

# Extended DISC® Assessments

# The Extended DISC® Grow & Develop Assessment

We all face situations daily when our typical approach, which *usually* works well, does not achieve the results we are aiming for. Our approach makes perfect sense to us, but others do not appear to “get it”. We may try different methods, but the process is hit or miss. It is frustrating and unproductive. What causes all these problems?

The reality is that as human beings, we are all different. We have our ways of doing things and ways of behaving in different situations. These differences often create challenges in our professional and personal lives. The important thing is to understand how we are different and how we can interact more effectively with different styles and, as a result, ultimately improve our performance.

## What is the *Extended DISC Grow & Develop Assessment*?

Many of the world's most successful people and organisations use a Behavioural Assessment System known as *Extended DISC®*.

The *Extended DISC® Grow & Develop Assessment* provides us with information about our natural behavioural style, specifically about:

- What motivates and demotivates us;
- Our strengths and development areas;
- Our learning style;
- Our natural behaviour in terms of time management, communication, empathy, prioritising, working independently, initiative and self-development;
- The types of situations that cause us stress, how we reveal feelings of pressure or stress and suggestions for alleviating it;
- The role we are likely to take in a team.

The *Grow & Develop Assessment* also shows us how we're adapting our behaviour to meet the needs of our current situation.

## How is a person's Natural Behavioural Style determined?

The first step is to complete the Extended DISC® online questionnaire, which takes approximately 7-12 minutes. A behavioural report is produced and emailed to the Extended DISC® provider within 5 minutes of completion.

The report describes the individual's natural behavioural style in a clear, concise, and easy to read format, with graphics.

The report describes what is observable in a person's behaviour. Additionally, a trained practitioner is able to compare the person's natural behavioural style with their adapted one to get an indication of how the person is feeling - whether they're comfortable in their work role, working under pressure, feeling insecure or frustrated or feeling compelled to adjust to a position outside their usual behavioural comfort zone.

## How should the Grow & Develop Assessment be used?

The *Grow & Develop Assessment* helps match people to their ideal role and helps them understand their strengths and development areas. In addition, the *Grow & Develop Assessment* helps an individual understand:

- Why some situations are comfortable and easy for them, and others less so;
- Why some tasks seem to take a toll on their energy;
- Their strengths and development areas in a range of soft skills.

The *Grow & Develop Assessment* provides tips for operating effectively in a range of workplace situations and guides the individual to develop a 5-Point Behavioural Action Plan to help them progress into the future.

The *Grow & Develop Assessment* aims to help individuals to identify and focus on development areas and to understand why they react to different people in different ways.

## Common applications of the *Grow & Develop Assessment*

Some of the most common applications of the *Grow & Develop Assessment* are:

- Enhancing Self-Awareness
- Identifying coaching and training needs
- Career Pathway planning
- Organisational development
- Strategic decision making
- Team building and development
- Identification of effective behaviours
- Leadership development opportunities
- Understanding complex issues
- Succession planning
- Turnover reduction
- Conflict Resolution
- Communication Issues and much more!

## Where can I learn more?

### **Self-Awareness: Here's How To Get It!**

It's essential to be self-aware in today's workplace environment, and it's very useful on a social and personal level too. A self-aware person knows their natural behavioural reactions and is able to use their knowledge to adjust their style and connect effectively with the people around them. Not only does this promote a culture of cohesion, but it also fosters tolerance and a shared understanding.

To discover more about how a *Grow & Develop Assessment* can help enhance self-awareness, watch the free webinar, "Self-Awareness: Here's How To Get It," available on the HR Profiling Solutions website and YouTube Channel.

<https://www.youtube.com/watch?v=jpac9ZMlia8>

# The Extended DISC® Team & Build Analysis

From CEOs to front line employees, the *Extended DISC® Team & Build Analysis* is everyone's favourite. It is a powerful tool that has many applications and yet is so easy to use and understand.

The *Team & Build Analysis* provides a clear, easy-to-use framework for understanding complex issues quickly, solving problems and improving performance. Presenting a safe environment for discussing challenging topics productively, the *Team & Build Analysis* provides the big picture that enables decisions to be made with confidence.

## What is the *Extended DISC® Team & Build Analysis*?

The *Extended DISC® Team & Build Analysis* is a tool that combines each team member's individual assessment results into one report. It shows the team dynamics, the strengths and development areas of the team, and illustrates how the team members are adjusting their behaviours in the existing work environment.

While team applications are the most popular uses of the tool, the *Team & Build Analysis* is capable of assessing a large number of individuals. As a result, it enables people to perform various, more complicated analyses very cost-effectively. Some of these applications include identification of effective behaviours (leadership, management, sales and customer service), succession planning and strategic decision making.

## How does the process work?

The *Extended DISC® Team & Build Analysis* is straightforward to use. Once the participating individuals have completed the *Extended DISC® Behavioural Assessment* questionnaire, simply select their names in the FinxS® database and generate the report. That's it! There are no additional questionnaires to complete. The process takes just seconds.

## Additional team analysis features on FinxS

The FinxS® platform offers the following additional free features for gaining further insights into your team:

- **Open Preview**

Three options:

- Behavioural Competences – click on this tab to view snapshots of how your team members are likely to perform against individual competences – there are over 1500 available, divided into 42 categories!
- Job Templates – go here to measure your team against an existing job template in your FinxS® account or create a new one specific to expected organisational/team outcomes.
- Graphics - view team profiles and results in numerous different graphics. Identify emerging patterns, leadership styles, sales suitability, motivators, and much more.

- **Team Database**

Set up and save a team in your FinxS® admin account for future use. View and print the team's results against any of the Open Preview features outlined above. The versatility of the system allows you to add and delete team members as you wish.

## Team Communication

Communication is essential in every business. Being able to communicate effectively with other team members can significantly improve the success of a company and ultimately help to raise the bottom line. Employees feel more engaged and motivated when the lines of communication within the business are open and transparent and job roles and expectations are clearly communicated.

We recommend integrating the *Extended DISC® Individual/Manager's Communication Assessment* into the analysis of your team to understand:

- How each individual could communicate more effectively with the other DISC styles in their team;
- How each team member is likely to perceive the communication styles of their colleagues;
- The strengths of each person's communication style;
- Communication development areas for each team member.

## How do Organisations use the Team Analysis?

Some of the most common applications of the Team Analysis are:

- Team building and development
- Ensuring team roles align with team members' strengths
- Strategic decision making
- Identification of effective behaviours
- Leadership development
- Understanding complex issues
- Organisational development
- Succession planning
- Turnover reduction
- Conflict resolution

## Where can I learn more?

### Insights into Teams

Being self-aware and having an understanding of those around you is crucially important in a team environment. It not only allows for the development of a culture of cohesion, but also helps build tolerance and fosters a shared understanding.

To learn more about how a *Team & Build Assessment* can help develop self-awareness and build high performing teams, watch the free webinar, "Insights into Teams," available on the HR Profiling Solutions website and YouTube Channel.

<https://www.youtube.com/watch?v=kR-GT4RaQeY>

# The Extended DISC® Lead & Manage Assessment

## Achieve Results through and with your People

Productive teams and good leadership go hand in hand. The *Extended DISC® Lead and Manage Assessment* is based on the theory of situational or adaptive leadership and aims to help the leader adjust their behavioural style to interact effectively with different individuals and situations.

Leadership is found in every level of an organisation. The challenge for leaders is to become more effective through self-awareness and behavioural flexibility.

The *Extended DISC® Lead & Manage Assessment* provides a map to improve interactions with others. A knowledge of the DISC styles, of their own behavioural style, and how to read the styles of others, makes leaders better equipped to adjust their behaviour to engage successfully with their colleagues and team.

## Assess current Leaders and Managers

Enable your current leaders to identify and recognise their own leadership style and culture and build an understanding of why some aspects of leadership or management come easily while others are challenging.

Being able to recognise the natural behavioural styles of team members and being aware of the impact of their own style will promote the development of a balanced team and help produce outcomes that meet targets, satisfy customers and meet management objectives.

## Identify one's own Leadership Style

The situational or adaptive leadership model states that there is no one best leadership style for all situations. The leadership style that is best for a particular situation depends on the skill set, attitude and behavioural style of the person being engaged with.

To be able to adapt, a leader needs to first be conversant with their own natural leadership/management style.

## Use an Open 360 to identify what employees need from their Manager/Leader

For organisations to thrive, they need capable, in-touch leaders. The *Open 360* is a feedback tool available on *FinxS®* for measuring skills, behaviours and competencies. Invite a selection of direct reports, peers, managers, clients to assess the manager/leader and identify strengths as well as development areas and blind spots.



## Identify future Managers

Ensure future growth by using the *Lead and Manage Assessment* to build confidence in tomorrow's managers, making them aware of their strengths and development areas and their leadership style.

## Design your own Management or Leadership Report

The FinxS® platform allows you to make your own selection of behavioural competences to measure your leaders and managers against. There are over 1500 behavioural competences to choose from, divided into 40 different categories.

## When there are multiple candidates for a management or leadership role

- Set up a job template on the FinxS® platform and measure the candidates against the desired competences for the role.
- Print an *Extended DISC® Team & Build Analysis* to identify if the final candidates are a good fit for the team and their requirements.

Enhance your team's performance by selecting the most suitable person for the leadership/management role!

## Enhance the Analysis Process with Solutions offered on FinxS

The FinxS® online platform offers many options for gaining insights into an individual at **no additional cost**. Once a candidate has completed the Extended DISC questionnaire and an initial report has been generated, FinxS® offers a range of shelf-ready assessment reports that you can put their results against, including Retention and Motivation, Individual Communication Assessment, Work Pair Analysis, Recruit & Select, or Sales & Service to name just a few.

### Open Preview

Use the extensive resource of 1500+ behavioural competences available on FinxS®, select from the many different graphics to display results or design a job template to measure an individual relative to a role or set of expected outcomes.

### Create Custom Reports

Create specialised, customised Extended DISC management and leadership reports in FinxS®. Tailor them to your organisation, your training programmes or your management needs. Include management tips.

Brand existing or customised reports with your logos, colours and images on FinxS®.

Management and leadership reports can be designed to your requirements in both format and content.

# The Extended DISC® Recruit and Select Assessment

## Identify Ideal Candidates for your Organisation

Extended DISC®'s online assessment platform, FinxS®, empowers businesses to get the best from people, improve performance and raise the bottom line.

Extended DISC® Assessments are part of the daily management system in thousands of organisations around the world and provide information that is both practical and specific to the company.

## Be Confident you have the Most Suitable Candidate for the Role

The *Recruit & Select Assessment* gives you a clear picture of an individual's natural behavioural style and the types of tasks and activities they will feel comfortable undertaking. *Extended DISC® Assessments* also allow you to identify soft skills that come naturally to the candidate. This is hugely valuable when evaluating job fit.

### The Candidate

The following questions are important to consider when selecting a candidate:

- How are they likely to behave in the job?
- How do they communicate?
- What motivates them?
- What are they likely to avoid?
- What would the ideal manager for this candidate be like?
- Do they have the reasoning capacity relative to the job's requirements?

'Gut feeling' alone is not enough to ensure you employ the most suitable candidate for the role you are filling. We all know that a candidate can present at an interview in the way they feel is most relevant for the role; they can 'sell themselves' to you in other words. But the reality, when they are employed, can be very different. *Extended DISC® Assessments* will empower you to make an informed choice.

## Feel Confident that your Candidate is Emotionally Fit

Interviews, by their very nature, can be stressful. You need to see past the interview process and identify what could be an ongoing issue, such as stress, pressure, uncertainty of role, insecurity or other emotional issues a recruit may be experiencing. That way you can ensure a new recruit is not only fit for their new role but will remain sufficiently motivated to perform it.

### The Position

- What behaviours are required in the position?
- How do the stakeholders perceive the position?
  - Direct Manager
  - Direct Report
  - Peers

## Measure Specific Competencies for a Role

The **Job Templates** function on FinxS® allows you to create your own selection of behavioural competencies in minutes. There are over 1500 competencies in the system to choose from, under 40 different categories.

### The Team

- Is there an individual in the team currently to compare the candidates' results against to ensure good fit?
- Are the final candidates a good match for the team's requirements?

The Extended DISC® suite of assessment tools can provide you with answers to these questions.

## The Extended DISC® Recruit & Select Assessment

The success of c is based on its ability to provide information to make better decisions.

The *Behavioural Assessment* is a self-assessment that identifies the strengths and development areas of an individual. What makes Extended DISC different is that it measures a candidate's natural behavioural style, which lies at a deeper unconscious level and excludes the impact of the environment.

The *Extended DISC® Behavioural Assessment* is very easy to use. The questionnaire takes around 7-15 minutes to complete. It is completed online and the answering interface is available in 68 languages to meet the needs of today's diverse workforce. The reports can be customised – just click and choose the information that you need. If you would like additional insights later, you can access them anytime.

## The Extended DISC® On-Boarding Assessment

The *Extended DISC® On-Boarding Assessment* report provides management with details of their new employee's behavioural style to help ensure that their on-boarding is smooth and effective. It provides information on the new recruit's natural strengths in a range of behavioural competencies in the workplace, how they communicate and listen, their natural learning style, in what directions their behaviour is flexible, their preferred job content, and how their manager would ideally interact with them. It also indicates how the new recruit is likely to reveal stress and how it could be alleviated.

Managers can use this information to help communicate effectively and create clear performance expectations.

## Gain further insights on the FinxS platform



### Make use of other Extended DISC reports

The FinxS® platform offers numerous different behavioural reports that can be produced at no additional cost. Once you have captured an individual's responses in the Extended DISC questionnaire and generated an initial behavioural report, choose from other off-the-shelf assessment reports including Retention and Motivation, Individual Communication Assessment, Work Pair Analysis, Lead and Manage, or Sales and Service to name just a few.



### Open Preview

Discover more about your candidates by using the extensive bank of behavioural competencies and graphics available on FinxS®.

### Online Behavioural Competencies

Gain further insights into individuals on FinxS® by measuring them against any of the 1500+ behavioural competencies available. Select competencies that specifically align to the desired outcomes of a particular role. Alternatively, create a job template.

### Job Templates

Use the behavioural competencies to create a job template specific to the role, then use the online functions to measure your candidates against them.



## Open Questionnaires

Open questionnaires can be designed to add to the *Extended DISC® Behavioural Assessment*. The FinxS® platform allows you to create additional questions for respondents to answer while they are completing the behavioural assessment.

A recruiter may use an open questionnaire to ask some pre-interview questions or an organisation may ask some industry specific questions, for example.

The questionnaire answers are attached to the behavioural assessment when it is downloaded.

Your answers:: <i>Recruitment Research Module</i>	
1. Education	ABC College
2. Language Skills	English, French Spanish
3. Work Experience	Marketing Specialist at ABC Company
4. Skills	Marketing, Content Writing, Photoshop
5. Please describe what you believe to be your greatest strengths	My greatest strength is my ability to work to deadlines and my ability to be flexible with my projects
6. Please describe how you are using your strengths in your current position	I am able to complete projects when they are urgent and come back to less pressing matters
7. Please describe what you believe to be your greatest weakness	I often need support when making decisions
8. Please describe where you see your career in 5 years	I would like to develop my marketing skills, and work in other areas such as packaging design
9. Please describe what you expect from your new position	I expect this new position to help develop my existing skills and challenge me to learn new skills
10. Please describe why you would be a great asset to this company	I would like to be at this company long-term and develop current marketing practices to bring them up to date. I am always up for a challenge and would like to take on more responsibility and help out where possible



## Work Pair Analysis

The *Extended DISC® Work Pair Analysis* is a tool which aims to allow a pair or small group of co-workers to get to know each other better, to develop effective work strategies, and to solve or prevent communication problems.

The *Extended DISC® Work Pair Analysis* is easy to read and can be interpreted by the work pair, their manager, or by a facilitator.

The *Extended DISC® Work Pair Analysis* goes beyond organisational status, age gaps, or any other circumstantial factors that might prevent the two individuals from communicating openly and understanding each other. It simply compares the natural strengths and tendencies of both parties.

### Applications include:

- Gaining an overall picture of the similarities and differences between the two people or small group.
- Functioning as a platform for discussion to be led by a coach, consultant or supervisor.
- Providing clarity about the areas in which the pair could work effectively.
- Determining the areas where expected outcomes may not be fully achieved due to the particular behavioural styles of the two individuals.

The *Extended DISC® Work Pair Analysis* promotes better understanding and lays a solid foundation for a more harmonious and productive unit.





## Reasoning Analysis

The *FinxS® Reasoning Analysis* is a non-DISC product that is used to measure both a person's developmental potential and to determine their natural cognitive aptitude.

It yields specific information about areas of cognitive strength and weakness, which is useful for identifying tasks that come easily to a person, thus assisting with job fit, and for identifying development areas.

Reasoning skills or cognitive ability are essential in many intellectual activities such as critical thinking, problem-solving, creating and applying information. Reasoning is the process of actively and skilfully conceptualising, applying, analysing, synthesising, and/or evaluating gathered information. It is based on universal intellectual values that transcend subject matter divisions: clarity, accuracy, precision, consistency, relevance, sound evidence, good reasons, depth, breadth, and fairness.

There are nine separate *FinxS® Reasoning Analysis* tests. Candidates are usually required to take between 2-5 of the tests, which have been selected by management for their relevance to the role in question.

### The *FinxS Reasoning Analysis* tests:

- Abstract Logical Reasoning
- Understanding Logical Processes
- Spatial Reasoning
- Understanding Social Context
- Numerical Reasoning
- Verbal Reasoning
- Mathematic Logical Reasoning
- Word Association
- Visual Memory

Typical application situations include recruitment, internal transfers and candidate screening.

# The Extended DISC® Sales and Service Assessment

## Improve Sales Performance with Extended DISC®

Extended DISC®'s online assessment platform, FinxS®, empowers you to get the best from people, build cohesive teams, improve performance and the bottom line.

Extended DISC® assessments are part of the daily management system in thousands of organisations around the world and provide information that is practical and specific to your environment.

## Enhance Sales Success

Success in sales is often determined by how well sales professionals interact with their clients and prospects. Top salespeople are confidently self-aware and able to communicate their sales pitch with little stress or pressure.

These successful professionals not only understand their own DISC behavioural style but also recognise the behavioural styles of others. Their ability to effectively relate, communicate and influence is crucially important when making sales and building relationships. They understand how they need to behave and interact to be successful.

However, the fact remains that many highly regarded salespeople miss potential sales because they always use the same sales techniques.

Use the *Extended DISC® Sales and Service Assessment* to give your salespeople an understanding of their behaviour and the know-how to recognise the behavioural styles and tendencies of potential buyers, allowing them to make adjustments so they can communicate more effectively and improve their chance of success.

## Ensure the right people are in the right roles

Understanding the natural sales styles of your team members enables you to put the right people in the right roles and gives them the opportunity to use their natural strengths most effectively in the sales process. Discover the behavioural styles of the

individuals in your team with the *Extended DISC® Sales and Service Assessment*.

### Develop your Salespeople with customised Sales Reports

In addition to the *Extended DISC® Sales and Service Assessment*, you can design your own specialised, tailored and customised Extended DISC® sales behavioural reports on the FinxS® online platform. Design a report to fit the specific requirements of a particular sales role, by choosing from the 1500+ competencies available. Design one to your precise specifications, use your own branding, select your content and format.

## Understand the Sales Competences

The *FinxS® Sales Competence Assessment* is a completely different assessment tool and is not an Extended DISC product. It uses a questionnaire of 90 forced questions to provide explicit and tangible information on a salesperson's current sales skills and selling mindsets. It delivers a development road map, identifying both strengths and development areas in the following 18 critically important sales competences:

- **Prospecting**
- **Qualifying**
- **Building rapport**
- **Process Orientation**
- **Goal Orientation**
- **Need for approval**
- **Controlling the sales call/process**
- **Handling stalls and objections**
- **Questioning effectiveness**
- **Active listening**
- **Critical thinking**
- **Ambition and initiative**
- **Presenting**
- **Time Management**
- **Dealing with failure**
- **Competitiveness**
- **Money Concept**
- **Emotional Detachment**

## Sales Development Plan

The *FinxS® Sales Competence Assessment* is available in three different formats: Recruitment, Development, Manager. Equip your sales managers and team with the information they need to grow. Guide your sales professionals to superior sales performance.

Identify the competences that are crucial to your organisation and business, assess your sales team and discover where your sales professionals need extra coaching and development and where their strengths lie.

The Recruitment report measures the 'Excuse Index' of an individual, allowing managers to identify how likely a certain salesperson is to procrastinate on their sales tasks. Use this to delve deeper into issues that could be holding your salespeople back from sales success.

Combine the *Sales Competence Assessment* with an individual's *Extended DISC®* results in the *FinxS® Sales 18 Report* to discover how their current skill level compares with their natural strengths and behavioural tendencies.