

GREETINGS MANAGERS, EPIC ADMINISTRATORS, AND TRAINERS



Ready or not, the year is rapidly ending. We hope everyone had a great fall season and are looking forward to transitioning to the new year. We are sending our 4th quarter newsletter before vacation goes into full swing. It covers updates to DiSC® products, EPIC and Catalyst Administration for Sub-Account holders. We are hopeful it will provide insights to support your trainers and administrators henceforth well into the new year!

WHAT'S NEW FOR DISC® ON CATALYST

A. ENHANCEMENTS FOR THE CATALYST™ ADMINISTRATOR!



Everything DiSC® on Catalyst™ administration just got an upgrade! We're excited to announce the pilot program for Catalyst Administrators is active. This pilot program is open to all sub-account holders. Wiley communicated that the enhancements will be transformative to the way you manage the platform, simplifying many of the administrative tasks you do today in EPIC!

The enhanced Catalyst Administrator platform is design to give you:

- ✓ Greater control and visibility over learner activity and assignments, thereby eliminating tedious "assessment completion" checks in EPIC.
- ✓ Streamline workflows for adding learners to groups and departments, increasing relevance, boosting learner engagement and satisfaction.
- ✓ User-friendly interface and administration processes.

The public pilot program is officially scheduled to launch in January though you have early access **now**. Stay tuned for updates. In the meantime, you can learn more about the new features and how to activate the functionality now on your subaccount via this link:

<https://teamforresults.com/newsletter4q24-updates/>

Also, we will attend a Wiley training on December 17th and return with more details to share with you at the start of the new year.

B. NEW MANAGER MODULES COMING TO THE CATALYST PLATFORM



We're pleased to reveal that new Manager Learning Modules are coming to Everything DiSC® on Catalyst™ in 2025! Wiley is rolling out the first module—Empowering Your Direct-Reports—now and the remaining will be released through summer 2025.

The modules (official name coming soon) are one-hour long and apply the DiSC model to common interpersonal challenges faced by managers. Skill areas for the modules will include Empowering Direct Reports, Giving Constructive Feedback, Change Management, and Conflict Management.

You can download a *prototype* of the new Empowering Direct Reports module today at no cost. We encourage you to test drive the material through hosting sessions with your team. Wiley does ask that facilitators provide feedback of their experience, typically a brief survey. [Click the link to download your complimentary module.](#)

COMPLIMENTARY WEBINAR



Also, Wiley personnel is scheduled to host two live webinars during 1Q25 to showcase the Empowering Your Direct Reports module. Let us know if you or your trainers would like a complimentary invitation to attend a virtual session on January 22 or March 24. We just need the name and email addresses of attendees.

C. IMPLEMENTED: PRIVATE ORGANIZATIONS ON CATALYST™



In our 3Q Newsletter, we announced a major change was coming regarding privacy. Wiley has implemented this change based on client requests. Client feedback was strong that the Catalyst™ Platform needed to limit which colleagues a learner can see and connect to across an organization. We're excited to announce that Wiley listened to and has implemented the *Private Organizations functionality* and it's now live on the platform! This updated function now ensures alignment with your clients' expectations around privacy and data management.

A bit of the history that drove this change:

- Administrators prefer and expect learner viewing access to be limited to other learners within the same EPIC account.
- Administrators desire more control over learner, department, and Organizational management to enhance learner relevance while protecting data privacy.

Private Organizations will address all these challenges, and we are excited to move forward with this new feature!

How does it work? Shared Organizations and respective learners have been split into separate accounts that align with the EPIC account originally assigned the access code. For example, an Organization currently shared by multiple EPIC accounts is now divided into separate Organizations, each managed independently by the

respective EPIC account. **If your training department is impacted, just give us a call and we can help support you through this transition.**

FREE CATALYST™ UPGRADE OFFER EXTENDED THROUGH 2025!



Now is your chance to experience the power of Catalyst™! We are extending ALL our free Everything DiSC® on Catalyst upgrades through 2025. And with our new [Catalyst Upgrade tool](#), migrating your learners is as easy as 1, 2, 3!

Here is the list of **free** Catalyst™ upgrades for English profiles only:

- Everything DiSC Workplace® on Catalyst
- Everything DiSC Agile EQ™ on Catalyst.
- Everything DiSC Management on Catalyst

In addition, any Workplace, Agile EQ, or Management Kit holder who purchased a traditional kit on or before December 31, 2025, is eligible to access a FREE Kit upgrade via the Everything DiSC registration site using a registered serial number.

EPIC ADMINISTRATOR'S PLATFORM



Let us know if you want to purchase EPIC credits before the year ends. Often clients want to replenish their sub-accounts using remaining year-end funds. If so, please order by December 27th.

As of this mailing, we have not received notification of a price increase in 2025. Based on past trends however, if there are price increases, we will likely get notification in February with increases taking effect starting July 1st. We will keep you abreast of any updates with a separate email to sub-account administrators so you can plan accordingly. Let us keep our fingers crossed prices will remain as is for the new year.

Throughout the year, let us know when you need to order EPIC Credits. As always, we will continue to honor prices associated with multi-year contract awards. Likewise, we will provide clients requesting a single order with our deepest allowable discount using our GSA pricing. We work hard to guarantee depositing EPIC credits into your account within 24 hours of order completion.

EPIC Platform - `Help` Videos

Have you ever wanted a job aid, e.g., a video to remind you how to complete a task on the EPIC Platform? Well, if you haven't discovered it yet, the *EPIC `Help` Menu* on the home page is rich with micro-learning video resources specific to EPIC administration. Simply log onto your EPIC account and click on the `Help` Menu (pictorial view below):

EPIC Tidbits

✓ Add Multiple Logins on EPIC Platform

An EPIC administrator can assign multiple logins to the platform. This question recently came up with a client and we thought perhaps others may benefit. Working from your sub-account home page, follow these steps to add additional logins: *Navigate to EPIC > Manage Your Account > Manage Users.*

✓ Batch Assign Access Codes

You can batch assign access codes for assessments when you have a large number of codes to administer. This time-saving tool has existed for a long time. As a refresher, working from your sub-account home page, follow these steps: *Navigate to EPIC > Create new report > Issue codes > Product Family and Product.*

ON-DEMAND MICRO-LEARNING RESOURCES

Visit the link below for the latest on-demand resources--video tutorials and FAQ documents (released in August 2024) for Everything DiSC. These resources are provided to support your facilitators. Updates are made to these resources on an ongoing basis.

[Click here for our On-Demand Micro Learning Video Tutorials and the latest Updated FAQ Document for Catalyst Platform](#)

Note: Pull down on the web page to see the full content of the library.

DISC PARCTIONER CERTIFICATION AND PRODUCTS

Everything DiSC® Certified Practitioner Certification

The Everything DiSC® Certified Practitioner Certification is your best resource to gain foundational knowledge and tools for facilitating Everything DiSC® training.

[Click here to see a 3-minute video on certification and download a copy of the brochure](#)

Note: The trainer will need an Everything DiSC Catalyst Facilitation Kit to complete certification.

This Wiley policy is a change from earlier when you only needed access to a kit. We offer bundled pricing when both are purchased and volume discounts when multiple trainers sign-up.

DiSC Facilitator Kits



Specific to Facilitation kits (e.g. *MFR Part# A-901*), you can purchase your kit for in-house trainers without attending a certification course. Once we process your order, you can immediately download it allowing new trainers immediate access to the kits. This downloadable option is ideal for agencies with policies against using external drives on their network.

DiSC Product Line



*Purchase direct from our
GSA on-line catalogue*

We encourage you to click on the link below to access our full product line and pricing information via our [GSA Catalogue](#). If the link does not work, [click here](#) and search for Management Resource Services in the search bar by typing our GSA Contract# GS-10F-0275S. Next, click on our catalogue. Note, clients can order directly from the on-line GSA catalogue or contact us via email.

SCHEDULE FOR VIRTUAL DISC CERTIFICATIONS



For easy reference, we are providing an abbreviated list of upcoming course dates for DiSC certification in the table below. New dates are added throughout the year. Contact us to check a date/time convenient for you. Recall also that trainers can earn SHRM or CPTD recertification credits for most classes.

Contact us if you want to register your trainers for a certification class and to obtain pricing information.

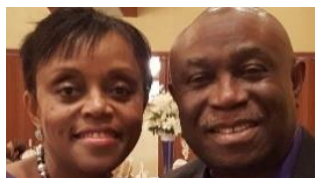
SESSIONS	DATE	NOTES
Begin online pre-work January 3	January 7, 9, 14, 16	9:00 – 11:00 am CT
Begin online pre-work January 3	January 7, 9, 14, 16	1:00 – 3:00 pm CT
Begin online pre-work January 17	January 21, 23, 28, 30	8:00 – 10:00 am CT
Begin online pre-work January 17	January 21, 23, 28, 30	12:00 – 2:00 pm CT
Begin online pre-work January 20	January 22, 24, 29, 31	9:00 – 11:00 am CT
Begin online pre-work January 30	February 3, 5, 10, 12	2:00 – 4:00 pm CT
Begin online pre-work January 31	February 4, 6, 11, 13	9:00 – 11:00 am CT
Begin online pre-work	February 5, 7, 12, 14	9:00 – 11:00 am CT

February 3		
Begin online pre-work February 14	February 18, 20, 25, 27	10:00 – 12:00 noon CT
Begin online pre-work February 17	February 19, 21, 26, 28	9:00 – 11:00 am CT
Begin online pre-work February 28	March 4, 6, 11, 13	9:00 – 11:00 am CT

CLOSING



“Thank You” for being our client over the years. It is an honor to serve you. We always welcome phone consultations if you would like to explore any of the assessments for fit to support an in-house training program or questions related to any of the products or platforms. We look forward to hearing from you.
Merry Christmas and Happy New Year!



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