



THANK YOU LETTER

A Quick Team Activity



Extended DISC® Thank You Letter



Typical time requirement: 15 to 25 minutes

This reflective and interactive exercise helps participants develop greater appreciation for different DISC styles, particularly the one they find most challenging. It can be used in various settings:

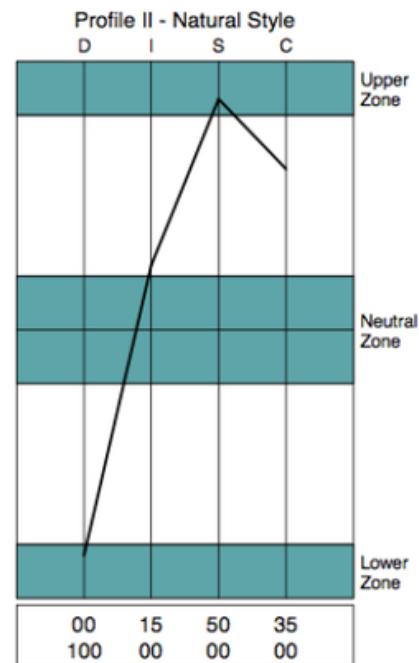
- ✓ In groups (workshops, team-building sessions)
- ✓ As a coaching activity (including virtual sessions)
- ✓ As a homework assignment for deeper reflection

By the end of this exercise, participants will gain a fresh perspective on the value that all DISC styles bring and how they can strengthen relationships with different behavioural styles.

Exercise Instructions:

Step 1: Identify the Least Comfortable DISC Style

- Ask participants to review their Profile II results and identify the DISC style that is lowest for them.
- This is typically the style they find most challenging to understand or collaborate with.
- Example: This person's lowest style is D (Dominance), they would focus on that style.



Step 2: Write a Thank You Letter

- Instruct participants to write a thank you letter addressed to the DISC style they selected.
- Encourage them to think of a specific person who embodies this style, as this makes the exercise more meaningful.

Step 3: Encourage Reflection

To help participants structure their letter, ask them to consider including:

- **Contributions** – What does this person bring to the team, workplace, or relationship?
- **Challenging but valuable traits** – What tasks or responsibilities do they handle that the participant finds difficult?
- **Positive impact** – How do they make the participant's work or life easier?
- **Personal growth** – What can the participant learn from this person?
- **Action steps** – Is there anything the participant will start doing or stop doing to improve their relationship with this DISC style?

Encourage authenticity – this exercise isn't about forced appreciation but about recognising strengths that may not always be immediately obvious.

Facilitator Tips:

- 💡 **Try it yourself first** – Doing this exercise personally will help you guide the discussion with greater insight. Share your experience to encourage openness.
- 💡 **Debrief and Discussion (Optional)** – If in a group setting, invite participants to reflect on their experience after writing their letters. They can share general insights (without revealing specific names) about what they discovered.
- 💡 **Virtual Adaptation** – This activity works well in virtual settings. Participants can write their letters privately and then discuss key takeaways in an online session.

Why This Exercise Works

This activity encourages empathy, self-awareness, and improved collaboration by helping individuals recognise the strengths of different behavioural styles. It fosters a growth mindset and supports better communication, teamwork, and leadership development.

EXTENDED DISC THANK YOU LETTER TEMPLATE

If you'd like, use this template:

Name: _____

Date: _____

DISC Style I Am Writing To (Lowest in My Profile II):

D (Dominance)

I (Influence)

S (Steadiness)

C (Compliance)

Dear _____ [DISC Style or Person's Name],

I want to take a moment to express my appreciation for you and the unique strengths you bring. Although your natural style is different from mine, I've come to recognise the value you add in many ways.

1. Contributions You Make:

One of the things I admire about your style is how you _____. Your ability to _____ is something I truly appreciate.

2. Challenges That Have Helped Me Grow:

At times, I have found it challenging when you _____. However, I now realise that this actually helps because _____.

3. How You Make My Life Easier or Better:

I now see that your approach to _____ has positively impacted me by _____.

4. What I Will Start or Stop Doing to Improve Our Relationship:

Moving forward, I will make an effort to:

Start _____

Stop _____

Thank you for being you and for the strengths you bring. I appreciate the opportunity to learn from your perspective and work together more effectively.

With gratitude,

[Your Name]