



Since the June HR BOC meeting, and as a follow-up to the same, HR and IT partnered and acquired a cost-effective scanner for the purpose of initiating the process of scanning ~200 personnel files. Moving forward we have determined how and where to safely and securely store new team member hiring documents to an encrypted cloud.

We know we have only one chance to make a first impression. Since the first of the month HR has automated new team member documents into a fillable format and we are now able to provide our new team members all required new hire documents electronically a week in advance of New Team Member Orientation, along with our Employee Policy Manual. This process enhancement has allowed new hires to preview our policies as well as complete and submit required documentation prior to their first day.

These improvements afford us the opportunity to spend more quality time on key, important aspects of a premier employer's orientation experience. Through the lens of our new team members, we can focus on ensuring each new team member feels welcome. Concentration on day one will be reviewing and ensuring understanding of JHA's policies and procedures while providing new team members with a positive experience and the resources they need to be successful.

Ninety days into my initial 180 days introductory period, I maintain a log of various requests, inquiries, meetings, conference calls, impromptu one-on-ones, etc. to document how my time is being allocated. From the log, there is a trend which confirms a need for training throughout the Agency.

To answer this need, HR is preparing a rough draft of a Company-wide training calendar that will include specific classes, workshops, or seminars onsite. Once crafted it will need to be reviewed and approved with an anticipated roll-out for first quarter of the annual year. The training calendar will include:

- **ADP** – Ms. Crystal Blackmer, Compensation and Benefits Specialist, initiated this training by participating in staff meetings. Her presentation and her PowerPoint have already helped to make improvements in this area.

- **Family Medical Leave (FMLA)** – Ms. Satonia Hart, HR Generalist, has done a superb job ensuring team members are aware of this Federal Law by providing information and documents timely. Employees are being educated and provided FML as an option, so they know their rights.
- **ADA**
- **Workers' Compensation**
- **Interviewing & Selection**
- **Incidents & Accidents**
- **Employment Policy Manual (JHA Policies & Procedures)**
- **Anti-Harassment/Anti-Discrimination**
- **Workplace Investigations**
- **Corrective Action**

A takeaway from last month's HR BOC meeting was a reference to Emotional Intelligence for senior leadership at the agency. A potential vendor and resource for this training is Multi-Health Systems, Inc. (MHS). They bring over 40 years of experience, pioneers in the industry, and a leading developer of innovative solutions dedicated to measuring and developing the potential of people. They are not just about assessments – they are about breaking barriers. I requested a cost estimate which will be provided once received.

Another option to consider is Everything DiSC® on Catalyst which is a personal development learning experience that equips people with the social and emotional know-how for more effective interactions at work—no matter who or where they are. By combining the proven DiSC® model with flexible facilitation and a powerful learning platform, Everything DiSC on Catalyst helps people:

- Better understand themselves
- Appreciate and value differences in perspective and approach
- Readily and consistently adapt to the unique needs of each person or situation they encounter

The result is lasting impact. When learners use Everything DiSC on Catalyst, the hard work of long-lasting behavior change is possible...even fun. When organizations use Everything DiSC on Catalyst, they foster a more engaged, collaborative, and adaptive culture that drives results.

The information and cost are included in this report: July 1<sup>st</sup> 2024-price will be \$4.80 per credit with the 20% discount = \$72.00 pp



# Meet Catalyst™



## Introducing Everything DiSC® on Catalyst™

Everything DiSC® on Catalyst™ is a personal development learning experience that equips people with the social and emotional know-how for more effective interactions at work—no matter who or where they are. By combining our proven DiSC® model with flexible facilitation and a powerful learning platform, Everything DiSC on Catalyst helps people:

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# The Everything DiSC on Catalyst Experience

Each Everything DiSC on Catalyst learning experience starts with our best-selling Everything DiSC Workplace® application. From there, learners can continue their DiSC journey with Agile EQ™ or Management.

## BASE EXPERIENCE:

### Everything DiSC Workplace®

Everything DiSC Workplace® on Catalyst™ takes the best-selling Everything DiSC Workplace experience to the next level. Designed to build more effective relationships at work, Workplace on Catalyst helps people adapt to others in real-time. With this base experience, participants will:

- Discover their DiSC® style
- Deepen their understanding of self and others
- Learn how to build better relationships
- Access real-time tips for more effective interactions with colleagues
- Build the foundation for future social and emotional skills training



## ADD-ON EXPERIENCE:

### Everything DiSC® Agile EQ™

Everything DiSC® Agile EQ™ develops the emotional intelligence necessary to support what organizations need most right now— a thriving, agile culture. By combining the personalized insights of DiSC with active emotional intelligence development, participants learn to read the emotional and interpersonal needs of a situation and respond accordingly. Agile EQ participants will:

- Discover the instinctive mindsets that shape their responses and interactions
- Recognize opportunities to stretch beyond what comes naturally to them
- Take action to become more agile in their approach to social and emotional situations



## ADD-ON EXPERIENCE:

### Everything DiSC® Management

Everything DiSC Management on Catalyst prepares anyone in a management role to successfully engage, motivate, and develop their people—from anywhere. It combines DiSC with personalized management insights to help learners adapt their approach to each direct report, improving their management effectiveness in real-time. Everything DiSC Management is available within the Catalyst system as a 10-credit add-on to the Everything DiSC Workplace base experience.\* Learners will:

- Discover their DiSC management style
- Develop a set of core management skills that are essential in the modern workplace
- Gain actionable strategies for adapting their management style to each person they manage



# Learning that Lasts

The Catalyst™ learning platform makes practice—and therefore, lasting impact—a reality.

**Catalyst™ is a personalized learning platform** that acts as each learner's home base throughout their DiSC® journey. Designed to support instructor-led facilitation or individual exploration, Catalyst helps people adapt to others in real-time, unlocking engagement and inspiring more effective workplace collaboration. **Catalyst integrates DiSC into the flow of work, ensuring takeaways are readily applied.** On Catalyst, learners will gain access to:



## Your DiSC Style:

Catalyst introduces learners to their unique DiSC style using a narrative-style format that illuminates personalized insights around behavioral preferences and tendencies, laying the groundwork for a transformational learning experience full of “aha!” moments.



## Your Colleagues:

The Your Colleagues feature turns insights into action by connecting learners to their colleagues and offering real-time tips for more effective interactions. Learners will discover their colleagues' strengths, preferences, tendencies, and what causes them stress.



## Your Group:

This fun, interactive feature helps teams work better together. By combining DiSC with actionable group insights, teams build cohesion while adapting their behaviors for optimal performance. Learners can create multiple groups, plot members on a DiSC map, and shed light on team dynamics that influence results.



## Access Their DiSC Applications:

Catalyst offers a range of DiSC application content—including Workplace, Agile EQ, and Management—designed to help learners develop the social and emotional know-how for more effective interactions at work.



## Download Their Profile:

The Your DiSC Profile report is a highly personalized report that provides each learner with a comprehensive result of their Everything DiSC® on Catalyst assessment. The report contents depend on what applications the learner has access to within their Everything DiSC on Catalyst experience.

# The Everything DiSC on Catalyst Facilitation Kit

The Everything DiSC on Catalyst Facilitation Kit offers facilitators a new dimension of support to help meet a wide range of time, location, and group size constraints. It uses a short-format, modular design and includes virtual and in-person facilitation options to ensure facilitators can create a customized experience that meets the unique needs of any client. The kit includes:

- Classroom and Virtual Facilitation Guides for Fundamentals, Workplace, Agile EQ, and Management modules in Microsoft Word (customizable)
- PowerPoint® decks for each classroom and virtual module (customizable)
- Participant handouts for classroom and virtual sessions
- Program Guide for planning your session
- Access to online research and resources, including sample reports, posters, templates, and other detailed product information

## MODULE DESCRIPTIONS AND ESTIMATED TIMES

Workplace	Agile EQ	Management
<p><b>Your DiSC® Style:</b> Participants walk through the framework of the DiSC® model and review the Everything DiSC® map. They learn about their DiSC styles, then discover and discuss personalized insights. <i>60 minutes classroom/65 minutes virtual</i></p>	<p><b>Your EQ Strengths</b> Participants discover their unique emotional intelligence strengths and the core needs that drive them, and consider how to use their strengths in new ways. <i>45 minutes classroom/40 minutes virtual</i></p>	<p><b>Your Management Style:</b> Managers learn about their DiSC® management style and the priorities that drive their approach to work. In small groups, they explore the responsibilities that energize them and drain them throughout the day. <i>60 minutes classroom/60 minutes virtual</i></p>
<p><b>Your Colleagues:</b> Working in pairs, participants look each other up on the "Your Colleagues" page on the Catalyst™ platform and discuss their continua results and ways they can work better together. <i>30 minutes classroom/20 minutes virtual</i></p>	<p><b>Beyond Your Comfort Zone:</b> Participants learn about the full range of Agile EQ™ mindsets available to them and why it's important to stretch beyond their comfort zones to be more agile in handling different challenges. They use a combination of personalized insights, video, and discussion to consider new ways of responding to complex social and emotional situations. <i>95 minutes classroom/100 minutes virtual</i></p>	<p><b>People Reading:</b> Managers practice a simple method to gauge the DiSC styles of their direct reports. They watch video clips and compete to guess the styles of the characters. <i>30 minutes classroom/30 minutes virtual</i></p>
<p><b>What Drives You:</b> Participants discover their workplace priorities, as well as their motivators and stressors. They see how they compare to people with other styles and consider ways to be more effective at work. <i>75 minutes classroom/70 minutes virtual</i></p>	<p><b>Develop Your EQ:</b> Participants take steps to develop their emotional intelligence by exploring anticipated difficulties in stretching to new mindsets, choosing a mindset to work on, and creating an action plan for becoming more agile. <i>60 minutes classroom/60 minutes virtual</i></p>	<p><b>Direct &amp; Delegate:</b> Managers discuss their natural strengths and challenges when delegating and directing. They explore how to customize their approach to specific direct reports so they can work more effectively. <i>60 minutes classroom/60 minutes virtual</i></p>
<p><b>You and Other Styles:</b> Participants use the DiSC model to better understand the people they work with through video and discussion. They gain insight into their relationships with colleagues based on DiSC style. <i>75 minutes classroom/60 minutes virtual</i></p>		<p><b>Motivation:</b> Managers explore the type of environment they create for the people they manage and the ways that it might be motivating or demotivating. They learn how they can more effectively tailor that environment to their specific direct reports to create more engagement. <i>60 minutes classroom/60 minutes virtual</i></p>
<p><b>Build Better Relationships:</b> Participants review tips for working with one colleague based on their DiSC style and discover how to improve relationships with people of all styles. <i>60 minutes classroom/55 minutes virtual</i></p>		<p><b>Develop Talent:</b> Managers discuss the advantages and disadvantages of their natural style of developing others. They explore the diverse professional development needs among their direct reports so they can best support long-term growth. <i>60 minutes classroom/60 minutes virtual</i></p>
<p><b>Your Group:</b> Participants discover group dynamics with the "Your Group" page on the Catalyst platform. Learners will create and save one group and uncover group strengths and areas for growth and how they can work better together as a team. <i>30 minutes classroom / 30 minutes virtual</i></p>		<p><b>Manage Up:</b> Participants explore how their own manager tends to see them. They discuss how they can better connect with that manager, get buy-in, and deal with conflict. <i>60 minutes classroom/60 minutes virtual</i></p>

# Special Offers Extended Through December 31, 2024

## Everything DiSC Workplace® on Catalyst™

Any past Everything DiSC® or DiSC® Classic learner can upgrade to Everything DiSC Workplace® on Catalyst™ for FREE through December 31, 2024. This upgrade is available for English profiles only.

*\*Free upgrade available for Everything DiSC Workplace, Everything DiSC Management, Everything DiSC Productive Conflict, Everything DiSC Agile EQ™, Everything DiSC Sales, Everything DiSC Work of Leaders®, Everything DiSC363® for Leaders, and DiSC Classic (electronic profiles only). This upgrade is available for English profiles only. To gain access to this free upgrade, use existing data in EPIC. For more information, contact your Everything DiSC Authorized Partner.*

## Everything DiSC Agile EQ™ on Catalyst

Any past Everything DiSC Agile EQ learner is eligible for a FREE Everything DiSC Agile EQ on Catalyst upgrade through December 31, 2024. This upgrade includes the Everything DiSC Workplace on Catalyst base experience and is available for English profiles only.

## Everything DiSC Management on Catalyst

Any past Everything DiSC Management learner is eligible for a FREE Everything DiSC Management on Catalyst upgrade through December 31, 2024. This upgrade includes the Everything DiSC Workplace on Catalyst base experience and is available for English profiles only.

## Everything DiSC on Catalyst Facilitation Kit

For any Workplace, Agile EQ, or Management Kit holder who purchased a traditional kit on or before December 31, 2024, you are eligible to access a **free upgrade** via the Everything DiSC registration site using a registered serial number.

For more information on the new Everything DiSC on Catalyst experience, contact your Everything DiSC Authorized Partner.

Discover a new way to  
engage and connect with  
your people.



EVERYTHING DiSC  
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Carole Gill  
CONSULTING

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