

Tips for Delivering Virtual DISC Training

Our role as DISC trainers and consultants is being altered by the current COVID-19 outbreak. At Extended DISC we hope the following information provides you with a grounding point to continue your practice of delivering DISC effectively.

How can I deliver virtual DISC sessions effectively?

Never forget why you are conducting the session. Consider:

- the purpose of your session
- the expectations of your participants

No need to reinvent the wheel. Adapt your current materials to online learning. We use the [4 Steps to Effective Communication](#) as a template. See below for available resources to build your own sessions.

Consider technology:

- Choose an online meeting or training platform
- Set it up
- Practice using it
- Familiarize yourself with its' features

How can I prepare my participants for online learning?

What will they need? Use your LMS or other file sharing application to provide them with materials.

- Copy of PowerPoint
- Handouts
- Extended DISC® Assessment
- Why are they attending?—Watch a quick 3-minute [Introduction to Extended DISC](#) video

When should I send out DISC reports?

First determine when to send out the:

- invitations to the session
- invitations to take the Extended DISC® Questionnaire

One-time session

- email reports 1-2 days prior to the session
- remind them of session date and time
- ask them to print copy of report
- inform them they will need the report during the session

Multi-session

- send reports after session 1
- refer to instructions for reordering reports on [Extended DISC® Client Resource Site](#)

Virtual DISC training toolbox

We have over 15 years of experience in training clients virtually. We created a virtual DISC training toolbox for our clients to use. We broke it down into 4 modules:

- 4 Steps to Effective Communication DISC Workshop
 - Understanding DISC Styles (Step 1)
 - Understanding Our Own DISC Style (Step 2)
 - Identifying the DISC Styles of Others (Step 3)
 - Adjusting Our Style for Success (Step 4)

All modules include:

- PowerPoint Presentations (with facilitation notes and tips)
- Agendas with timing
- Additional resources

You can find these training tools (and [training videos](#), [webinars](#) and [blogs](#)) on our [Client Resource Site](#).

TIP: use the "Search" field to find specific topics of interest

Some popular handouts include:

- *My Communication Strategy*
- *How Do I Relate?*

Tips to be more efficient:

Know your material, review:

- 4 Steps to Effective Communication Workbook
- PowerPoint slides and facilitator notes
- Agenda

Get to know your audience:

- Generate a list of participants names.
- What is their role in delivering DISC to their organization?
- Why are they going through your DISC workshop?
- Use the Extended DISC® Name Map and apply your own DISC knowledge to prepare for your session.

Tips for running your virtual session

- Respect time
- Set ground rules
- Minimize distractions
- Use your webcam
- Keep up your energy to share with your audience!

Remember, you are a great virtual trainer because you are already a great trainer!

Tips for following up after your virtual session

Use [Extended DISC® Reinforcement Reports](#), which focus on specific targeted areas, such as:

- time management
- maximizing strengths
- handling pressure situations

They do not need to retake the Extended DISC® Questionnaire. We recommend following a 30-45-day interval schedule. You determine what reports to use and when to use them. You know your participants and clients best.

Conduct a brief check-in virtual session:

- follow up on assigned homework
- hear how they are putting their learning into practice,
- answer any other questions they may have now that they are applying DISC.

The most important thing, is to follow up. Consistent application; which comes from reinforcement, ensures it will be used to make them more successful.

Final Thoughts

There is no one best way to deliver DISC. We have provided you with curriculum templates; just add your own expertise and personal touches. Our team of Extended DISC® coaches are ready to help you to deliver effective, virtual training programs. Please let us know how we can better assist you.

Most importantly, we value our relationship with you as our client, friend, and colleague. We want you to be safe and healthy so we can all come out of this better and stronger.