# User Guide

Step-by-Step Instructions for Mastering Catalyst™ Practitioner Tools

# Contents

Last updated: December 17, 2025

# Overview

Transform your organization's performance with engaging DiSC® training that works. The Catalyst™ Practitioner Experience is an easy-to-use solution that seamlessly fits into your workflow. It gives you the flexibility and confidence to run impactful sessions that drive lasting team performance.

You get:

## Ready-to-Use Facilitation Materials

Access slide decks, scripts, and videos—**all searchable and customizable to save prep time.**
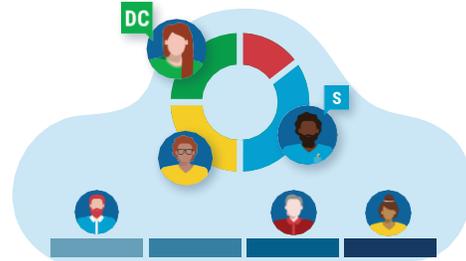
## Real-Time Learner & Group Insights

View learner results in Catalyst and generate unlimited reports—**deliver training tailored to each unique group for maximum impact.**

## Ongoing Training

Leverage the Everything DiSC® Foundations course and other training resources to keep your DiSC knowledge sharp—**build confidence and advance your facilitation skills.**

## Access to a Community of Practitioners

Connect with like-minded individuals to learn, grow, and hone your skills—**get peer support and solve challenges together.**

The result? High-impact programs where your teams don't just learn—they perform better together.

# Getting Started

You can redeem your Catalyst Practitioner Experience serial number from the Catalyst Account Settings page. If you have an Everything DiSC on Catalyst Facilitation Kit, enter that serial number to access the Practitioner Experience free for one year. Note, you can only use a serial number once; multiple Catalyst users cannot redeem the same serial number. Everything DiSC on Catalyst, Workplace, Agile EQ, or Management Kit holders who purchased their kit on or before December 31, 2025 are eligible to enter their kit serial number into the Catalyst Practitioner Experience page within Catalyst by April 30, 2026 to access a FREE upgrade for their first year of Catalyst Practitioner Experience. After one year, kit holders who have upgraded will need to pay the renewal fee to maintain access to the Catalyst Practitioner Experience.

1. Check your email for your Catalyst Practitioner Experience confirmation and serial number.
2. Navigate to catalyst.everythingdisc.com and log in to your account.
3. Click **Account Settings** from the sidebar navigation.
4. Click the **Practitioner Experience** tab and enter the serial number found in the confirmation email. Note, the serial number can only be used once.
5. Click **Redeem**.



After redeeming your Catalyst™ Practitioner Experience subscription, the expiration date appears. The Catalyst Practitioner Experience is a subscription-based product with an annual renewal of 150 credits to maintain access. Your serial number grants you access for one year, beginning on the day your serial number is entered. If you do not renew, your access will expire, and a new activation is required to access

the Catalyst Practitioner Experience. Catalyst administrators can enable automatic renewal by selecting an EPIC account for the 150-credit renewal fee deduction.

## Serial number and Auto-renewal

**Practitioner Experience access expires on 12/12/25**

Enable auto-renewal (150 credits one year after activation) ⬤ ⓘ          CANCEL | SAVE
You're in control — turn auto-renewal on or off anytime.

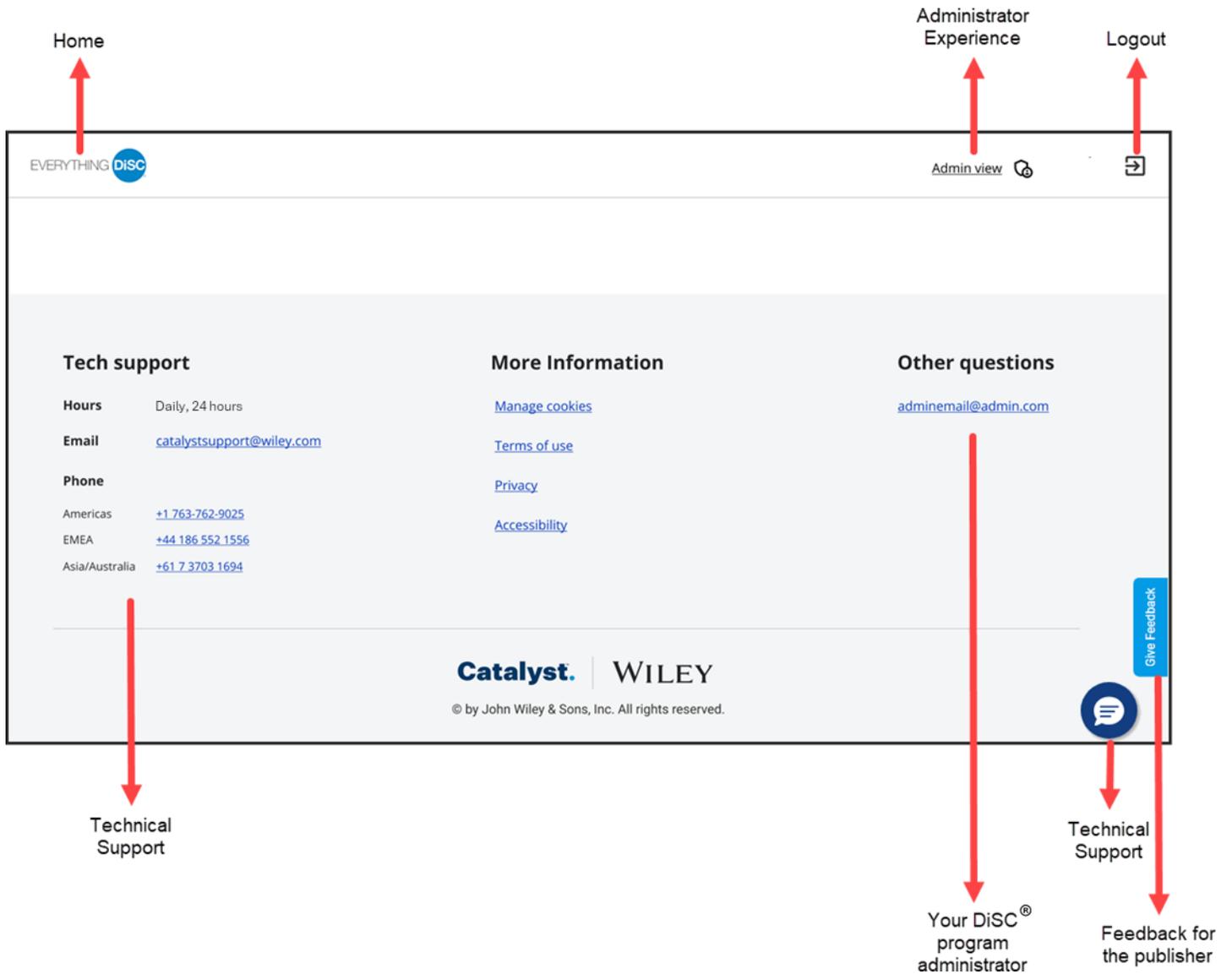| Select account ▾ |

☐ I have read and agree to the Terms of Use.

You've activated the Catalyst Practitioner Experience — start exploring all it has to offer!

**Explore practitioner resources**

# Navigation

*Header and Footer*
The Catalyst™ header and footer provide access to navigation and support.

*Sidebar*

Sidebar navigation on the Catalyst™ platform provides users with a clear and consistent way to access key tools and content. Located on the left side of the screen, it helps users easily explore Practitioner resources.

| Catalyst™ Learner Experience | Catalyst Administrator Experience |
|---|---|
| ⌂ Home | ⌂ **Catalyst Demo** Current account |
| ◉ DiSC Style | **75 EPIC credits** |
| ⤳ **Worksmart** > | 🗐 **Practitioner resources** |
| 👥 Colleagues | K **KRT Industries** Current organization > |
| 👥 Groups | |
| ⁇ Get Advice | 🖻 **Learners** ∧ |
| 💼 Workplace > | **Active learners** |
| 🧠 Agile EQ > | Archived learners |
| ⊕ DiSC·ology > | Generated reports |
| 🗐 Practitioner resources | Scheduled invitations |
| ⚙ Account settings | Compare learners |
| | 🖧 Departments |
| « | 👥 Groups |

# Practitioner Resources

Practitioners can access a library of ready-to-use facilitation materials like customizable slide decks, scripts, and handouts. Materials include items from the Everything DiSC® on Catalyst™ Facilitation Kit, including Workplace, Worksmart, Agile EQ, Management, and Your Groups modules.

1. Navigate to catalyst.everythingdisc.com and log in to your account.
2. Click **Practitioner Resources** from the sidebar.
3. Use the search bar and filters to find a resource. The resource list allows you to easily search and apply filters to find exactly what you need.
4. Click **Download** to save the resource to your computer.

The built-in filters save you time by helping pinpoint exactly what you need. But don't forget to come back and explore all the library has to offer.

| I want to ▲ | Product ▲ | Resource ▲ |
|---|---|---|
| *Search* | *Search* | *Search* |
| ☐ Facilitate | ☐ Agile EQ | ☐ DiSC map |
| ☐ Learn about DiSC | ☐ Catalyst | ☐ Guide |
| ☐ Use Catalyst | ☐ Fundamentals | ☐ Handout |
| | ☐ Management | ☐ Podcast |
| | ☐ Manager Module | ☐ Poster |
| | ☐ Workplace | ☐ Research |
| | ☐ Your Group | ☐ Sample report |
| | | ☐ Slide deck |
| | | ☐ Template |
| | | ☐ Transcript |
| | | ☐ Video |
| | | ☐ Visual Aid |

# Learner Tools

Catalyst<sup>TM</sup> Practitioners who have access to the Catalyst Administrator Experience can use two facilitation tools: Learner Comparisons and What Drives a Learner.

## Learner Comparisons

The Comparisons tool allows Practitioners to select two active learners and see their onscreen Catalyst comparison—from the learner's perspective.

1. Navigate to catalyst.everythingdisc.com and log in to your account.
2. Click **Admin View**.
3. From the *Organizations* page, click the organization name.
4. Click **Compare learners**.
5. Enter the name of the learner you want to view the comparison as.
6. Enter the name of the second learner—the colleague the first learner is compared to.
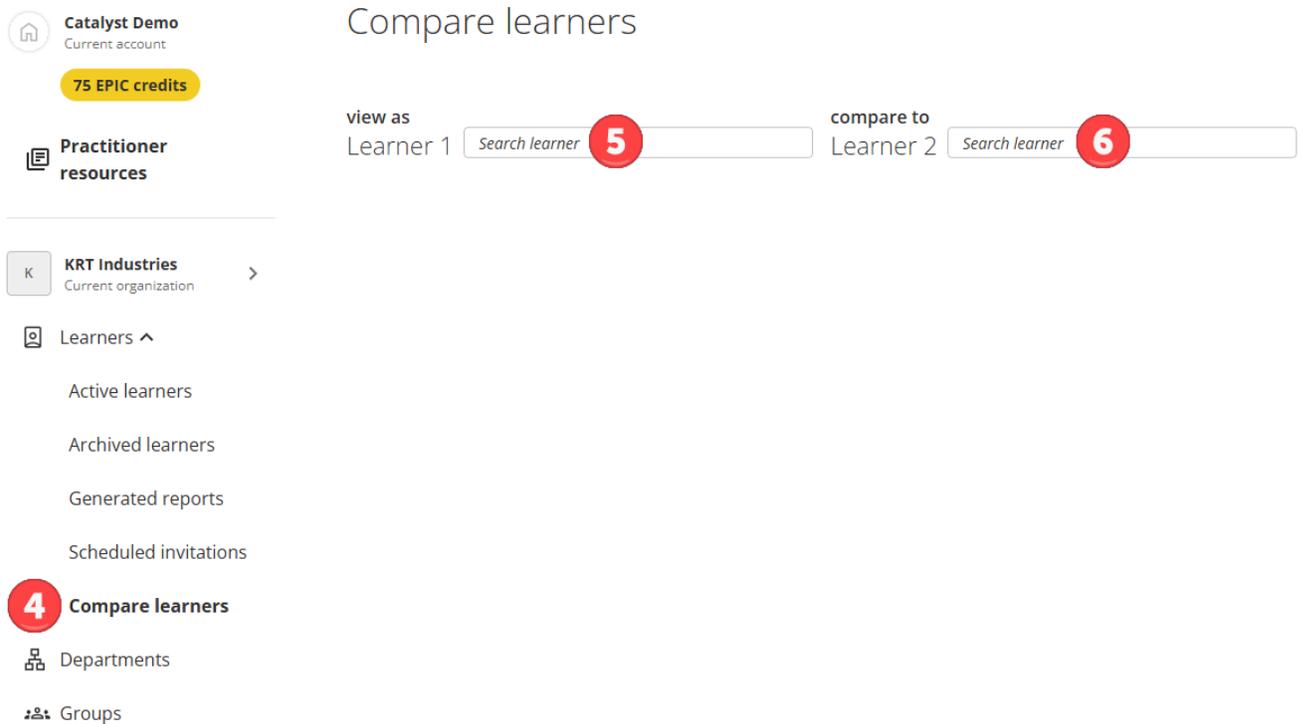
Catalyst™ instantly compares the two learners and notifies you of your selections.

**Catalyst Demo**
Current account

**75 EPIC credits**

**Practitioner resources**

**KRT Industries**
Current organization

Learners ^

Active learners

Archived learners

Generated reports

Scheduled invitations

Compare learners

Departments

Groups

ⓘ You are viewing this page as Stephanie Choi. ✕

SC

# Mateo Vega

**Mateo has an SC style.** You might've noticed that Mateo tends to take a calm, thoughtful approach and cares about contributing to group efforts. And Mateo probably takes care to prioritize both dependability and attention to quality. That's pretty typical of someone with the SC style.

**Mateo cares about:**

- maintaining stability
- meeting expectations
- maintaining harmony

**Pull Mateo in when:**

- ensuring stability
- procedures need to be followed
- creating a supportive environment

**Mateo may be stressed by:**

- taking risks
- working in a chaotic environment
- having to be firm or insistent

## Your maps together

To understand how you and Mateo can better work together, start by checking out your DiSC® maps side by side. How do your workplace priorities compare?

## *What Drives a Learner*

Practitioners with access to the Catalyst™ Administrator Experience can view learner-specific insights with the *What Drives a Learner* feature.

1. Navigate to catalyst.everythingdisc.com and log in to your account.
2. Click **Admin View**.
3. From the *Organizations* page, click the organization name.
4. Click the learner's name or email address to open their record.



5. Click the **What Drives the Learner** tab. The content from the learner's "What Drives You" Catalyst page appears.

# Group Insights

Practitioners with access to the Catalyst™ Administrator Experience can view Group Insights for both Shared and Private Groups. By combining DiSC® with actionable group insights, Practitioners can help teams build cohesion and adapt their behavior for optimal performance.

1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.
3. Select either the Shared Groups or Private Groups tab.
4. Click the group name.
5. Click the **Group Insights** tab.

# Group Facilitation Reports

Practitioners with access to the Catalyst™ Administrator Experience can generate group facilitation reports.

## Group Culture Report

The Everything DiSC® Group Culture Report is a 13-page report that identifies the DiSC®-style distribution of a group and explores how that shared culture influences behavior, communication, and decision-making. The report helps Practitioners tailor training, enabling more effective coaching, collaboration, and cultural alignment.

1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.
3. Select either the Shared Groups or Private Groups tab.
4. Click the group name.
5. Click **Download** and select **Group culture report**.

## Facilitator Report

The Everything DiSC® Facilitator Report provides facilitators with comprehensive data about the range of interpersonal styles present within their groups. Choose the report content that best suits the purpose of your intervention and your facilitation style and strategy.

1. From the *Organizations* page, click the organization name.
2. Click **Groups** from the sidebar.
3. Select the tab: Shared Groups or Private Groups.
4. Click the group name.
5. Click **Download** and select **Facilitator report**.

# Everything DiSC® Foundations

All Practitioners—regardless of Administrator access—have access to the Everything DiSC® Foundations course. Leverage this on-demand learning content to build your DiSC® knowledge and your confidence as you prepare to facilitate Catalyst™ learning experiences.

After activating your Catalyst Practitioner account, you'll receive an email providing you with login instructions to access the Foundations Course on the Wiley Online Training Center.
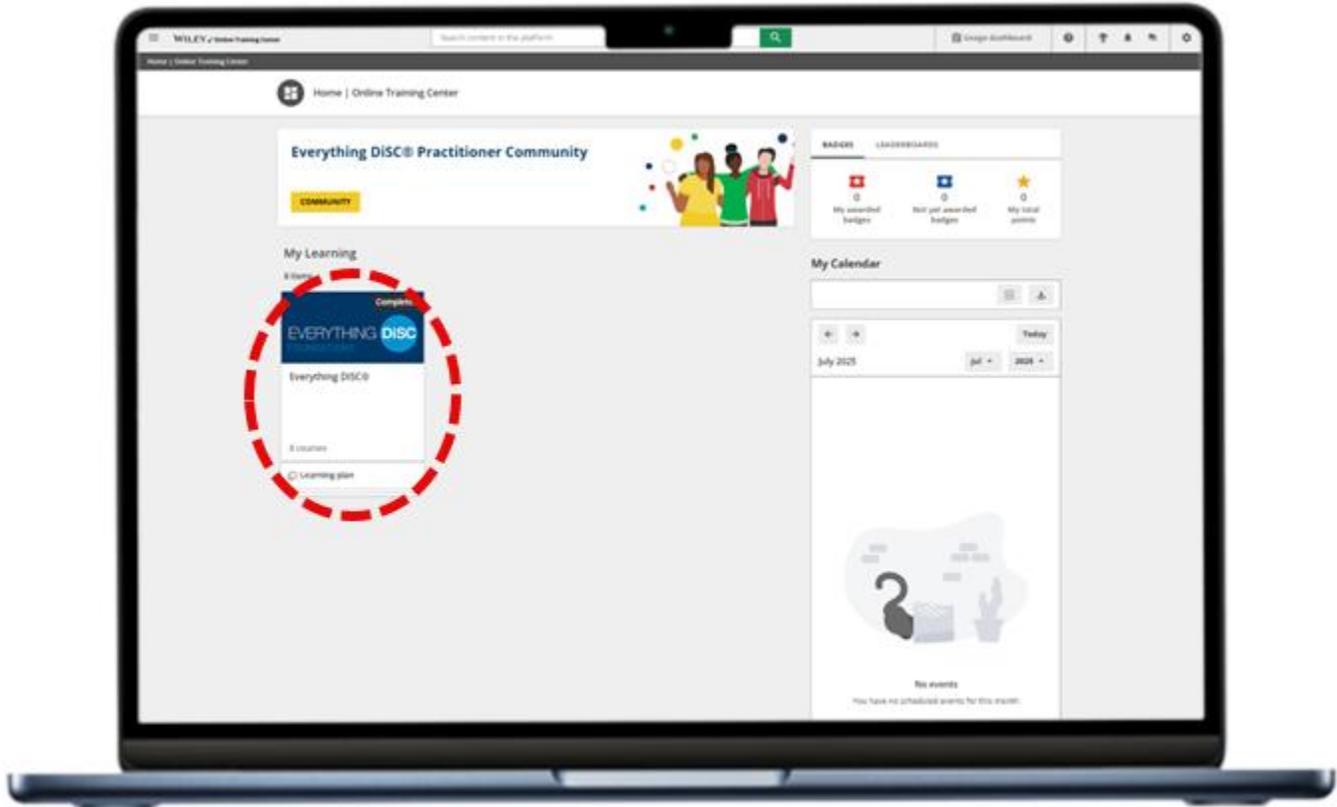
# Practitioner Community

The Practitioner Community serves as a dedicated space for Practitioners to connect with other like-minded professionals who face the same challenges. Wiley will support this community through the Wiley Online Training Center. In the community, clients will experience:

- Peer-to-peer connections for problem solving and idea sharing

- Discussion threads centered around research and thought leadership

- Access to resources for facilitation/training sessions, product information, and implementation tools

- Opportunities for exclusive community events to share ideas for delivering DiSC® in their organization

This connected community will help keep Practitioners engaged and supported in their own DiSC journey.

After entering your serial number, check your email for login instructions to the Practitioner Community on the Wiley Online Training Center.