MOOC DIGITAL WORKPLACE

MODULE 1: SELF-MANAGEMENT VIDEO: MOD1_1: Introduction

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 Module 1 of the "**Digital Workplace**" program. A module in which we will look at **self-leadership** as a starting point to improve professional performance in any type of work scenario: traditional working group and teleworking. However, in the case of teleworking this is a particularly important competency, since the teleworker does not have co-workers´ help in the same way others do who are in the same office as their colleagues. When teleworking, you need to be more independent than ever, which is why you should start as early as possible to develop the skills that allow you to be competent in this area.	SELF-MANAGEMENT We must be INDEPENDENT!	Close-up of the trainer for a few seconds holding a sign showing his/her full name.
But how do we recognise a professional who has developed the competency of self-management? It is someone who can direct their own (intrinsic) motivation and enthusiasm towards a continuous improvement in performance. They know how to manage their time in a productive way and are always open to learning opportunities.	Definition written on screen: - Directs their own motivation and enthusiasm towards continuous improvement. - Manages time in a productive way. - Always open to learning opportunities.	Close-up of the trainer asking the participants some questions. Then, a close-up pointing to the definition.

This implies a balanced and mature knowledge of oneself (of one´s strengths and areas for improvement). It also implies having the will and skills to maximise one´s full potential.

Self-management implies taking responsibility for our own reality, which, in fact, we build within our possibilities and limitations, knowing that we can decide to change this reality ourselves. We make our own choices! Furthermore, it involves self-knowledge and self-belief, becoming ever more aware of our own power. | Written on a sign*:*

We need to take responsibility for our own reality. | Close-up of the trainer. |
| What do we need to take control of our personal and professional lives?

We need the following 6 key concepts:

- Self-knowledge.
- Self-efficacy and proactivity.
- Ability to set goals.
- Improve time management.
- Be more productive.
- Be open to life-long learning. | Each point will appear on screen as the trainer mentions it:

- *Self-knowledge.*
- *Self-efficacy and proactivity.*
- *Goals.*
- *Time management.*
- *Productivity.*
- *Life-long learning.* | Close up of the trainer pointing to each of the concepts as they appear on screen. |
| Are you ready to take charge of your life and your professional career? Developing your self-management skills will be crucial in achieving high performance in teleworking.

Let´s get started! | | Close up of the trainer. |