

The following is a syllabus for the Everything DiSC Workplace Certification course. It's broken down to show you the activities included for each week of the course, along with a description of the activity.

REMINDER: You need to complete ALL activities (self-directed and live collaborative) in order to qualify to sit for the certification exam.

WEEK 1 The following activities are included in the Welcome section and Module 1:

ACTIVITY TITLE	ACTIVITY DESCRIPTION
WELCOME SECTION	
Welcome video—Everything DiSC Workplace introduction <i>(self-directed)</i>	<ul style="list-style-type: none"> • Watch a video providing an overview of the Workplace program.
Orientation for Everything DiSC Certification <i>(self-directed)</i>	<ul style="list-style-type: none"> • Review the course requirements and information about the technology and platform navigation.
Introductions <i>(self-directed)</i>	<ul style="list-style-type: none"> • Participate in an online forum activity. Introduce yourself, and meet your classmates.
MODULE 1: DISCOVER DiSC	
“The Everything DiSC Workplace Assessment <i>(self-directed)</i>	<ul style="list-style-type: none"> • Review instructions for taking the assessment.
Take the Workplace Assessment <i>(self-directed)</i>	<ul style="list-style-type: none"> • Complete the Workplace assessment, and receive your personalized Workplace profile with your DiSC style.
Everything DiSC Model: Basic Characteristics <i>(self-directed)</i>	<ul style="list-style-type: none"> • Learn about the basic DiSC characteristics through an interactive activity.
Cornerstone Principles of Everything DiSC Workplace <i>(self-directed)</i>	<ul style="list-style-type: none"> • Discover the Workplace cornerstone principles.
Understanding Your DiSC Style <i>(self-directed)</i>	<ul style="list-style-type: none"> • Learn about the DiSC map and dot placement through an interactive activity.
Where Is Your Dot? <i>(self-directed)</i>	<ul style="list-style-type: none"> • Complete an interactive activity about your dot’s placement on the map.
“Your Dot Tells a Story <i>(self-directed)</i>	<ul style="list-style-type: none"> • Explore your personal DiSC narrative in your Workplace profile.

WEEK 1

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 1: DISCOVER DiSC (continued)

Your DiSC® Priorities and Shading <i>(self-directed)</i>	<ul style="list-style-type: none"> Learn about the DiSC priorities and shading through an interactive activity.
Your Shading Expands the Story <i>(self-directed)</i>	<ul style="list-style-type: none"> Explore your personal shading in your Workplace profile.
A-Ha! Moments Discussion <i>(self-directed)</i>	<ul style="list-style-type: none"> Participate in a small group forum activity to share your experiences. Provide feedback to your classmates about their experiences.
What Motivates You? What Do You Find Stressful? <i>(self-directed)</i>	<ul style="list-style-type: none"> Complete two interactive activities to understand your own motivators and stressors.
What Motivates Others? What Do Others Find Stressful? <i>(self-directed)</i>	<ul style="list-style-type: none"> Complete two interactive activities to explore others' motivators and stressors.
Live Collaborative Activity <i>(instructor-led)</i>	<ul style="list-style-type: none"> Learn to use the tools in the live classroom environment, and complete a "Day in the Life" of DiSC styles activity.
Summary of DiSC Styles <i>(self-directed)</i>	<ul style="list-style-type: none"> Review a poster providing an overview of the styles.
Best Practices Discussion <i>(self-directed)</i>	<ul style="list-style-type: none"> Participate in a large-group forum to share facilitation or coaching best practices.
Personal Reflective Journal <i>(self-directed)</i>	<ul style="list-style-type: none"> Capture your personal take-aways from this module.

WEEK 2

The following activities are included in Module 2.

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 2: THE FOUNDATION OF EVERYTHING DiSC®

<p>Why Do I Need to Know the Research? <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Learn about the significance of the research behind Everything DiSC. • Download a Research Report and Frequently Asked Questions document for use in the next activity.
<p>Research Scavenger Hunt <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Navigate through the research report to be comfortable using it as a resource in your future sessions. • Receive common language explanations of the research behind DiSC through an interactive activity.
<p>Common Misuses of DiSC Language <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Discover the most common misuses of DiSC through an interactive activity, and learn how to address them in your sessions.
<p>The Value of DiSC Card Sort <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Complete an interactive knowledge check activity about common misuses and appropriate uses of DiSC.
<p>The Everything DiSC People-Reading Technique <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Learn a simple people-reading technique to assess others' DiSC styles.
<p>People Reading: Practice Session <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Practice the Everything DiSC people-reading technique through an interactive activity.
<p>A-ha! Moments—Using DiSC Language <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Participate in a forum activity to share your experiences. • Provide feedback to your classmates on their experiences.
<p>Applying DiSC Principles: Case Studies <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Review a series of case studies and prepare your responses to one of them to present in the live collaborative session.
<p>Live Collaborative Activity <i>(instructor-led)</i></p>	<ul style="list-style-type: none"> • Present your approach to the assigned case study in small- and large-group discussions.
<p>Best Practices <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Participate in a large-group forum to share facilitation or coaching best practices.
<p>Personal Reflective Journal <i>(self-directed)</i></p>	<ul style="list-style-type: none"> • Capture your personal take-aways from this module.

WEEK 3

The following activities are included in Module 3.

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 3: FACILITATING THE WORKPLACE PROGRAM

The Structure of the Workplace Profile <i>(self-directed)</i>	<ul style="list-style-type: none"> Learn about the flow and structure of the Workplace profile through an interactive activity.
Apply Your Profile to Improve Your Workplace Relationships <i>(self-directed)</i>	<ul style="list-style-type: none"> Use your Workplace Profile to develop possible strategies for improving a real workplace relationship. Participate in a small-group forum activity to share ideas with others. Provide feedback to your classmates about their ideas.
Create Your Personal Action Plan <i>(self-directed)</i>	<ul style="list-style-type: none"> Apply what you learned in the previous activity to create a personal action plan to improve your challenging workplace relationship.
What's in Your Kit? <i>(self-directed)</i>	<ul style="list-style-type: none"> Learn about the resources in your Workplace facilitation kit and how to navigate through the different folders.
Customize the Facilitation: Case Studies <i>(self-directed)</i>	<ul style="list-style-type: none"> Familiarize yourself with the facilitation materials, integrating several pieces of the kit in a review activity. Customize a lesson plan to address a particular case study. You will then present the lesson plan in the live collaborative session.
Live Collaborative Activity <i>(instructor-led)</i>	<ul style="list-style-type: none"> Present your custom lesson plan for your assigned case study to a small group, followed by large-group discussions.
Best Practices: Working with the DiSC® Styles <i>(self-directed)</i>	<ul style="list-style-type: none"> Watch videos and participate in large-group forums to share ideas about working with people who have different DiSC styles.
Personal Reflective Journal <i>(self-directed)</i>	<ul style="list-style-type: none"> Capture your personal take-aways from this module.

WEEK 4

The following activities are included in Module 4 and in the final certification exam.

ACTIVITY TITLE

ACTIVITY DESCRIPTION

MODULE 4: SUPPORT / SUPPLEMENTAL REPORTS

Supplement for Facilitators Report *(self-directed)*

- Explore the Everything DiSC Supplement for Facilitators Report through an interactive activity.
- Receive your personalized Supplement for Facilitators Report.

Everything DiSC Support Reports *(self-directed)*

- Learn about support reports that can be used with the Workplace program.
- Download samples of each support report to have available for the live collaborative session.

Knowledge Check: Support Reports *(self-directed)*

- Based on the information in the previous activity, complete a knowledge check about the Everything DiSC support reports.

OPTIONAL ACTIVITY:

Everything DiSC Family of Profiles *(self-directed)*

- Understand the broader Everything DiSC family and how the different programs compare to each other.
- Explore introductory videos, sample profiles, and support reports for other programs within the Everything DiSC family.

OPTIONAL ACTIVITY:

Knowledge Check: The Everything DiSC Family *(self-directed)*

- Based on the information in the previous activity, complete a knowledge check about the Everything DiSC family of programs.

Live Collaborative Activity *(instructor-led)*

- Explore how to use the support reports and other resources through small-group and large-group discussions.

Best Practices *(self-directed)*

- Participate in a large-group forum to share facilitation or coaching best practices.

Personal Reflective Journal *(self-directed)*

- Capture your personal take-aways from this module.

FINAL EXAM

Certification Exam *(self-directed)*

- Take the final certification exam (graded activity – open for 48 hours).