

初级课程：了解你自己的DISC个性

高级课程：DISC 职业行为分析师认证课程

Level 1: Understanding Your DISC Personality Styles

Level 2: Become A Certified Behavioral Facilitator

George Quek

PEO Senior Trainer
DISC Master Certifier

Level 1: Thursday 8 Apr 2010 (半天)

Level 2: Friday & Saturday 9 Apr - 10 Apr, 2010 (两天)

PEO Training Centre, Shenzhen
PEO深圳培训室

Language: Putonghua (普通话)

Supported by

ACCA



Level 1: Understanding Your DISC Personality Styles

Introduction

Leadership is about first understanding self and then others (知己知彼，百戰百勝) With this knowledge, the leader will flex and adapt his/her behaviours according to situations and persons.

This program aims to allow each participant to:

- Understand one own personality and preferences
- Learn to lead others of different personalities and preferences

To this end, the personality assessment tool, DISC will be used.

DISC Behavioral Styles

DISC is one of the world's most popular personality and behavioural profiling instruments. It is designed to reflect observable, measurable behaviours

The history of DISC goes back to the observations and work of Hippocrates who identified 4 natural types of temperaments. There are four dimensions to the DISC model:

- Dominance:** How you approach problems and challenges
- Influence:** How you interact and influence people
- Steadiness:** How you respond to change and levels of activity
- Compliance:** How you respond to rules and regulations

DISC identifies not only one's natural behavioural style but also one's adapted style. The individual's natural style is often referred to as "the real self". The adapted style is sometimes known as the "masked self". It is a list of behaviours the individual believes the work environment requires him/her to demonstrate.

DISC helps people to

- Communicate more effectively
- Establish goals that benefit individuals and organizations
- Establish realistic milestones for performance and skills enhancement
- Identify obstacles and problem areas that may be adversely affecting leadership effectiveness
- Generate alternatives and actions plans to overcome problems
- Lead effective teams

Solutions

We recommend the following sequence:

- Online assessment for each participant (English or Simplified Chinese)
- Profile report for each participant to be generated English or Simplified Chinese
- Debrief session (see below)

Objectives:

At the end of the program, the participants will be able to:

- Learn about DISC Personality Styles – the characteristics and attributes
- Understand their own Personality Styles – the strengths and the weaknesses
- Know how to lead and communicate with others of different styles.

Approach

- Self-Reflection
- Group Discussions/Exercises
- Role-Plays

Program Outline

Activities	Intent
<p>Introduction and Welcome address Ice-breaking activity</p>	<p>To highlight the importance of aligning teams in achieving overall objective</p>
<p>Fundamentals</p> <ul style="list-style-type: none"> ○ Why DISC? ○ What is DISC? ○ Principles of Motivation <p>Personality Introduced</p> <ul style="list-style-type: none"> ○ What are personality preferences? ○ Characteristics of Dominance, Influencing, Steadiness, Compliance ○ The orientation of the 4 preferences <p>(The participants will be asked to guess their own style at this time)</p>	<ul style="list-style-type: none"> » To help participants understand the purpose of doing the DISC exercise: Self awareness and understanding leading to greater effectiveness in leading and relating to others » To explain the importance of personality preferences in our lives and work » To let the participants know and understand the characteristics and attributes of each of the 4 key personality preferences » To let the participants know how each of the 4 preferences differ
<p>Personality Revealed</p> <ul style="list-style-type: none"> ○ The personality reports are handed out at this time to each participant. ○ The participants are asked to go through their individual reports on their own 	<ul style="list-style-type: none"> » To let the participants discover their DISC results » To allow the participants time to individually self-reflect on their findings
<p>Personality Elaborated</p> <ul style="list-style-type: none"> ○ Personality Blends ○ The 3 DISC graphs ○ Special patterns ○ Transition patterns ○ Examples of different patterns ○ How is our personality determined? 	<ul style="list-style-type: none"> » To help the participants understand different personality blends » To help the participants understand the graphical representations of DISC » To help the participants make sense of the report descriptions to how they relate to the graphs
<p>Personality Discussed</p> <ul style="list-style-type: none"> ○ Each participant is to be paired with a working colleague ○ Each will take turn to share their personality preferences with one another 	<ul style="list-style-type: none"> » To allow close-working colleagues to understand each other's personality styles » To discuss how leadership
<p>Personality Concluded</p> <ul style="list-style-type: none"> ○ 4 behavioural tools to adapt to different personalities ○ Different personalities: Good or Bad? 	<ul style="list-style-type: none"> » To share with the participants on the various ways to make behavioural changes in response to their personality styles » To get the participants to think about the value of differences in the team
<p>Personality Cross-Styled</p> <p>An activity in which the group is randomly divided into 4 teams.</p> <ul style="list-style-type: none"> ○ Each team will represent 1 style ○ The team will need to discuss and come up with respective ways to complement and supplement each of the 4 DISC styles ○ Each team will then present their outcomes with the rest 	<ul style="list-style-type: none"> » To help the participants understand and find ways to work with differing styles » To help the participants understand that effective leadership is about adapting to the other party's style » To help the participants understand that effective leadership is also about making up the weaknesses of the other party's style
<p>Personality Applied</p> <p>Participants will role-play different scenarios involving different personality styles</p>	<ul style="list-style-type: none"> » To let the participants practice their learning » To commit each participant to make desired behavioural changes in view of their self-awareness of their individual personality
<p>Wrap-up and feedback</p>	

Level 2: Become A Certified Behavioral Facilitator

Background

Imagine the advantage you'd have if you could read people like a book - and have the paper qualification to back it up!

Now you can! Based on the well-known and widely used DISC Personality System, this specially designed two-day intensive programme, Introduction To Behavioral Analysis (Certification & Training) will equip you with key people-reading skills and help you become proficient in Behavioral Analysis in no time.

The programme includes lectures and small group interaction, a 76-page Certification Syllabus Pack, a set of practice profiles and a set of 8 audio- cassette tapes. All these materials are neatly compiled in a three-ring binder. This means you can refresh your memory whenever and wherever you want, to help you read and communicate with people.

What's DISC certification?

DISC certification is a training programme in behavioral analysis that provides you with a framework to understand human behaviour more profoundly. It explores four basic personality styles and you learn to relate better to someone of a different style. You will administer and interpret an assessment instrument that identifies behavioral style. These instruments are widely used in counselling, human resource management and professional consulting. Upon completion of this training, you will receive certification from the Institute for Motivational Living as Behavioral Facilitator.

The Institute for Motivational Living, based in Pennsylvania, U.S.A, is a training and publishing company designed to help people communicate better and work together more effectively. The Institute trains and certifies individuals in product usage with their behavior analysis course, Introduction to Behavioral Analysis. This training course provides the expertise to consultants, entrepreneurs, business managers, pastors and counselors in the use of the DISC Personality System and other behavioral assessment profiles for use in team building, career planning, hiring, conflict resolutions, family counseling, personal counseling, marriage counseling and executive coaching. This course and the others The Institute offers are designed to teach you to apply the concepts of DISC in your business and daily life.

Programme Structure

All sessions begin at 9.00am and end at 5.00pm. This programme runs over 2 days. The examination, given on the last day, consists of questions covering the material in the required reading as well as in the programme itself.

Outline Introduction

Communication: Key to your Success Definition of communication

- Communication impact
- Uses of the DISC profile
- Course learning objectives

Section 1

Behavioral Styles: Theory and Background

- Hippocrates theory
- Contributing factors to behavioral style
- The Trust Model...adapted from The Johari window
- Behavioral principles/DISC model
- Principles of motivation

Section 2

Administration of the Personality System Profile

Section 3

Interpretation of the Personality System Profile

- Personality system overview
- Characteristics of the high 'D'
- Characteristics of the high 'I'

- Characteristics of the high 'S'
- Characteristics of the high 'C'
- Various notes and comparisons
- What the graphs show
- What DISC measures
- 'Look' method of interpretation
- Identifying patterns
- Interpretation samples
- Blends: The 'D' blends, The 'I' blends, The 'S' blends, The 'C' blends
- Interaction table
- Communication enhancement with a team member

Section 4

Application of the Personality System Profile

- Behavioral tools modification process
- Case Study 1: Married couple
- Case Study 2: Recruitment
- Case Study 3: Conflict Resolution
- Case Study 4: Team building
- Personal growth areas
- Team interaction
- Building an effective team

CERTIFICATION EXAMINATION

Why should you enrol?

1. This training is an investment in you, your organization and personal relationships. It equips you with new skills to effectively consult, counsel and communicate with others.
2. You will receive valuable training material that can be used over and over again.
3. You will receive a personal certification as a behavioral facilitator and in doing so, obtain instruction in the administration, interpretation and application of a recognised assessment instrument.
4. You will receive toll-free support as you go through this course. This ensures your proper understanding and successful application of the training.
5. You will be trained by an expert in human resource management who has trained thousands of individuals in the concept of behavioral assessment.
6. You will be able to generate income as a professional consultant from the concepts learned in this course.
7. As a Certified Behavioral Analyst, you will be able to:
 - Generate income as a professional consultant
 - Maximize personal strengths and minimize weaknesses
 - Resolve internal conflicts and power struggles more quickly
 - Enhance teamwork amongst staff in an organization
 - Assess a person's non-verbal communication
 - Identify how and why people make decisions
 - Reveal root communication problems
 - Motivate others toward greater productivity
 - Develop focused and motivated teams
 - Train others in applied behaviour
 - Enhance your relational time professionally and personally
 - Gain greater sensitivity to others around you
 - Help children & teenagers develop a positive self-image
 - Purchase DISC system material at a whole sale price
8. Plus you'll learn
 - How others process information and respond to change
 - Dominant fears of each behavioral style
 - Historical origins of personality theory
 - Principles of behavioral interaction

- Compatibility of behavioral styles
- How to distinguish between a person's mask and his/her core self
- How to identify when a person is experiencing stress
- Relational orientation versus task accomplishment
- Factors that contribute to the development of the behavioral

The Organizational Benefits

The DISC process can provide employees from different branches and teams within an organization the opportunity to meet, learn about each other and learn more about how to build important working relationships throughout the organization.

Put quite simply, if you are relying upon resumes alone to identify and cultivate the human assets in your organization, you are using only half of the compass to guide your organization. DISC helps uncover potential gold mines and trouble areas in an organization in a constructive, non-threatening way that encourages employee participation.

As the conductor, you decide if your organization is making noise . . . or music.

Trainer

George Quek

George Quek is a contracted trainer with PEO China. He is an accomplished consultant, coach and facilitator who works with senior leaders like CEOs, VPs and GMs and their teams to improve their individual and organizational leadership and management performance. He has trained, coached and consulted for more than 3,000 executives and leaders from over 100 organisations throughout the Asia Pacific in the last 5 years. Prior to that, he had over 15 years of senior leadership experience with Fortune 500 and regional multi-national corporations.

Experience

George has lived and worked in Singapore, U.S.A., Hong Kong, China, Taiwan, Thailand and Indonesia. As a result, he is proficient in the local languages and conducts coaching, facilitation and training in Mandarin, Cantonese in addition to English. Primarily, George focuses on providing holistic and "boutique" solutions in leadership development, coaching and mentoring to corporate clients in the Asia Pacific region. In addition, he serves as an executive coach to senior leaders and executives.

George is an adjunct faculty with the Center for Creative Leadership, the world's leading leadership development provider, where he is ranked one of their top coaches. He is part of an elite group of coaches, specially selected by McKinsey & Company to work with its staff.

Background & Qualifications

George has worked across a diverse range of industries. He started his career as a consultant with Andersen Consulting (now known as Accenture) before joining ServiceMaster, a US Fortune 500 multinational that was on Fortune's Most Admired Companies list and renowned for its service excellence. He rose through the ranks to become the Country Head for Singapore and later joined a regional logistics services group as its General Manager for Greater China where he lived and spearheaded start-ups. He was subsequently promoted to become the Vice President/Business Unit CEO with responsibility over 800 employees in 6 countries. He was then headhunted to be a Director of Service Quality Centre, the training and consulting arm that is part of the Singapore Airlines Group. In addition to spearheading the local and international business, George was also heavily involved in providing training, coaching and consulting solutions to Service Quality Centre's clients.

George earned both Bachelor and Master in Business Administration from the University of Texas at Austin. He qualifies with a Certificate in Corporate Coaching from Corporate Coach U, USA. George is a Master Trainer for the Workplace Big Five ProFile as well as a master certifier for DISC. He is also an accredited MBTI and FIRO-B administrator and practitioner. In addition, he is a certified NLP practitioner and is also certified in Center for Creative Leadership's suite of 360 assessment tools like Benchmarks as well as the Conflict Dynamics Profile.

About PEO Training

Training^{PEO} is the training division of PEO Group. Our continuous research and development as well as consolidated training management allow us to provide with you up-to-date training courses and satisfying service at reasonable price. We treat each in-house training as a special consulting project and continuously improve the quality. Understanding clearly your corporate culture, strategy, development status, employees' capabilities and relevant factors as well as working closely with you before and throughout the training session, we ensure what we deliver is significantly applicable to your business.

<http://www.peo-group.com/>

REGISTRATION FORM

FAX TO: Shenzhen (+86755) 8351-6911
HK: (+852) 3793-3368

PARTICIPANT'S DETAILS

Company Name

公司名称

Bill to

发票抬头

Address

地址

Tel No.

电话

Mobile info. for SMS Pre-training contact purpose only.
以下手机信息仅用于课前短信联系。

Participant (1)

Mr.先生 Ms.女士

Name

姓名

Title

职位

Mobile

手机

E-mail

邮件

Participant (2)

Mr.先生 Ms.女士

Name

姓名

Title

职位

Mobile

手机

E-mail

邮件

Participant (3)

Mr.先生 Ms.女士

Name

姓名

Title

职位

Mobile

手机

E-mail

邮件

Please remind me by phone one day before the training.
我需要课前电话提醒。

If specific contact person is assigned, please state.
如与以上参加者不同请填写。

Contact Person

Mr.先生 Ms.女士

Name

联系人

E-mail

邮件

Tel No.

直线

Yes! Please register me for the training:

我要参加本次培训:

Level 1: Understanding Your DISC Personality

Level 2: Become A Certified Behavioral Facilitator

深圳 Shenzhen

PEO Training Centre, Shenzhen / PEO深圳培训室

Level 1 (Half Day)
8 Apr 2010 (Thursday) / 2010年4月8日 星期四 (半天)
3:00pm - 6:30pm

Level 2 (2 Days)
9 Apr - 10 Apr, 2010 (Friday & Saturday)
2010年4月9日、10日 星期五、六 (两天)
9:00am - 5:30pm

Language: Putonghua (普通话)

	Fee** (RMB / Person) 费用 (人民币/每位)	Discount* 优惠价
Level 1	<input type="checkbox"/> 600	<input type="checkbox"/> 500
Level 2	<input type="checkbox"/> 4800	<input type="checkbox"/> 4500
Level 1 & 2	<input type="checkbox"/> 5200	<input type="checkbox"/> 4800
* for PEO's client and ACCA Member, Student & AE Staff		
PAYMENT OPTIONS 付款方式	<input type="checkbox"/> I want to pay in HKD. (Level 1: HKD700/600 L2: 5150/4850 L1&L2: 5500/5100)	
<input type="checkbox"/> TT / 转帐 <input type="checkbox"/> Cash / 现金 <input type="checkbox"/> UnionPay / 银联卡		

*"PEO's client" refers to a company attending any PEO past events. 过往会议参会公司享受优惠价。

**The fee includes training materials, certificate of attendance, refreshment and lunch (Level 2). 费用包括课程资料、证书、茶歇及午餐 (Level 2)。

ACCOUNT INFORMATION

开户银行: 工商银行深圳市深圳湾支行
账户名称: 深圳普岩会议服务有限公司
人民币账号: 4000 0277 0920 0242 980

Official invoice will be issued on site.

*** 正式发票在签到处领取***

PEO HK Account info.

Bank Name: Hang Seng Bank Limited
Account Name: PEO (HK) Co., Ltd.
Account Number: 229213491001(HKD)

Signature:

签名

» This event is by invitation only. Due to limited seats, early registration is encouraged.

» 本次活动仅限邀请。因场地所限, 我们希望您尽早回复。

» Reservations will be confirmed on a first come first served basis upon receipt of the registration.

» 我们将在收到您签名的传真后为您保留座位。

» A substitute delegate is welcome at any time without extra charge if you are unable to attend.

» 如果您报名后无法参加, 我们随时欢迎您推荐一位参会者代您参加, 并不另外收取费用。

» Any absence without prior notice may cause your enrollment in next activity to be put into waiting list.

» 没有任何事先通知的无故缺席将会影响到您的下一次参与。

» PEO reserves the right to postpone or cancel the event due to unforeseen circumstances.

» 普岩会议保留解释与因不可预见情况而修改或取消本次活动的权利。

Please complete this form and fax to PEO.

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Zoe Xi / 奚小姐

SZ Fax: (+86755) 8351-6911

HK Fax: (+852) 3793-3368

Mainland Tel: 400-628-5800

support@peochina.com

HK Tel: (+852) 3793-3024