<h1 style="text-align:center">WEB TEXTS OF INTRODUCTION TO MOOC VIDEOS</h1>

TEXT INTRODUCTION VIDEO PRESENTATION

Welcome to DIGITAL WORKPLACE MOOC!

This course is designed for professionals like you, who are either attracted to the telework option or who want to acquire new transversal skills to take full advantage of this modality. You are already one of those who know how important is the development of skills to work in an increasingly digital world, to work remotely, so ... this course is for you!

TEXTS MODULE 1: SELF-MANAGEMENT

1. INTRODUCTION

Welcome to module 1 of the "Digital Workplace" program, in which we will work the skills associated with self-leadership, the basic competence to develop all the other skills, whether you work remotely or not.

We are responsible for ourselves, to create our future and to lead our professional career. We must take reality from the point of view of who is responsible for it and not a victim of what surrounds it. Working from the vision of protagonist will allow us to influence more in the results and in the learning.

Why is self-leadership so important when we telework?

Because we normally do it alone, in a delocalized way and even asynchronous with others, so that developing abilities to work autonomously, even to self-motivate, is fundamental! Are you ready?

2. SELF-KNOWLEDGE

Being prepared to advance in our professional career and in life means knowing what we can bring to others and in what aspects we must continue working to become our best version.

What makes us unique and special will be the secret ingredient that can lead us to success, as long as we know it ... and empower it!

Now it's your turn ... how far do you know yourself? What would you say that makes you special? Well ... let's get to work!

3. AUTO-EFFICACY AND PROACTIVITY

The mental interpretation we make of our successes and failures influences powerfully in the confidence we have in ourselves. The power of our brain is such that it can influence our results; so much that, if we believe we can, it will be in charge of putting our full potential into action to achieve it. And if we think we cannot, our brains will think it's true, and it will not benefit our talent.

Being proactive is to make things happen, to influence what surrounds us to achieve our dreams and projects. In life, the freedom to be able to do is an opportunity to make us responsible for building the life we want.

4. OBJECTIVES

A personal or professional life without goals is a life without direction, without motivation, without efforts that are worthwhile, and without learning. Knowing how to set goals is the first step to get them, to move from where we are today and to the place where we want to be tomorrow. Do you know how to set good goals? Here we give you some keys to focus and do not lose the spotlight.

5. TIME MANAGEMENT

Time is the most valuable resource we have, since the one that is consumed is never recovered. And we all have 24 hours every day! Not one more, not one less. Given this, we do not manage time, but we manage both our perception of it and the tasks of our day to day; That is, what we do with it.

Do you want to know how to get the most out of your time? It will help you stay focused on achieving what you

want to achieve, and also some tips that will make it easier to boost your performance. Do you want to meet them?

6. PRODUCTIVITY

Companies need efficient professionals, who go beyond doing their work well and put their effort in doing things better and greener, avoiding the excessive and unnecessary consumption of time, effort and motivation.

Not all the tasks we face each day are equally important, nor do they require the same level of energy and dedication. Reflecting on this and acting accordingly is one of the keys to prioritizing and dedicating ourselves to what is truly important.

What do you usually move about? In the important? In the urgent? Find out now ...

7. LIFE-LONG LEARNING

The world is moving very fast, so we must be aware that if we want to continue adding value to our environment, it is necessary to continue learning throughout life. This continuous update will help us to be professionals with many more opportunities and versatility, and to be much more competitive!

Do you know what an PLE is? It means Personal Learning Environment. Now go ahead, because the time has come for you to start designing it ... to get down to work with your life-long learning!

TEXTS MODULE 2: COMMUNICATION

1. INTRODUCTION

Welcome to **module 2** of the ***"Digital Workplace"*** program, where we will work on skills related to communication, essential to coordinate with others when we work, and with special importance if we do it remotely and/or asynchronously.

In addition, communication is the basis on which any other competition is built; without working in it we will have difficulties to be professionals who truly contribute value.

Properly managing our communication to make it effective will ensure satisfactory and constructive relationships with the people around us, managing to influence them to obtain better results. It will help us to coordinate with others, to work as a team, to sell, to negotiate ...

Why is communication important when we telework?

Communication is the vehicle, as we have pointed out, to coordinate with other professionals, whether we are part of the same team or not. In addition, context and media when working remotely are more complex than when we are based on the same place or when we concur with others at the same time. Taking this into account, in addition to developing basic skills such as listening or empathy, will be essential if we want to achieve our goals.

2. THE COMMUNICATION PROCESS

Communication is a process in which different elements intervene, and we must take them into account to make it effective. Also, recognizing that we are responsible for doing so will help us generate alternatives to communicate better and better.

Who is the recipient of our message, which context, which code and which channel are the most appropriate, are questions that we must answer if we want to be competent in communication, because the message will largely be determined by everything this.

3. EXPRESS EFFECTIVELY

Communication moves the world, brings us closer to others and is the basis of social relations, so expressing yourself effectively is essential to developing and maintaining satisfying and productive relationships. Knowing the types of communication that exist and their impact, or the characteristics of each medium or channel to be used, is key to being able to effectively transfer to others what we want.

4. KNOWING TO LISTEN

Listening is the first step to communicate, as it brings us closer to others and to their worldview, teaches us life from the other's glasses, and allows us to find integrative solutions. True communication implies the responsibility of the sender to use the appropriate level of listening in each situation, because listening is not at all reactive, but quite the opposite!

And you ... how do you listen?

5. EMPATHY

Empathy involves not only seeing the point of view of others, but putting ourselves in their place, deeply understanding the position in which they are, what they think and what they feel, and communicate with them from there to really reach them, to get the connection we looking for.

Do you know which level of empathy do you have?

6. COMMUNICATION STYLES

There are many communication styles, as there are many types of emitters, but having respect for oneself and for others is the key to healthy and constructive relationships, since it implies communicating what we really think and feel, accepting that each person is unique and different.

Surely, you've heard many times that you must be assertive, but ... do you really know what it's about?

7. FEEDBACK

If we do not get regular feedback on what we do on the part of others, we will hardly know what we are doing well, and we need to empower; or what we are doing wrong, and we should improve. This is what we call *feedback*, a communication tool essential for working in lasting, constructive and positive relationships, so knowing how to use it (giving and receiving it) will help our professional performance and our personal satisfaction.

TEXTS MODULE 3: TEAMWORK

1. INTRODUCTION

Welcome **to module 3** of the ***"Digital Workplace"*** program, in which we will treat teamwork as a key competency for remote work.

Turning a group of people into a high-performance team is one of the challenges of today's professionals and companies, as it involves both success in achieving the goals, as well as the learning and motivation of its members during the process.

Why is teamwork important for teleworking?

As social beings, we are continuously living surrounded by other people, and in organizations teams are essential to carry out projects from start to finish. This applies whether we are in the same place or we work autonomously, although in the latter case learning specific skills to effectively coordinate with others in a virtual way will be fundamental.

2. GROUP VS TEAM VS NETWORK

A group of people working together do not themselves constitute a team; to be considered as such, several conditioners must be fulfilled.

Also, understanding the differences between group, team and network is important, because depending on the case what is expected of us and the functioning of its members, individually and collectively, will be different.

3. AREAS OF A HIGH PERFORMING TEAM

Do you want to know how the excellent teams are? Would you like to be the ideal member of any team? Do you want any company to look for you to work for them? We give you the keys so that you learn to be part of excellent teams, and when the time comes, to create them!

4. MISSION, VISION AND VALUES

What gives coherence and authenticity to a team? Working on your identity and cohesion means clarifying and sharing not only a common goal, but something much more transcendent and motivating: your mission, your vision and your values. Do you really know what each of these concepts means and for what purpose?

5. INTERPERSONAL RELATIONSHIPS FOR COOPERATION

A strong team on the level of positivity implies strong relationships and the members to be aware of the need to take care of them, and to foster certain strengths. Do you want to know how to do it? Go ahead! Take good note of what to work!

6. ORGANIZATION AND COORDINATION OF WORKFLOW

A positive team is very strong, but to become a high-performance team you will also have to work your productivity. In addition, working on the strengths that allow you to be an efficient and successful team will also help maintain that positivity, because we all like to achieve the goals and feel great satisfaction when we belong to a winning team. Do you notice how to do it? So let's go!

7. CONFLICT MANAGEMENT

Living with other people implies a multiplicity of points of view, opinions and interests, since each of us are unique and unrepeatable beings. In this context, it is usual to live conflicts and find opposing arguments. It is in our hands to take this opportunity to learn from others, to develop our creativity and to make conflicts, such as, not an obstacle in our relationship with them, but a source of growth and development for all.

TEXTS MODULE 4: CHANGE MANAGEMENT AND CREATIVE THINKING

1. INTRODUCTION

Welcome to **module 4**, the last of the ***"Digital Workplace"*** program, where we work on change management and creative thinking.

Life is a continuous change, and the era of globalization and ICT makes it also a very rapid change, so today it becomes fundamental to find and apply agile and effective responses to situations, environments, people, responsibilities and changing tasks.

Also, view this context as learning will provide us with the impulse you need to be competitive and successful professionals.

Why is change management and creative thinking important in teleworking?

When we work remotely, we tend to be in charge of autonomous tasks and circumstances in which change is usually a constant, as we also depend on changes that come from others. Similarly, our reliance on technology makes it necessary for us to continually adapt to new platforms and tools.

So, working on our flexibility, our resilience, our creativity, and being more and more adaptable professionals focused on continuous improvement, will allow us in many cases to be a different and advantageous professional option in respect to others.

2. THE CHANGE

What attitude do you have to life? How do small changes affect you? Are you ready for bigger changes?

Becoming aware of our reactions can help us to take advantage of the changes effectively, to turn them into opportunities for improvement and learning.

3. COMFORT ZONE

Conformity is one of the enemies of learning, personal growth and improvement. Living in it, we feel that we have control of everything and we get used to "endure" what it entails, that false comfort that allows us to live without thinking; ... is the perfect excuse not to choose the life we want, not to get going!

People with high performance are talented and persistent "risk takers", hence they like to frequent their learning area, coming out (or expanding) their comfort zone.

And you ... where are you?

4. FLEXIBILITY, ADAPTABILITY AND RESILIENCE

We have all experienced difficult and unexpected situations that we have had to adapt and overcome so we can move forward. If you are surprised by the ability of some people to recover and move forward, you will be glad to know that resilience can be trained and that we can all get a more positive attitude towards life. People who adapt to the context and the changes are the most likely to survive. Ready?

5. PROMOTE AND EMPOWER CHANGE

Change must not only come from outside. As professionals who bring value we must be aware of the need to share our talent with the team and organization, promoting and potentiating changes that bring good results and satisfaction for all. You know how to do it? What elements will you have to consider making such a change effective? Here we tell you.

6. CREATIVITY: VERTICAL AND LATERAL THINKING

Sometimes, from traditional thinking (not vertical) we fail providing solutions to the challenges that arise, as we continually face contexts that have not existed before. For this reason, it is necessary to look for new ways of organizing our ideas, options of thinking and making decisions that ensure success. It is important to develop ... our lateral thinking!

7. PROBLEM SOLVING

Do you know that a basic methodology for problem solving exists? Do you count on the attitude to resolve in what emerges, regardless of the resources with the stories and the situation in which you are?

The problem solving will help you to face situations that initially block the achievement of your goals, to find solutions that allow you to overcome them to achieve what you propose. Do you want to know how?

TEXT CLOSURE VIDEO

Thank you for participating in this DIGITAL WORKPLACE MOOC!

It has been a pleasure for us to have shared these weeks together and we hope you have taken the time to work on your skills. Now it's time to put them into practice ... and make them visible!

Each of the concepts worked out are steps that you have taken and that bring you closer to the professional you want to be, the professional companies are looking for today; to put in value your talent being each day more competent and adapted to the digital environment in which we live.

The end of our role is approaching and it is time for you to take leadership in your own development as a professional capable of teleworking or working remotely in an effective and efficient manner.

Thank you for your time once again and ... Congratulations also for having arrived here!