

# Everything DiSC Workplace<sup>®</sup> Certification Course Syllabus

The following is a syllabus for the Everything DiSC Workplace<sup>®</sup> Certification online 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: Course Introduction and Module 1 (Everything DiSC<sup>®</sup> Basics)

Activity Title	Activity Description
Welcome Video—An Introduction to Everything DiSC Workplace	Watch a video providing an overview of the Workplace program.
Orientation for Everything DiSC Workplace Certification	Review the course requirements and information about the technology and platform navigation.
Introductions	Participate in an online forum activity. Introduce yourself, and meet your classmates.
The Structure of the Workplace Profile	Learn about the flow and structure of the Workplace profile through an interactive activity.
The Everything DiSC Workplace Assessment	Review instructions for taking the assessment.
Take the Workplace Assessment	Complete the Workplace assessment, and receive your personalized Workplace profile with your DiSC <sup>®</sup> style.
What's in Your Kit?	Study the resources in your Workplace facilitation kit and learn how to navigate through the different folders.
Invite a Friend to Take the Workplace Assessment	In preparation for the Applying DiSC activity at the end of Module 1, you'll invite someone to take the Everything DiSC Workplace Assessment.
Live Practice Session (Optional)	Learn to use the tools in the live classroom environment.

**Week 1, Continued**

Activity Title	Activity Description
Everything DiSC Model: Basic Characteristics	Learn about the basic DiSC characteristics through an interactive activity.
Cornerstone Principles of Everything DiSC Workplace	Discover the Workplace cornerstone principles.
Understanding Your DiSC Style	Explore the DiSC map and dot placement through an interactive activity.
Where Is Your Dot?	Complete an interactive activity about your dot's placement on the map.
Your DiSC Priorities and Shading	Learn about the DiSC priorities and shading through an interactive activity.
What Motivates Others? What Do Others Find Stressful?	Complete two interactive activities to explore others' motivators and stressors.
The Everything DiSC People-Reading Technique	Learn a simple people-reading technique to assess others' DiSC styles.
People Reading: Practice Session	Practice the Everything DiSC people-reading technique through an interactive activity.
The Value of DiSC Card Sort	Complete an interactive knowledge check activity about common misuses and appropriate uses of DiSC.
Common Misuses of DiSC Language	Discover the most common misuses of DiSC through an interactive activity, and learn how to address them in your sessions.
Build the Map: The Basic DiSC Styles	Identify dimensions, motivators, tendencies, and limitations for each DiSC style.
Live Session 1	Participate in a live session to apply what you've learned about DiSC basics.
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Applying DiSC: Debrief the Workplace Profile	Conduct a debrief of a Workplace profile.
Module 1 Survey	Provide some feedback about your experience with this course to date.

## Week 2: Module 2 (Everything DiSC for Facilitators)

Activity Title	Activity Description
Reading Assignment: Everything DiSC Manual, Chapter 1 and Appendix A	Learn more about DiSC history and theory.
Common Everything DiSC Myths	Explore some common myths associated with DiSC.
DiSC Styles Expanded	Extend your knowledge of qualities associated with each of the DiSC styles.
How Your Responses Become a Style (Video)	Learn how a person's style is determined and complete a short knowledge check following the video.
Everything DiSC Workplace Priority Scoring and Shading (Video)	Take a closer look at how priorities and shading are determined.
Supplement for Facilitators	Explore the Everything DiSC Supplement for Facilitators Report through an interactive activity.
Reading Assignment: Everything DiSC Manual, Chapter 8	Learn more about interpreting DiSC results.
Why Do I Need to Know the Research?	Study the significance of the research behind Everything DiSC. Download a Research Report and Frequently Asked Questions document for use in the next activity.
Research Scavenger Hunt	Navigate through the Research Report to become comfortable using it as a resource in your future sessions. Receive common language explanations of the research behind DiSC through an interactive activity.
Ask Us Tough Questions	Post your tough questions about DiSC research to a discussion board.
Live Session 2	Participate in a live session to apply what you've learned about DiSC research and theory.
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Applying DiSC: Managing Questions	Practice posing and responding to common DiSC-related questions with a partner.
Module 2 Survey	Provide some feedback about your experience with this course to date.

### Week 3: Module 3 (The Workshop)

Activity Title	Activity Description
Exploring Your DiSC Style as a Facilitator	Place your dot on the DiSC circle and learn how your DiSC style might impact your facilitation.
Personal Case Studies: Interpersonal Conflict During a Workshop	Post to the Discussion Forum about a difficult interaction you had with a participant.
Conducting a Needs Assessment	Learn about the steps required to conduct a needs assessment prior to a workshop.
Who's in the Room?	Explore various scenarios for workshop composition and receive facilitation tips for each one.
Goals for My Workshop	Select and prioritize goals for a workshop.
How Do You Conduct Needs Assessments?	Post to the Discussion Forum about your own experience with needs assessments.
Live Session 3	Participate in a live session to apply what you've learned about preparing for a DiSC workshop.
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Applying DiSC: Project Presentation	Prepare your small-group presentation for Live Session 4.
Module 3 Survey	Provide some feedback about your experience with this course to date.

**Week 4: Module 4 (Keeping DiSC Alive in an Organization) and Final Exam**

Activity Title	Activity Description
Using Workplace to Keep DiSC Alive	In this two-part activity, you'll learn about various scenarios for keeping DiSC alive in an organization and how the different Workplace reports can support those efforts.
Creating a DiSC Culture	Explore a variety of choices related to embedding DiSC in an organization's culture.
MyEverythingDiSC.com	Learn how to use MyEverythingDiSC.com to keep DiSC alive in an organization.
MyEverythingDiSC.com Discussion	Post to the Discussion Forum your ideas about how to use MyEverythingDiSC.com to keep DiSC alive in an organization.
Everything DiSC Family of Profiles (Optional)	Understand the broader Everything DiSC family and how the different programs compare to each other. Explore introductory videos, sample profiles, and supplemental reports for other programs within the Everything DiSC family.
Live Session 4	Project presentations
Best Practices Forum Discussion	Share facilitation or coaching best practices.
Personal Reflective Journal	Capture your personal takeaways from this module.
Module 4 Survey	Provide some feedback about your experience with this course to date.
<b>FINAL EXAM</b>	
Certification Exam	Take the final certification exam (graded activity – open for 72 hours).
Course Closed	The course will remain open for review for one week after exam posting