

# Welcome Guide





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# Everything DiSC® on Catalyst™

## Welcome to Everything DiSC® on Catalyst™

*Everything DiSC® on Catalyst™* teaches people to better understand themselves and others, sparking culture change that lasts. Facilitated learning experiences are an essential part of this transformation—along with the DiSC® Profile and Catalyst™ platform.

Read on to get started with your facilitation kit.

### What's in the Box?

Everything you need to facilitate an *Everything DiSC on Catalyst* training session, including:

- Scripted facilitation guides
- PowerPoint® decks featuring video content
- Participant handouts
- Program Guide with best practices for planning your session

### Online Resources

Use the Facilitator Resources link in your kit to access even more support materials, including:

- Sample reports
- Supplemental posters and images for customizing your training session
- Templates for creating your own guides and handouts
- Video viewing guide and product FAQ

## Content Areas

*Everything DiSC® on Catalyst™* includes multiple applications that help participants improve their workplace effectiveness across a variety of skill areas.



### **Fundamentals**

Fundamentals content delivers essential insights and lays the groundwork for DiSC® learning. Participants who are new to Everything DiSC® should start here.

Key topics:

- Discovering the DiSC model
- Personal DiSC style and insights
- Using the Catalyst™ platform to gain new insights about colleagues



### **Workplace**

Workplace is all about improving results and relationships. Participants go deeper into the DiSC model.

Key topics:

- Discovering workplace priorities and different people's motivators and stressors
- Strategies for being more effective at work
- Understanding others and improving relationships



## Management

Management explores how to become a better manager with DiSC®. Participants learn about their management tendencies, the needs of the people they manage, and how to adapt their approach to be more effective.

Key topics:

- Discovering insights into personal management style
- Learning when and how to flex to meet the needs of direct reports
- Using DiSC to more effectively direct and delegate, create a motivating environment, and develop talent



## Agile EQ™

Agile EQ™ illustrates how to develop the emotional intelligence needed to thrive in the complexity of today's workplaces. Participants learn about their unique EQ and discover how to be more agile in handling different situations and challenges.

Key topics:

- Uncovering EQ strengths and applying them in new ways
- Learning the importance of considering different ways to handle challenges
- Taking concrete steps to build emotional intelligence

New topics will be introduced to the *Everything DiSC® on Catalyst™* experience over time. Register your kit to stay connected for updates. (See *back page* for details.)

# Four Steps for Using the Everything DiSC® on Catalyst™ Facilitation Kit

## 1 Customize Your Experience

An essential part of using the *Everything DiSC® on Catalyst™ Facilitation Kit* is making it your own. The facilitation has a modular design that allows you to choose the length and focus of your sessions. Design an extended workshop, or mix and match shorter sessions over time. Use the kit materials and the online Facilitator Resources to customize the training to your unique needs.

Every module also includes separate instructions for both virtual and in-person (classroom) delivery. The key concepts are the same, but the activities are optimized for each delivery method, allowing you to engage with participants wherever they are. So as you begin to familiarize yourself with the kit materials, think about which content areas and delivery methods are best for your participants.

## 2 Explore the Catalyst™ Platform

The Catalyst™ platform is participants' home base for all things DiSC®, from the assessment, to personalized insights about themselves and their colleagues, to their downloadable DiSC reports. Throughout virtual facilitation sessions, participants engage with the platform for various activities.

Spend some time exploring the Catalyst platform so that, as a facilitator, you're ready to share your expertise, help participants navigate the site, and point out interesting and relevant content.

### 3 Share Catalyst™ with Participants

In order to participate in training sessions, all participants must complete the Everything DiSC® assessment, which they access via the Catalyst™ platform. After taking the assessment, participants can explore their DiSC® style and other personalized insights on the platform and can also access their printable DiSC profile.

To assign *Everything DiSC® on Catalyst™* to participants, log into your EPIC account at <https://admin.wiley-epic.com> and click on Manage Reports. If you do not have an EPIC account, contact your Everything DiSC Partner for assistance.

### 4 Engage Your Participants

Once you've done your homework and participants are up and running on the Catalyst platform, it's time to deliver your training! Even if you begin with a one-time training event, look for follow-up opportunities using additional modules or other Catalyst tools, so that you can be a guide to participants throughout their DiSC learning journey.

## Register Your Kit

No USB port? No problem. To access your digital copy, just register your kit. (In fact, we suggest you do this no matter what.) You'll also get free technical support and the latest product updates. It's as easy as:

- 1 Go to [www.register.everythingdisc.com](http://www.register.everythingdisc.com).
- 2 Follow the prompts to enter your serial number and other required information.

- 3 Save the registration confirmation or record the **Registration ID** here:

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