

Direct & Delegate Action Plan

Employee Name:

Employee DiSC® Style:

Use the page about this person's style in the "Direct & delegate" section of the Catalyst™ platform to improve how you direct and delegate to them.

STEP 1: TASK/PROJECT

Think of a task or project you might delegate to this person.

STEP 2: HOW THEY LIKE TO WORK

Read the section about how this person likes to work, and write down things to keep in mind when delegating this task or project.

STEP 3: POTENTIAL CHALLENGES WHEN WORKING TOGETHER

Read the section about potential challenges you may face when working together. Write down what you might find most challenging about adapting your style when giving direction to this person.

STEP 4: EXPERIENCE LEVEL

What is this person's experience with this type of task or project?

STEP 5: HOW TO ADAPT

Read the last section on how to adapt, focusing on the areas that are relevant to this person's experience level.

Write down specific actions you will take to effectively adapt your style when directing this person. (Consider things such as their confidence, preparation on your part, words and phrases to use, resources to provide, follow-up actions, etc.)