



## Tips for Administering the DiSC® Classic Paper Profile

The DiSC Classic paper profile is designed to be a self-assessment that is self-scored. Used in the classroom, it is an engaging exercise for participants but requires some special attention from the facilitator. The following tips will insure a successful experience for the facilitator and participants.

1. Be sure to allow sufficient time. Participants will finish the assessment and the scoring at different rates. If possible, schedule this part of your agenda to be just before a break so those who finish quickly are not waiting for those who are slower.
2. Begin with PPT slides or drawings on a flip chart to explain the assessment emphasizing two aspects: (You might have participants read through the instructions in the profile before they begin.)
  - A. Each set of four words requires the selection of ONE Most and ONE Least. No more and no less. Even with this admonition, you will find people who choose more than one in a column.
  - B. Use a metal object to rub on the oval for making word choices. If a pen or pencil is used to fill in the oval you will not be able to see the symbol for scoring. If you have large paper clips you can pass them out to keep people away from pens.
3. Once people begin to respond to the assessment walk around the room and observe, checking for points A and B above. If someone is not following the instructions, gently coach them. Be prepared to find the symbol they need if they have filled in the oval with a pen. You can view someone else's profile to find the correct symbol.
4. Be prepared to answer questions on word definitions. Request a document from us if you feel you need more support.
5. Push the participants a bit. The less they think about the choices, the better the results. Encourage them to think about who they really are. Don't stress a particular situation. As you see people finishing the first column point that out so others will go a bit faster.
6. Scoring. It is not unusual for people to have difficulty scoring the instrument. If the numbers are not adding up correctly in the Tally Box check first to see if there is One Most and One Least in each section. If so, it is often best to ask someone else to do the counting.

For additional support feel free to contact us at:

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