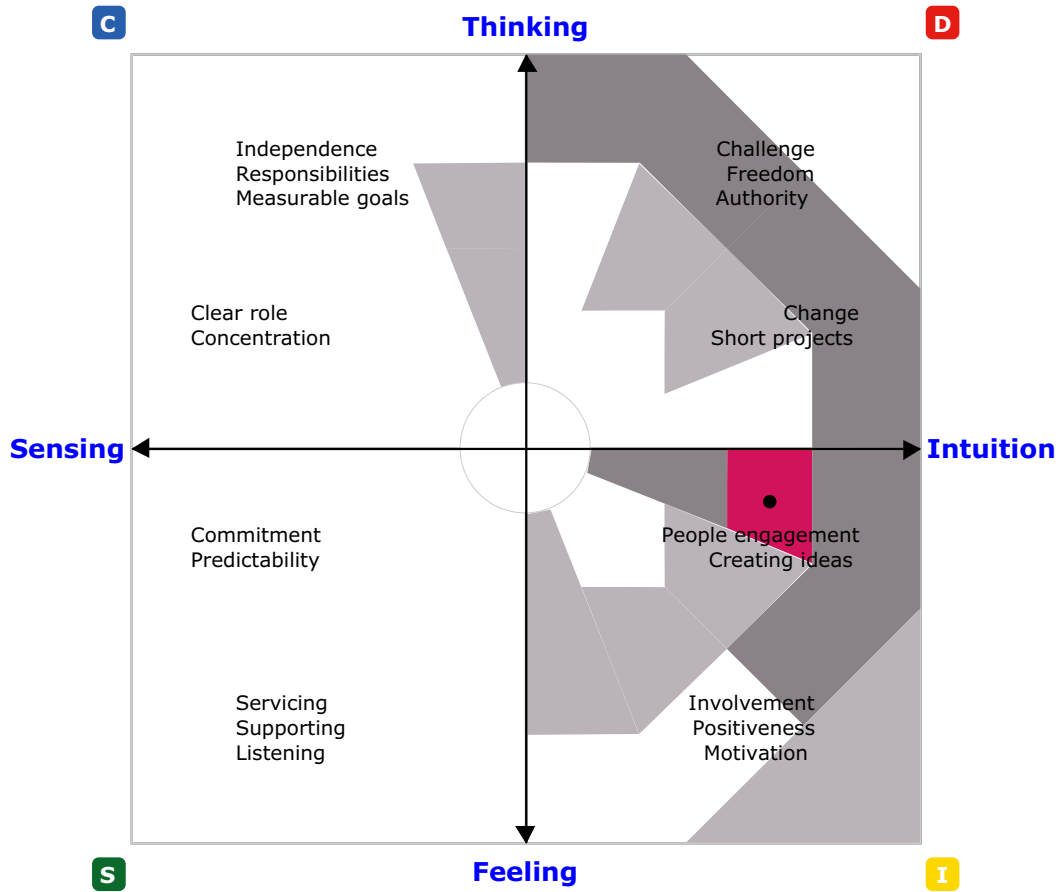
Table under diagrams – top line – shows the intensity and mutual relationships in % of behaviours comfortable for you, bottom line – shows the intensity and mutual relationships in % of behaviours uncomfortable for you.

Profile I

Table under diagrams – top line – shows the intensity and mutual relationships in % of behaviour which in your opinion correspond to current requirements of the surroundings, bottom line – shows the intensity and mutual relationships in % of behaviours which in your opinion are not of crucial in the current situation.

Extended DISC Diamond – Characteristics

On the diamond below you can see how your flexibility zones are connected with needs and behaviours characteristic for individual styles in professional situations.



Behaviours characteristic for styles in which your flexibility zones are (shaded fields in the diamond) will not be too difficult for you. However, the ones connected with styles outside the flexibility zones (white fragments of the diamond) may require more attention and energy.

3. Description of the Natural Behaviour Style

The following part of the Report contains an extensive description of natural behaviours and needs specific for persons with a behaviour style similar to yours. Read this description carefully and think which information is particularly important for you. You can mark the elements and information that is worth sharing with your co-workers, to help them understand you better and improve cooperation. Based on the phrasing contained in the report, you can also prepare for an interview with the superior, the purpose of which will be to plan the development and activities allowing the fullest development and utilisation of your potential.

Attributes

Busy, active, extroverted, people-oriented, inspiring, participating, goal-oriented, outspoken, talkative, organization-oriented, accepts authority, decisive, ambitious.

Motivators

Daniel is effective in roles that challenge his skill but do not counter organized instructions or the organization. He likes a variety of places, people and tasks. Success and attained goals are important to him. He gets motivation from being where the directing is done.

Tries to Avoid

Tasks that demand staying in one place, exactness and systematization, or must be performed outside the center of action are unpleasant to him (he cannot follow the developing situation then). By nature Daniel is not a commanding-type and prefers to talk people into mutual understanding. Days that resemble each other start to bore him quite quickly.

Communication Style

Daniel has good natural talents to sell his ideas to the opposite side. He behaves respectfully toward his partner and does not use force nor direct orders. This person seems to listen carefully, but in fact has so many things on his mind that he has no patience to listen to slower speakers.

Motivators

This part describes elements which may motivate you. The more such elements in your surroundings, the higher will be the level of your motivation.

- Possibility to get excited and join the gang
- People with good moods
- Situations requiring fast reaction
- Positive working atmosphere
- Need to renew and change
- Inspirational encouragement
- Planning and starting new projects
- Varying responsibilities
- Lot of time to spend with people
- Broad guidelines for difficult situations
- Diverse communications
- Having to talk more than to listen

Select 2-3 motivators which are particularly important for you in the work environment.

Situations that Reduce Motivation

These are elements which you usually don't like and may have a negative response to.

- Quarrelsome solutions
- Losing the right to speak
- Getting bored
- Too factual people
- Routines and repetitive tasks
- Full ignorance of direction
- People who depress with pessimism
- Bureaucrats who slow one down
- Coming back to the same thing again and again
- People not getting excited about his mission
- Unnecessary cruelty
- Decision making that forgets people

Select 2-3 demotivators which are the most demotivating for you in the work environment

Strengths

Behaviour listed below constitutes your natural strengths.

- Is enthusiastic in finding and creating new
- Versatile in his thinking
- Can sell his ideas
- Doesn't give an immediate "No!" to new ideas
- Doesn't get stuck in one place
- Is inspired by challenge
- Can phrase his words in an inspiring format
- Handles several subjects simultaneously
- Is not afraid of meeting people
- Pays attention when talking to people
- Successfully influences people's emotions
- Is polite and inspiring

What are your most important advantages?

How do you use them in your job?

Reactions to Pressure Situations

The following description is NOT a description of your behaviour. This is a certain "warning checklist" – this way persons with a behaviour style similar to yours often respond to stress.

- Is overly active
- Hassles here and there
- Has no patience to concentrate
- Concentrates on himself
- Jumps from one thing to another
- Talks too long
- Circumvents quarrelsome decisions
- Is overly optimistic
- Need for popularity overrules directness
- Does not really listen
- Talks about accuracy but forgets it himself
- Concentrates on nice things

Which of the above behaviours do you recognise in yourself during stressful situations?

How do you cope with them?

4. Natural Behaviour

The following fragment of the report contains a review of typical tasks and behaviours. Here, you can find answers to a question which of them are effortless and which ones may require more effort. Analyse this information and think about situations you should be particularly prepared, which elements of the work that you perform will help you fully utilise your natural potential, and which ones involve increased attention and energy?

Scale of Preferred Behaviour - Comfortable tasks

The following results are shown on the scale from - 5 to 5, from the least to the most comfortable behaviour. Uncomfortable behaviour – requires more energy – more on the left hand side of the diagram. Comfortable behaviour – requires less energy – more on the right of the diagram.

This is not a “you can – you can not” type of a scale. In other words, where one of the dimensions is on one side of the scale, it does not mean that you cannot cope well with this area. You can develop this skill very well, however this will require a conscious effort from you, concentration and energy.

Comfortable Tasks

Working independently with no instructions provided:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Handling a variety of different contacts:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Conducting systematic planning:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Emphasizing positiveness:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Helping and guiding others:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Performing repetitive routines/tasks:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Following instructions precisely:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Facing a tough and competitive environment:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Avoiding mistakes in details:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Searching continuously for change:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Concentrating on encouraging people:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Following rules exactly:	-5	-4	-3	-2	-1	0	1	2	3	4	5

Reflections and Conclusions

Scale of Preferred Behaviour - Communication

The following results are shown on the scale from - 5 to 5, from the least to the most comfortable behaviour. Uncomfortable behaviour – requires more energy – more on the left hand side of the diagram. Comfortable behaviour – requires less energy – more on the right of the diagram.

This is not a “you can – you can not” type of a scale. In other words, where one of the dimensions is on one side of the scale, it does not mean that you cannot cope well with this area. You can develop this skill very well, however this will require a conscious effort from you, concentration and energy.

Communication

Active listening, paying attention to understanding everything:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Positive, lively and inspiring communication:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Empathic, positive, understanding:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Detailed and logical communication:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Considerate and careful communication:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Communicating in a compelling and positive way:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Facts-based, goal-oriented and direct communication:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Direct, goal focused communication:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Thoughtful, fact-based communication:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Very systematic and focused on the exact topic in hand:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Goal oriented motivation and influencing:	-5	-4	-3	-2	-1	0	1	2	3	4	5
Inspiring and motivating influencing of people:	-5	-4	-3	-2	-1	0	1	2	3	4	5

Reflections and Conclusions

5. Preferred Role in the Team and Development Tips

In this part of the report you can find information about typical roles which are easily taken by a person with the style similar to yours in the team.

Preferred Role in the Team

Influencer

An Influencer is someone who creates ideas and wants to move forward. He/she has a good ability to influence others. The Influencer does not hesitate and deliberate but believes in his/her instinct and spontaneity. He/she likes change and taking part in many different kinds of groups, situations and roles. Others see the Influencer as an open and sociable person but somewhat superficial and self-absorbed. In reality he/she is so active that he/she does not have time to stop and think about others, even if he/she would like to. The Influencer likes to express his/her opinions and tries to persuade others to agree. He/she is not a very patient listener. He/she has to stand out in a group somehow; he/she finds it awful to be an average person in an average group. Concentrating on one thing is difficult for the Influencer because he/she is better at creating and starting ideas than implementing them.

An attitude toward teamwork

- A means to get people's attention
- A way to get the group motivated
- A possibility to delegate boring routines away

The benefit the group receives

- The group is able to be renewed - does not get stuck
- Group's atmosphere stays open
- Includes people

A role as a decision maker

- Wants to make quick decisions
- Brings up decisive ideas
- Does not analyze all the alternatives

A role as a performer

- Aims at simplicity
- Does not deliberate for long
- Applies own rules

Personal Effectiveness – Development Tips

You can find some tips which are worth using to improve your efficiency in the performance of daily tasks, both individual and team ones. They are adjusted to your individual result.

Your Job – Tips

- Learn to turn off your phone when necessary
- When you notice that something is wrong, seek out suggestions as to how to improve it
- Learn to finish one thing completely before starting something new
- Create a long-term plan that renews things gradually
- Do not let interesting challenges take time away from other important responsibilities
- If you notice that you are getting bored, take a break and think about what you are doing
- Set aside time on your calendar to work on planned tasks

Cooperation with Others – Tips

- Try to be careful about telling others how often you have changed your mind
- Before you make changes, think how they will affect others
- Try to proceed consistently
- If your help is needed, try to provide it
- Give people time to adjust to one new thing at a time
- You get people to follow you - make sure you know where you are going
- Do not force everyone to participate in everything

Principles and Procedures – Tips

- Consciously slow your pace so you can focus on the tasks that require systematic, detailed work
- Use your influence to improve the health and safety environment around you
- Slowing down your pace when undertaking tasks means you may be able to take a little more care and cover all the details
- Before acting, always consider the possibility of serious negative consequences
- Awareness of the negatives in any situation helps for a more realistic and balanced view of how things are
- Reporting is necessary to achieve up-to-date information
- Keep yourself focused on the task at hand - being distracted by others at critical times can lead to serious incidents

Analyse the above tips and select those you believe to be particularly useful. Think how to use them in everyday tasks.

Model Extended DISC in Practice – Useful Information

Development of Own Activities

There is no one best style. Each style has advantages and disadvantages. Depending on your style, below are some of the most important things you could do to improve your performance.

D-style:

- Slow down, be more patient.
- Do not jump to conclusions or snap decisions.
- Listen to others more.
- Be more aware of how you impact others.
- Do not overreact.

I-style:

- Talk less, listen more.
- Do not react emotionally.
- Do not over promise.
- Focus more on details.
- Follow-up.

S-style:

- Be more assertive and aggressive.
- Speak out.
- Act now, think less.
- Keep your emotions under control.
- Do not be afraid of change and new things.

C-style:

- Talk more.
- Decide and take action faster.
- Do not be afraid to make mistakes.
- Do not lose the big picture.
- Accept ambiguity.

How to Identify Others' Styles?

Once you know what your style is, you need to know the other person's style in order to make the appropriate adjustments in your style. Below you will find a helpful checklist.

D-style:

- Often appears to be in a hurry.
- Is direct, says what he/she thinks.
- May be blunt.
- States own opinions as facts.
- Interrupts others.
- May talk to many people at the same time.
- "What's the bottom line?"
- Is aggressive.
- Is demanding.
- "How does this benefit ME?"
- Very impatient.
- Becomes irritated easily.

I-style:

- Is open and friendly.
- Talks a lot.
- Gets easily excited.
- Is animated.
- Talks about people he/she knows.
- Does not focus much on details.
- Does not listen for long.
- Does not pay close attention.
- May ask same questions several times.
- Jumps from subject to subject.
- Stays away from hard facts.

How to Identify Others' Styles?

Once you know what your style is, you need to know the other person's style in order to make the appropriate adjustments in your style. Below you will find a helpful checklist.

S-style:

- Appears calm.
- Does not get easily excited.
- Listens carefully.
- Nods and goes along.
- Is easy-going.
- Asks questions and inquires about the specifics.
- Seems to have strong opinions but does not express them vocally.
- Appears thoughtful.
- Completely new ideas/things seem to make him/her uncomfortable.

C-style:

- Appears reserved and somewhat timid.
- Is quiet.
- Focuses on details.
- Asks many questions.
- Studies specifications and other information carefully.
- Proceeds cautiously.
- Does not easily express disagreeing views.
- May have done homework on the topic.
- May be very critical; criticism based on facts, not opinions.

How to Effective Communication?

Effective communication is critical in all types of interactions. Below you will find a helpful checklist to assist you in improving your effectiveness with the different styles.

When communicating with **D-styles**:

- Be direct and specific.
- Provide alternatives.
- Ensure he/she "wins".
- Disagree only on facts.
- Enjoy the battle.
- Do not be emotional.
- Do not dominate.
- Act quickly, he/she decides fast.

When communicating with **I-styles**:

- Be a friend, do not ignore.
- Schedule time for chatting.
- Have fun and act silly.
- Let him/her speak.
- Give recognition.
- Speak about people and feelings.
- Remember to follow up.
- Move closer.

When communicating with **S-styles**:

- Slow down your presentation.
- Build trust.
- Focus on people.
- Provide the information he/she needs.
- Present issues logically.
- Secure commitment piece by piece.
- Be sincere, do not dominate.

When communicating with **C-styles**:

- Provide facts.
- Do not touch.
- Be patient, slow down.
- Give plenty of detailed information.
- Control your own activity.
- Do not talk about personal issues.
- Do not pressure.
- Focus on issues.

What Do's and Don'ts with the Styles?

D-style

Do:

- Be direct.
- Provide alternatives.
- Ensure he/she "wins".
- Give immediate feedback.
- Concentrate on subject.
- Act quickly.
- Let him/her speak and listen.
- Focus on issues.
- Show interest.
- Provide direct answers.

Don't:

- Go into all the details.
- Provide too much information.
- Try to control the situation.
- Talk too much.
- Lose focus.
- Slow down.
- Take issues personally.

I-style

Do:

- Maintain positive atmosphere.
- Help to achieve popularity and recognition.
- Allow to express him/herself.
- Take time to chat and talk.
- Be more expressive.
- Be more enthusiastic.
- Focus on the big picture.
- Focus on the people aspects.
- Get involved in the process.

Don't:

- Talk about too many details.
- Fail to socialize.
- Bring up negative issues.
- Fail to have fun.
- Set restrictions.
- Be too practical.
- Be pessimistic.

What Do's and Don'ts with the Styles?

S-style

Do:

- Proceed in logical order.
- Ask specific questions to find out true needs.
- Provide support.
- Provide precedents to reduce uncertainty.
- Remember fairness and justice.

Don't:

- Forget your promises.
- Make unexpected changes.
- Be unreliable.
- Forget to provide enough information.
- Move too fast.
- Be impatient.

C-style

Do:

- Listen carefully.
- Answer questions calmly and carefully.
- Be thorough; remember to include all relevant information.
- Slow down your presentation.
- Utilize written supporting materials.
- Find out what the key issues are and focus on them.

Don't:

- Move too fast.
- Spend too much time with small talk.
- Move too close.
- Lose patience in providing all the requested information.
- Expect decisions right away.

Exercises for Self-reflection

Identify what you believe to be your greatest strengths. How are you using them in your current position?

Should you adjust your style to improve your performance? If yes, how?

Are there statements that you do not think describe you?

Is this something you have learned to do or to avoid?

What about others? Can they see it in your behavior?

Exercises for Self-reflection - Motivators

Identify two *Motivators* that are being fulfilled in your current position:

1 _____

2 _____

How can you increase their effect on your performance? Be specific.

Identify two *Strengths* that you can capitalize upon in your current position:

1 _____

2 _____

How can you maximize the impact of your *Strengths*? Be specific.

Exercises for Self-reflection - Motivators

Identify two Situations that *Reduce Motivation* that create the greatest challenges in your current position:

1 _____

2 _____

How can you decrease their effect on your performance? Be specific.
