

Disarm: What first impression are you creating for students?

That initial greeting in the office | Email/phone first impression | Your office space

Time to take action and reflect on how you and your office space may be impacting the first impression of you and DCTC for a student

WHAT DOES MY OFFICE SAY ABOUT ME?

How does my office feel from the perspective of a student? (think about different populations, e.g., adult learners, veterans, students with differing abilities or identities, students of color, first generation, etc.)	What could be changed to help DISARM?

Things to think about:

- What does the office layout look & feel like from where a student might sit?
- Are the seats comfortable?
- Is it too bright? Is it too dark?
- Does it feel sterile or welcoming? Why? How?

Discussion Questions

Discuss among your group and be prepared to share

Key Feature #1: Warm Welcome

1. Why is Disarm necessary when working with students?

Key Feature #2: Safe and Comfortable Environment

2. What items in the office help welcome students, start conversations, or tell a story about the advisor?

Key Feature #3: Appropriate Self-Disclosure

3. What constitutes appropriate self-disclosure?

Key Feature #4: Appropriate Nonverbal and Verbal Immediacy Behavior

4. What behaviors indicate that someone is interested or uncomfortable?

Personal Reflection Questions

- What areas of the DISARM phase do I do well?

- What could I improve upon within the DISARM phase?

One Thing to Implement

- What could you change in your office or how you first interact with students that would help you within the DISARM phase? **Be ready to share at the next meeting!**