

The logo features the word "DISC" in a large, black, serif font. The letter "S" is stylized with a trail of small black dots extending from its bottom curve. The word "EXTENDED" is written in a smaller, bold, pink, sans-serif font, positioned horizontally across the middle of the "DISC" letters. A registered trademark symbol (®) is located to the upper right of the "C".

**DISC**<sup>®</sup>  
**EXTENDED**



An easy to use assessment tool that gives you a foundation for effective recruitment, enhanced performance and improved team dynamics.



[www.evolutiongroup.co.nz](http://www.evolutiongroup.co.nz)

Improving sales performance

# What is Extended DISC® ?

**Jack Welch, former CEO of General Electric once told a reporter that he spends 50% of his time on people issues.**

Extended DISC® is a series of assessment tools to help with that 50%. It's a roadmap of the behavioural characteristics that impact on our work, our judgements and our interaction with other people.

**By using Extended DISC®, you and your team can:**

- Improve recruitment by employing the right person with the best characteristics for the role;
- Improve individual performance of your team members by better understanding their strengths, motivators, development areas, and the management style they respond to best. You can also identify the areas where they can make the greatest gains in the shortest time – a great starting point for discussion;
- Improve team dynamics by looking at the behavioural style of a team as a whole. Understand where gaps exist and where the key strengths lie.

# How does it work?

**Extended DISC® couldn't be easier to use.**

1. Contact your Extended DISC® consultant or [info.australasia@extendeddisc.com](mailto:info.australasia@extendeddisc.com) for a password
2. Log on to [www.extdisc.com/edo](http://www.extdisc.com/edo) and select your native language
3. Select the Extended DISC® tool that you need
4. Complete the **10 minute questionnaire** online
5. Expect the report to be e-mailed **back to you within ten minutes**
6. If necessary, our consultants are available to talk you through the analysis



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# Extended DISC® Personal Analysis

**The Extended DISC® Personal Analysis is the primary behavioural analysis tool.**

The Personal Analysis is excellent for recruitment, career progression and development. Plus you have the option to get into greater detail of a person's natural behavioural characteristics in management, leadership roles, customer service and more.

**Each analysis provides you with:**

- A description of the person as they might be seen by others including their key attributes, motivators, ideal manager, communication and decision making style
- A summary of their motivators, strengths, development areas and areas they would prefer to avoid or delay
- A graphical description of the person's natural behavioural characteristics.
- A diamond graph of the person's natural behavioural style and their flexibility zones to show you where they can make the most gains in the shortest period of time.
- A diagram of the person's natural behavioural style along side a diagram of how they perceive their natural behavioural style is adapting to their current environment. This diagram shows if the person is comfortable with their environment, perceives that they are being stretched too far, or restricted.
- A "Present Situation" report on the influence of the current environment on the person's motivation as far as his/her needs are concerned and comments on the communication of certain vital emotions.
- Interview questions relating specifically to the person's behavioural style.

Personal Analysis is a useful tool not only for the individual him/herself, but for everyone communicating with that person. Its main purpose is to increase understanding of human behaviour: our own and others.



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# Extended DISC® Job Analysis

Extended DISC® Job Analysis is a tool for collecting information to support better decision making. It is used for increasing understanding, identifying differences in opinions, designing job contents and solving managerial problems.

Extended DISC® Job Analysis is always part of a development process; either recruitment, organisational development or another project that aims for improving the organisation's performance.

Most managers are not trained to assess the behavioural requirements of a job. Maybe this is the reason why **it seems that most failures in jobs are not based on lack of professional skills but on people and communication problems.**

In most applications the Extended DISC® Job Analysis results are compared to Extended DISC® Personal Analysis results. The Extended DISC® Personal Analysis Report when used in conjunction with the Extended DISC® Job Analysis produces, when requested a 'Compare to Job Report', comparing the candidates natural inclination with the job requirements. This is vital information for any employer.

In those cases Job Analysis builds a framework to which Personal Analysis results are then compared. The Extended DISC® Job Analysis provides the organization with a valuable, otherwise often hidden knowledge and information that is crucial in learning how to structure the organisation for maximum efficiency.



# Extended DISC® Work Pair Analysis

The Work Pair Analysis helps you clearly see the strengths and weaknesses of the working style of two individuals. It's designed to help two people take action that will have a positive and informed impact on their performance.

The work pair analysis provides information in a visual, accessible and easy to understand format.

| SAM SAMPLE   |         | JOE SAMPLE   |  |
|--|---------|--|--|
| Decision making<br>fast, unexpected, involves risk | 9<br>2  | Decision making<br>fast, unexpected, involves risk |  |
| Decision making<br>deliberate, analytical          | 3<br>7  | Decision making<br>deliberate, analytical          |  |
| Seeking change<br>active, impatient                | 10<br>2 | Seeking change<br>active, impatient                |  |
| Seeking change<br>long-term, cautious              | 1<br>8  | Seeking change<br>long-term, cautious              |  |

The Work Pair Analysis combines the personal analysis results of two people into one user friendly report. It identifies the styles of individuals, how the styles complement each other, and where the behaviour gaps exist.

### Here is some of the ways clients have used the work pair analysis:

- A Director/Partner and PA
- Incoming Director/Partner to existing Director/Partner
- Peer to peer
- Mentor to protégé
- Potential employee and manager
- Conflict situations between two team members



# Extended DISC® Reasoning Analysis

**Extended DISC® Reasoning Analysis is most often used in situations that require measuring a person's future development potential as one additional factor influencing it.**

Typical application situations are: recruitment, internal transfers & candidate screening. The reasoning skills are essential to many intellectual activities, such as critical thinking, problem-solving, creating and applying.

Critical thinking or reasoning is the intellectually disciplined process of actively and skilfully conceptualising, applying, analysing, synthesising, and/or evaluating information gathered. In its exemplary form, 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.

It entails the examination of those structures or elements of thought implicit in all reasoning: purpose, problem, or question-at-issue, assumptions, concepts, empirical grounding; reasoning leading to conclusions, implications and consequences, objections from alternative viewpoints, and frame of reference. Critical thinking - in being responsive to variable subject matter, issues, and purposes - is incorporated in a family of interwoven modes of thinking, among them: scientific thinking, mathematical thinking, historical thinking, anthropological thinking, economic thinking, moral thinking, and philosophical thinking.

## **Components of Extended DISC® Reasoning Analysis**

1. Abstract Logical Reasoning
2. Understanding Logical Processes
3. Visual Reasoning
4. Understanding Social Context
5. Numerical Reasoning



# Extended DISC® Team Analysis

**The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime.** Babe Ruth

The Team Analysis gives you an easy to use framework to understand complex issues quickly, solve problems and improve performance. It helps you align your business or team strategy with the behavioural characteristics of your team members.

The Team Analysis combines the results of the Personal Analysis results of your team into one report. It shows the team dynamics, the strengths and development areas of the team, and how the team members are adjusting their behaviours in the existing work environment.

Some popular applications of this tool include **team development, strategic decision making, leadership development, organisational development, turnover reduction, conflict resolution and succession planning.**



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# The Extended DISC® Suite of tools for Recruitment





# Extended DISC® brings responsibility, diligence, rigour and focus to the recruitment process!

After all you do want to get the right person for the job!

How important are these factors in recommending/appointing the right person for the position?

## The Candidate

- How the candidate is likely to behave in the job?
- How the candidate communicates?
- What are the candidates' motivators?
- What is the candidate likely to avoid?
- Who is the ideal manager for this candidate?
- Do they have the reasoning capacity equal to the job requirements?

## The Position

- What are the behaviours required in this position?
- How do the stakeholders perceive the position?
  - Direct Manager
  - Direct Report
  - Peers
- What is an appropriate behavioural profile for the position?

## The Team

- What individuals profile best fits the team requirements?
- How do the final candidates match the team requirements?

**If you don't know the answers to these questions when recommending/appointing a candidate, it's in your and your organisation's, interest to review how the Extended DISC® suite of tools can assist you!**



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# Tools available in the Extended DISC® System

**Extended DISC® Personal Analysis** - a self assessment tool for measuring a person's natural behavioural style, comparing unconscious with conscious adjusted style, reporting on attributes, motivators, communication style, specific style reports, strengths, flexibility zones, development areas, communicated emotions, the influence of the person's current environment on their motivation and providing vital information for self improvement.

**Extended DISC® Work Pair Analysis** - an assessment that combines the results of two Personal Analysis Reports. It compares the two people and helps them to learn more about themselves by giving them practical ideas on how to improve their efficiency in working together.

**Extended DISC® Team Analysis** - an assessment that combines the results from the Personal Analysis and offers analysis of teams, departments and organisations from two to 5,000 members. It describes the natural behavioural style of a team focusing on managerial duties, people duties, administrative duties, team roles and team profile and percentages.

**Extended DISC® Team Assessment 360** - a 360° tool that gives people the opportunity to give and receive feedback from other people. It includes perceived behaviour and desired behaviour and is an ideal tool for all team and communication trainers and consultants.

**Extended DISC® Job Analysis** - designed for identifying the different perceptions and expectations people have regarding a certain job. The goal is to be able to define a job that would be possible for someone to succeed in and help in identifying those people who have their natural tendencies closest to the requirements of the job. It identifies the most important components of the job, a job description, compares the results to Personal Analysis results and defines the ideal person for the job. An ideal tool for organisational management, organisational development consultants and recruiters.



# Tools available in the Extended DISC® System cont.

**Extended DISC® Team Alignment** - a tool for measuring the team management style and includes designing the ideal management style for the team, measures present management style, provides a "team ladder" and identifies individual development areas. Ideal for team building consultants.

**Extended DISC® Surveys Platform** - a platform for all kinds of survey questionnaires including customer satisfaction and internal climate surveys. It enables users to tailor the survey and conduct it on paper or on-line. An ideal tool for business management responsible for a business unit or a function. It is also very useful for organisational development consultants as well as line management.

**Extended DISC® Reasoning Analysis** - a classical intelligence related skills management tool which includes abstract logical comprehension, understanding logical processes, visual understanding, understanding social situations and numerical reasoning. The software includes databases for comparing the results and consultants can also create their own comparison groups.

**Extended DISC® Open 360** - a platform for measuring individual behaviour/performances. It allows self assessment and is a fully on-line based tool designed to measure the opinion of a group of people.

**Extended DISC® Profiling Tool** - a tool to assess the behavioural style of another person and to help in learning how to cope with that other person. Ideal for customer assessment and for anyone involved in selling.

**Extended DISC® On-line Platform** - designed for larger clients and enables consultants to design the reporting format and content specifically to their own requirements, add questions, and to brand the product. It provides flexibility and direct access to the Extended DISC® server for content and administration.



# Extended DISC® Features and Benefits

| Features   | Benefits  |
|--|---|
| Reports generated on-line or on your own EDPS software   | You have complete control of the process and make the cost effective decision to suit your needs – or use both systems!                   |
| Simple to use and understand   | Saves time and money – do it yourself - you don't need to employ a professional   |
| User Friendly – easy to read and interpret – short precise explicit reporting – no lengthy prose   | Your staff can be easily trained to interpret and apply, saving training expenditure and allowing HR Professionals to gain new skills.    |
| Simple to administer – Candidates can go on-line or complete the questionnaire in-house  | Saves time (=money) as ease of completion of questionnaire regardless of location.  |
| Prompt turnaround – reports available on-line within minutes and in even shorter time through the use of your own EDPS program   | Reports can be integrated into initial interview adding a new dimension to interview questioning.   |
| Multiple uses and applications – recruitment and appraisals  | Can be used as a stand alone recruitment and selection tool as well as integrated into staff development strategies.                      |
| Based on the internationally recognised four quadrant model of DISC  | Easy to understand – no complicated psychological terminology   |
| Independently validated in a range of languages  | Can be used with confidence and with the knowledge that accuracy is guaranteed  |
| Cost effective – a sophisticated system available at a competitive price   | Can be used with the knowledge that you are obtaining a world class product at the best price   |
| Powerful reports – recognises 160 different behavioural styles   | You can be assured of precise and accurate reports over a very significant range of behavioural styles                                    |
| Can determine emotions communicated by a candidate at the time of completion of the questionnaire and determine whether he/she is working outside their comfort zone. Essential in assuring best job fit | Personality types can be assessed in the recruitment process limited errors by interviewers including “gut feel” in decision making.      |
| Measures the influence of the current member's environment on a person's motivation as far as specific needs are concerned   | Assists you to re-motivate your team by simply addressing their specific needs – priceless information for an employer                    |
| You can be assured of accurate practical reports which describe a person's unconscious unadjusted behavioural style – the real person!   | Built in self checking process – the system can determine when the candidates do not answer consistently so answers cannot be manipulated |
| Available in 50 languages  | Accurate assessment of individual regardless of race/background   |



# Cost of Points and Points Usage

## Evolution Group is an agent for Extended DISC™ products in New Zealand

Users purchase points direct from Extended DISC™ Australasia who is responsible for the serving and distribution of points to the New Zealand and Australian users.

Installation of the software enables end users to manage the process themselves and have access to a full range of training and support material.

1. The cost of points for single sales of points of 500 points at a time (= 10 standard personal analysis reports) is **\$2.50 per point**
  2. The cost of points for 1000 points (= 20 standard personal analysis reports) at any one time will be **\$2.25 per point**
  3. The cost of points for 2500 points (= 50 standard personal analysis reports) at any one time will be **\$2.00 per point**
- The recommended "retail" price for single reports is NZ\$4.00 (plus GST) per point in New Zealand and NZ\$4.00 (plus GST) per point in Australia.

Each standard personal analysis report uses 50 points.

Extended DISC™ Software can be installed on end users' computers at no cost providing 1000 points or more are purchased initially. If the initial purchase is for 500 points the card reader is supplied at a cost of \$100.00 (inclusive of GST).

To draw down points, users simply telephone (toll free in New Zealand 0800 333 668) quote a Visa or MasterCard number and advise the number of points required.

You will then be asked to open up your EDPS program and will be issued points by a code you enter into your EDPS program. The EDPS program warns users when their points are running low.

Alternatively, reports are available online direct from the server

## Training and Time Involvement

The time involved in processing each report is in the region of 5 to 10 minutes, but reports can be obtained online thereby alleviating the necessity to process.

Training is not a pre-requisite, as the reports are easy to read and Extended DISC® assists users with the interpretation of the first few reports thereby enabling users to become accustomed to the interpretation of the report. The latest Version 5.0 is even easier to read because of the extra enhancements.

Attendance at a training course at some stage is recommended however if users/consultants want to get the best from the reports. However, anyone interested in personnel matters are perfectly capable of learning the theory and reading the reports. The manuals are comprehensive and very easy to read and you will be provided with access to our VIP pages which contain support information and will help you with technical questions. We are always available on 09 486 3860.

The cost of training is **\$795.00 (plus GST)** and can be conducted on a clients premises.



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