MOOC DIGITAL WORKPLACE		
INTRODUCTION **VIDEO: MOD 0**		

Script: details of what the course presenter will say.
On screen text: ideas, images etc. to appear on screen as and when prompted.
Editing notes: notes of what needs to be changed for the next edition.

SCRIPT	ON SCREEN TEXT	EDITING NOTES
Welcome to this MOOC! The professional's working environment is changing dramatically. In fact, working remotely is already a reality and requires, for started, a great paradigm shift for all.	Card: CHANGE OF PARADIGM (illustrated with a thought image or glasses).	Close-up of the trainer for a few seconds holding a sign showing his/her full name.
During the next few weeks we will work on the 4 core competencies to be professionals adapted to this new medium: self-leadership, communication, teamwork, change management and creative thinking.	Cartel: • Self-leadership. • Communication. • Teamwork. • Change management and creative thinking.	Close-up of the trainer (phrases are gradually appearing as they are mentioned).
The first competency we will be working on is self-leadership, which implies a balanced and mature knowledge of oneself (of our strengths and our areas of development), as well as the willingness and skills to autonomously develop our full potential. Professionals with self-leadership competence will be able to guide their own motivation and their enthusiasm towards the continuous improvement of their performance, knowing how to manage their time in a productive way and showing a	Card: SELF-LEADERSHIP (background, an image	Close-up of the trainer

constant attitude towards learning.	(background, an image that reflects personal organization).	
The second competence we will be working on is communication, which implies the knowledge, skills and attitudes necessary to optimally exchange concepts, ideas and emotions with others, in order to fulfill the objectives pursued with it. Communicating effectively means being able to listen empathically, to process information, to appropriately manage available means, and to use resources (verbal and non-verbal) in our expressions optimally. In addition, due to the difficulties of the media and channels, remote communication requires a very particular approach to be as effective as we intend.	Card: COMMUNICATION (In the background, an image that reflects a professional connected in videoconference with another).	Close-up of the trainer.
The third competence we will deal with will be teamwork, which means being able to work effectively with others to achieve the established objectives, taking care of both the productivity and the positivity of the group. It implies making an effective individual contribution to the collective effort of the team, maintaining our commitment and exercising responsibly our functions, always from trust, respect for others, care of personal relationships, collaborative attitude and co-responsibility necessary to reach a high performance.	Card: WORKTEAM (Background, an image that reflects a virtual network of work).	Close-up of the trainer.
Finally, we will work on change management and creative thinking, which means being able to find and apply agile and effective responses to changing situations, environments, people, responsibilities and tasks. This requires us to be flexible, integrating change in a positive and constructive way, and making use of both our analytical skills and our creativity, seeking in its application the appropriate combination and symbiosis of both.	Card: CHANGE MANAGEMENT AND CREATIVE THINKING (Background, an image that reflects the idea)	Close-up of the trainer.
Self-leadership, communication, teamwork, change management and creative thinking ... all of them essential skills to become excellent professionals for DIGITAL WORKPLACE. Let's get to work!		Close-up of the trainer.