

EVERYTHING DiSC WORKPLACE® ON CATALYST™ FAQ

Designed for Everything DiSC® Certified Facilitators, internal facilitators, and EPIC sub-account holders

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INTRODUCING EVERYTHING DiSC WORKPLACE® ON CATALYST™!

Culture—it's the way we do things around here. Or maybe more specifically, it's the way we engage and connect with one another to get things done. It's the result of shared experiences, behaviors, and values, and it transforms an organization from a group of individuals to a cohesive whole.

No matter how you define it, organizational culture has faced dramatic—likely permanent—changes in the wake of COVID-19. Abrupt transitions to remote work, forcing new modes of communication. Rebuilt business strategies with no guarantees of success. The ever-present need for a workforce to do more with less. Now more than ever, culture matters, and organizations must face the very real choice between actively shaping a culture that supports business recovery or letting culture emerge in a way that drags down morale, collaboration, and performance.

The choice seems clear, yet actively shaping culture remains one of the hardest things to do. Why? Because culture isn't crafted in the board room. It's the collection of thousands of moments, interactions, and choices made by people every day. Culture doesn't improve in a single event. It's built and reinforced over time through the ongoing and conscious effort toward a shared vision. Culture doesn't transform by itself—it needs a catalyst. Everything DiSC®, together with its Authorized Partner Network, can be that catalyst.

Introducing Everything DiSC Workplace on the All-New Catalyst Platform!

Everything DiSC Workplace® on Catalyst™ takes the best-selling *Everything DiSC Workplace®* experience to a new level. Designed to engage every individual—regardless of title or function—in building more effective relationships at work, *Workplace on Catalyst* helps people adapt to others in real time, unlocking engagement and inspiring more effective collaboration.

By combining the proprietary Everything DiSC assessment, the all-new Catalyst™ platform, and virtual instructor-led facilitation, learners will:

- Discover their DiSC® style for deepened self-understanding
- Gain insight into and appreciation for other work styles
- Learn how to adapt to others to help build better relationships
- Access real-time tips for more effective interactions with their colleagues
- Build the foundation for future social and emotional skills training—personalized to their DiSC style!

The result is a more engaged, collaborative culture that improves the overall quality of your workplace.



EVERYTHING DiSC WORKPLACE® ON CATALYST™ FREQUENTLY ASKED QUESTIONS

General Questions

1. What is included in the *Everything DiSC Workplace® on Catalyst™* learning experience?

The Everything DiSC® Assessment

- Powered and proven by 40+ years of research
- Uses computer adaptive testing and sophisticated algorithms for precise results
- Provides the foundation for a personalized learning experience

Catalyst™—A personalized, on-demand learning experience platform

- Delivers the results of the Everything DiSC assessment in a guided, narrative-style format
- Allows learners to go deeper into their DiSC® style to develop social and emotional skills
- Compares their DiSC® style with colleagues and gives tips for more effective interactions

Your DiSC Profile (PDF)

- A 23-page guided narrative available for download from the Catalyst platform and the EPIC Administration Site
- Describes a learner's DiSC style, insights about them and others, and actionable strategies for building better relationships and being more effective in the workplace
- Modular design to coincide with the topics in the facilitation

The Facilitation Tool Kit *Optional Resource for Facilitators*

- Free extension of the *Everything DiSC Workplace* Facilitation Kit modified to include instructor-led training modules for virtual or in-person delivery
- Easily customizable facilitation materials using scripted content, contemporary video, and activities
- Short-format, modular design that is easily tailored to any group size or time constraint

2. Who is *Everything DiSC Workplace on Catalyst* for?

Everything DiSC Workplace on Catalyst is designed for any individual, regardless of title or function, who works with people. Individuals who work within or are associated with an organization will get more out of the learning experience because they will gain access to the *People* feature—a capability that allows learners to compare DiSC styles and access tips for more effective interactions in real time.

3. How is *Everything DiSC Workplace on Catalyst* different than the traditional *Everything DiSC Workplace* application?

Workplace on Catalyst refactors the traditional *Workplace* experience to better support real-world application of the learning concepts. The result is an experience that moves from a once-and-done event to an ongoing learning process. Three notable differences are described below:

- **Modular Design:** The traditional *Workplace* experience has been refactored into five learning modules. Unlike the traditional *Workplace* experience, each module is self-contained and can be done alone or in conjunction with the others. This design enables group training sessions that can be easily customized to meet a wider range of time or group-size constraints. These learning modules include the following:
 - i. Your DiSC Style (~65 mins)
 - ii. Your People (~20 mins)
 - iii. How You Work (~70 mins)
 - iv. Understand Your Relationships (~60 mins)
 - v. Build Better Relationships (~55 mins)

Please note that all five learning modules can be delivered separately or together in a single event. The intent of the modular design is to equip Partners and facilitators with more options to address emerging learning trends around shorter-format sessions.

- **Immediately Relevant and Applicable to Each Learner's Day-to-Day Work Life:** The Catalyst™ platform acts as a personalized, on-demand single access point for learners to call on throughout their DiSC® journey. Here, learners take their DiSC assessment, gain access to their personalized results and *Workplace* content, and can compare their DiSC style to their colleagues and get tips for more effective interactions in real time. This contextualized experience allows learners to apply what they learn with their colleagues and more easily come back to DiSC to help achieve lasting behavior change.
- **Virtual or In-Person Instructor-Led Facilitation:** To address the remote work implications brought on by COVID-19, the *Workplace on Catalyst* facilitation has been designed to support virtual OR in-person training. The *Everything DiSC Workplace® on Catalyst™* facilitation materials include the following:
 - i. Advanced virtual facilitation (for use with more sophisticated virtual meeting or training technology)
 - ii. Basic virtual facilitation (for use with basic video meeting technology)
 - iii. Classroom facilitation (for face-to-face sessions; **coming later in 2020**)

4. How many credits is *Everything DiSC Workplace on Catalyst*?

Everything DiSC Workplace on Catalyst is available for **15 EPIC credits**. For more details on pricing for your organization, contact your Everything DiSC® Authorized Partner.

5. Can we upgrade our past *Everything DiSC Workplace* and *DiSC Classic* learners to the Catalyst platform?

Yes! Past *Everything DiSC Workplace* and *DiSC Classic* learners are eligible for a **FREE** *Everything DiSC Workplace on Catalyst* upgrade through December 31, 2020. **This upgrade is available for English profiles only.** Past Everything DiSC learners who have experienced any other application can migrate to *Everything DiSC Workplace on Catalyst* using existing data in EPIC for 15 credits.

In either upgrade scenario, the learner will need to complete additional assessment questions. For more details on how to upgrade your past Everything DiSC Workplace and DiSC Classic learners to Catalyst, contact your Everything DiSC Authorized Partner.

Assessment Questions

6. What assessment are learners taking with *Everything DiSC Workplace on Catalyst*?

The assessment includes the base DiSC questions, plus questions to measure the *Workplace* priorities, *Productive Conflict* priorities, *Management* priorities, and *Agile EQ* mindsets. As a result, learners will not have to take new items when they are given access to future Catalyst content (when additional content becomes available). *Sales* questions are not included because they are sales-specific and not relevant to learners in other roles or functions. *Work of Leaders* questions are not included because they would substantially increase the length of the assessment.

7. How long will the assessment take?

If the learner takes the full *Everything DiSC Workplace on Catalyst* assessment, it will take ~20-30 minutes to complete. If a learner was assigned *Everything DiSC Workplace on Catalyst* using existing data from a past Everything DiSC experience, it will take ~5-10 minutes to complete. Learners who upgrade from a *DiSC Classic* experience will take the full *Everything DiSC Workplace on Catalyst* assessment.

The Catalyst™ Platform Questions

8. Which Everything DiSC® applications are available for use on the Catalyst™ platform?

Everything DiSC Workplace® is the only application currently available on the Catalyst platform. It was available as a pilot in June 2020, with a formal launch targeted for later in 2020.

9. What is Catalyst?

Catalyst is an engaging, mobile-enabled learning platform that helps organizations shape their culture by equipping people with the social and emotional skills needed for more effective interactions at work. Using the Everything DiSC® model, Catalyst delivers personalized insights and actionable strategies to deepen self-understanding, inspire an appreciation of others, and empower action. For use in an instructor-led facilitation and on-demand, Catalyst integrates DiSC® into the flow of work, making the hard work of lasting behavior change possible and enjoyable. With Catalyst, learners will:

- Take the proprietary Everything DiSC personality assessment
- Discover their DiSC style and deepen their self-understanding
- Compare with colleagues and gain tips for more effective interactions in real time
- Access social and emotional skills training—personalized to their unique personality—for ongoing learning

Guided by an Everything DiSC Authorized Partner, Catalyst creates meaningful culture change that empowers people to engage, connect, and thrive at work.

10. What content is available to learners on the Catalyst platform?

The content available to learners on the Catalyst platform includes the following:

- **Your DiSC Style:** A narrative-style summary of a learner's DiSC style with access to style-specific podcasts.
- **Workplace:** Personalized content traditionally found in the *Workplace* Profile but refactored into three learning modules to coincide with the facilitation:
 - How You Work
 - Understand Your Relationships
 - Build Better Relationships
- **People:** A comparison capability that allows learners to find their colleagues and get tips for better interactions using DiSC
- **DiSCology:** Basic information about DiSC theory and research

11. Can a learner have additional priorities with *Everything DiSC Workplace*® on Catalyst™? Where does a learner find their additional priorities?

Yes. A learner's *Workplace* priorities, including additional priorities when applicable, are found within the *Workplace* feature on the Catalyst platform, and first introduced in the module, *How You Work*. Here, the learner will find out their shading, their motivators and stressors, and three key strategies that might help improve effectiveness at work.

A learner's *Workplace* priorities can also be viewed on any of the individual *People* pages within the *People* feature. Any learner can compare their *Workplace* priorities with those learners in the same organization using this feature.

12. When using the style filters on the *People* feature, which DiSC style would someone be categorized with when they are an iD or SC or CS, etc?

People will appear in the style filter for only the first letter or the first quadrant of their style. This is true for both the *People* page and the *Understand Your Relationships* page. For example, a learner with an Si style, will appear in the S-style filter but will not appear in the i style filter.

13. Can Catalyst be linked to a learning management system (LMS)?

Not at this time.



14. Can I use Catalyst™ as a virtual platform to host the facilitated sessions (instead of a platform like Zoom or Microsoft Teams)?

No. Catalyst is a platform where learners access their personalized DiSC® content. Facilitators can use a webinar or videoconferencing tool of their choice to run a virtual session.

15. Can Partners/facilitators add content to Catalyst?

No. The content on the Catalyst platform is created and managed by Wiley and based on a learner's DiSC results and the DiSC results of the people within their organization.

16. Will learners be able to access the Workplace® on Catalyst™ facilitation PowerPoint® slides and handouts on Catalyst?

No. Learners cannot access the facilitation materials (videos, PowerPoint decks, and handouts) from the Catalyst platform. These will be provided by the facilitator.

17. Will there be video embedded within the Catalyst platform?

Yes. The Catalyst platform contains video content that is separate from the facilitation for learners to explore on their own.

18. Will learners be able to personalize their report on the platform?

Not at this time.

19. Where does the organization logo on the Catalyst platform come from?

The logo that appears on the platform is the logo that is housed in the database that powers the organization look-up feature in EPIC. If the EPIC Administrator creates a custom organization in EPIC, there is not an option to add a logo at this time.

20. Are DiSC style podcasts available on the Catalyst platform?

Yes. DiSC style podcasts are available within the *Your DiSC Style* section of the Catalyst platform. Learners will only gain access to the podcast that coincides with their DiSC style.

21. Will there be a Catalyst platform app?

Not at this time. The Catalyst platform is a mobile-enabled website, designed for on-demand access from any device and provides a fully immersive mobile experience. However, it is not an application that you can download from an app store.

Report Questions

22. Is there still a PDF report with the Everything DiSC Workplace on Catalyst experience?

Yes. The PDF report is called *Your DiSC Profile*. It includes the following topics and is available for download from either EPIC or the Catalyst platform:

- Your DiSC Style
- How You Work
- Understand Your Relationships
- Build Better Relationships
- Personalized Style Index

23. What is the role of the Your DiSC Profile report in the learning experience now that the Catalyst platform is available?

The report can be printed from EPIC and used for in-person classroom training in the same way it's always been used. In addition, learners can also download their reports directly from the Catalyst platform.



24. How is the *Your DiSC® Profile* report different from the content on the Catalyst™ platform?

Most of the content in the report is the same as the content found in corresponding sections of the Catalyst platform, though there are some minor differences in presentation and organization. The report also contains introductory pages for each section that are not found on the platform and are intended to support modular facilitation. Conversely, some content on the platform, such as the *People* section, is not included anywhere in the report.

25. How is the *Your DiSC Profile* report different from the *Everything DiSC Workplace® Profile*?

Many of the pages in the *Your DiSC Profile* report will closely resemble the content found in the *Everything DiSC Workplace Profile*, and the personalized information remains largely the same. Changes include the following:

- Introductory pages have been added that allow each module to be facilitated independently, if desired. The DiSC map at the bottom of each introductory page can be used as part of the “catch-up” content to reacquaint participants with the model. In addition, the *You Will Learn* section on this page identifies the highlights of each module.
- The *Your DiSC Overview*, narrative, and *Overview of DiSC* pages have been grouped in the *Fundamentals* section at the start of the report.
- The *Three Key Strategies for Effectiveness* now follow the *Motivators & Stressors* page.

To support modular facilitation, the page numbering calls out the section of the report. For example, the four pages of the *Fundamentals* section mentioned above are numbered FN 1–FN 4, the first *Workplace* module is numbered WP1–WP4, etc.

26. Can the *Your DiSC Profile* report be accessed from the Catalyst platform?

Yes.

27. What supplemental reports are available with the *Everything DiSC Workplace® on Catalyst™* experience?

The *Group Culture*, *Team View*, *Supplement for Facilitators*, and *Facilitator Reports* are available for *Everything DiSC Workplace on Catalyst*. The *Comparison Report* is currently not available through EPIC but is coming in a future 2020 update.

Facilitation Questions**28. How is modularity different within the *Workplace on Catalyst* facilitation compared to traditional facilitation?**

The *Workplace on Catalyst* modules are designed to be self-contained, such that they can be conducted alone or in any order. This includes optional “catch-up” content at the beginning and an ending that provides closure for learners. We recommend, however, that learners start with a one-hour *Fundamentals* module that introduces them to the DiSC® model. In the traditional facilitation, modules are designed to be sequential, such that each builds on the previous one.

29. What is the difference between the virtual and in-person facilitation?

The *Workplace on Catalyst* virtual facilitation is optimized to be delivered using a webinar or videoconferencing tool. This facilitation contains separate PowerPoint® decks and Facilitator Guides. The basic concepts taught are the same in both versions, but some activities have changed to ensure that participants still have a rich experience in a virtual environment. In addition, the virtual facilitation comes in two versions:

- an “advanced tech” version that takes advantage of more advanced conferencing features (e.g., breakout rooms, polls) and
- a “basic tech” version that requires only simple conferencing features (e.g., screen sharing, chat).

The *Workplace on Catalyst* in-person facilitation follows the same conventions as the traditional facilitation that Wiley has published for years. The in-person facilitation materials are not currently available but will be released later in 2020..

30. How do facilitators gain access to the *Workplace on Catalyst™* virtual facilitation materials?

The *Everything DiSC Workplace® on Catalyst™* virtual facilitation materials are a free extension to the *Everything DiSC Workplace®* Facilitation Kit. On **July 16, 2020**, Wiley launched this free extension via the Everything DiSC Facilitation Kit registration site (<http://register.everythingdisc.com>). Any *Everything DiSC Workplace* Facilitation Kit holder can access this download by visiting the registration site and entering the Workplace Facilitation Kit serial number.

If you don't have access to an *Everything DiSC Workplace* Facilitation Kit, contact your Everything DiSC® Authorized Partner.

Privacy and Security

31. Do users have to invite/accept invitations from others to see them and their DiSC® information within the *People* feature on Catalyst™?

No, users are automatically connected to others from within their organization who are also on Catalyst. Learners can take advantage of the power of DiSC® immediately by finding their colleagues and gaining actionable tips for improved interactions.

32. How was the General Data Protection Regulation (GDPR) considered while building the Catalyst platform?

Catalyst was fully designed and developed within a post-GDPR world, and it is one of the first platforms across all of Wiley to incorporate privacy and security in every feature through a fully integrated Privacy-by-Design program. This has enabled feature-level consideration within the context of GDPR and with other privacy regulations such as the California Consumer Privacy Act. As global privacy laws evolve, we will continue to evaluate privacy needs for future updates.

33. Does the *People* feature comply with global privacy laws?

Yes. The Catalyst platform incorporates privacy and security in every feature, including the *People* feature. Each feature complies with GDPR, and with other privacy regulations like California Consumer Privacy Act. Wiley will continue to evaluate privacy needs for every future update. Specific actions taken to ensure the *People* feature compliance include:

- At the Catalyst account creation stage, all learners are asked to accept the [Privacy Policy](#) and [Terms of Use](#) prior to engaging with the platform. This information covers the interactions on the *People* feature.
- Catalyst, and the usage of the *People* feature, have been included in Wiley's Privacy Shield certification (available to view [here](#)) and has obtained the TRUSTe seal by an independent third party to verify compliance with privacy regulations.
- In compliance with privacy rules, learners can update their own data that is shared in the *People* feature in their Account information. While this does not allow learners to turn off the sharing of their DiSC style information, it does offer the autonomy to ensure that their name, photograph, and department are accurate and complete.
- Any learner at any time can ask to be removed from Catalyst by contacting their EPIC administrator. Administrators may delete a learner's access code(s), which will completely delete the learner's record in EPIC (including their *Your DiSC Profile* report) and their access to the Catalyst platform (as long as there are no other active Catalyst access codes for that learner). After this, the learner will no longer be able to log into the Catalyst platform and their information will not be visible to others in their organization.
- In the case of a learner who has access to Catalyst but changes organizations, administrators can edit a learner's organization within EPIC.

34. When a learner leaves an organization, can their DiSC information be removed from Catalyst?

Yes, learner accounts can be deleted. For a full learner account deletion, administrators may delete a learner's access code(s), which will completely delete the learner's record in EPIC (including their *Your DiSC Profile* report) and their access to the Catalyst platform (as long as there are no other active Catalyst access codes for that learner). After this, the learner will no longer be able to log into the Catalyst platform.

EPIC Administration Questions

35. Can view be set to “no” with *Everything DiSC Workplace® on Catalyst™*?

No. View is set to “yes” for all learners. On completion of their assessment, learners will gain access to their DiSC® results on the Catalyst platform. This provides a streamlined learner experience and aligns with today’s expectations for digital learning.

36. As an EPIC administrator, how do I ensure my learners can see one another in the *People* feature within the Catalyst™ platform?

During the process of assigning an *Everything DiSC Workplace on Catalyst* access code, the EPIC administrator must select or add the organization specific to that access code. All learners assigned to the same organization in EPIC will be visible to each other through the *People* feature within the Catalyst platform. For more information contact your Everything DiSC® Authorized Partner to gain access to helpful job aids.

37. Can I edit a learner’s organization after their access code has been assigned?

Yes. For step by step instructions, contact your Everything DiSC Authorized Partner for the *Catalyst EPIC Administration Job Aid* and/or the *Troubleshooting Guide for Everything DiSC Workplace on Catalyst*.

38. What if my organization is not in the Organization look-up feature in EPIC?

An EPIC administrator can create an organization if they cannot find the specific organization needed in the database.

39. Is an organization I create in EPIC visible to all EPIC administrators?

Yes. Any organization that is created will be added to the database and visible to all EPIC administrators in the future.

40. Can Authorized Partners and EPIC administrators use existing data for past learners?

Yes. Existing data can be used for learners that have completed an *Everything DiSC Workplace®*, *Agile EQ™*, *Productive Conflict*, *Sales Management*, *Work of Leaders®*, and/or a *363 for Leaders®* learning experience.

41. If I rerun a traditional *Everything DiSC Workplace Profile* from EPIC that was already completed, will it automatically reformat to the *Your DiSC Profile* report format provided with *Everything DiSC Workplace on Catalyst*?

No. In order to receive the *Your DiSC Profile* report, a past *Everything DiSC Workplace* learner will need to be upgraded to *Everything DiSC Workplace on Catalyst* using existing data on the EPIC administration site.

42. Can I limit the reach of the *People* feature to a smaller department or team within a larger organization?

No. The search function and the department filters within the *People* feature can help your learners find one another with ease.

43. Can a learner be assigned to multiple organizations?

A single access code can be assigned to one organization only.

44. What access do Authorized Partners and EPIC administrators have to Catalyst learner usage data?

Other than the normal account activity reports found in EPIC, there are no additional Catalyst learner activity reports at this time. *Everything DiSC Workplace on Catalyst* information will be included in the following:

- Account History
- Profile Completion – Detail + Summary
- Pending Credits
- Unassigned Access Codes
- Records Moved
- Credit Activity Reports

If you have questions that were not addressed in this FAQ document, please contact your Everything DiSC Authorized Partner.

