

MOOC DIGITAL WORKPLACE		
MODULE 1: SELF-MANAGEMENT		
VIDEO: MOD1_3: Self-efficacy and Proactivity		
<p>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.</p>		
SCRIPT	ON SCREEN TEXT	EDITING NOTES
<p>One of the key factors for the development of our self-leadership is self-efficacy.</p> <p>But what is self-efficacy exactly?</p> <p>It is the belief in one’s own success; or rather, one’s ability to achieve that success. You may think this strange, but what you think of yourself and how you see yourself when faced with challenges very much determines whether or not you will be able to overcome them.</p>	<p>Card with the word SELF-EFFICACY and its definition written on it.</p>	<p>Close-up of the trainer for a few seconds holding a sign showing his/her full name.</p>
<p>And our self-efficacy has a very strong impact on our results.</p> <p>The expectation of self-efficacy is: "if I believe I can achieve something, my level of effort and my perseverance, will be greater and therefore the possibility of achieving it increases."</p> <p>It also works the other way round. "If I believe I cannot achieve something, because of fear or a past bad experience where I have failed, my capacity for persistence diminishes and so the likelihood of achieving that objective is also reduced."</p> <p>Does this ring a bell with you?</p> <p>What opinion do you have of yourself? How do you think this influences your results?</p>	<p>Card: STRONG IMPACT ON THE RESULTS</p>	<p>Shot of the trainer walking.</p>
<p>It should be noted that just because we believe in our capabilities does not actually mean we will achieve our objective; we must also be proactive.</p> <p>What is proactivity exactly?</p> <p>Proactivity refers to the way a person takes control of his/her own life, how he/she takes the initiative and the decisions necessary for his/her career development; that is, he/she takes responsibility!</p>	<p>Card with the word PROACTIVITY and its definition written on it (<i>icon demonstrating positivity</i>).</p>	<p>Close-up of trainer.</p>
<p>Being proactive opens your eyes to continually see things that need to be done; and together with your self-efficacy belief, you can develop competencies and actually get them done!</p> <p>On the contrary, we can also have reactivity, which refers to an attitude where a person does not consider that he/she has control of</p>		<p>Shot of trainer walking.</p>

his/her life, always looking for excuses to avoid doing what he/she is supposed to be doing and always trying to justify his/her behaviour.

In this sense, these types often portray themselves as “victims” and tend to feel powerless, helpless, incompetent and never appear to have the opportunities that proactive people always seem to find.

Card:

REACTIVITY (icon demonstrating negativity).

Close-up of trainer training.

Of course, when teleworking we are fully responsible for everything we do on a daily basis. We need to feel that we can achieve whatever goals we set ourselves and just go for it. Furthermore, self-efficacy and proactivity are key to working on your own and maintaining professionalism.

And how can we improve self-efficacy and proactivity?

- Make a list of your personal achievements, and detail what helped you achieve them.
- Surround yourself with people who empower you and believe in you. In teleworking this is not easy, so you will have to look at how to connect with people, from whom you can get your energy and increase your sense of self-efficacy.
- Keep your thoughts and your emotions in check, because they will greatly determine your ability to get started and achieve what you set out to do. This requires a high level of self-awareness.
- Learn from every mistake you make. You can learn from everything! So, take your time to think through how you would do something differently the next time you are faced with that challenge.
- When you are faced with a challenge, think about what you can do yourself and about how you can influence the people around you.
- And finally, celebrate every milestone you reach!

Remember, as with all skills, being more self-efficient and more proactive is something we can all be trained in. Are you ready?

Card with summary:

- Make a list of your personal achievements.
- Surround yourself with people who believe in you.
- Keep your thoughts and emotions in check.
- Learn from your mistakes.
- Think about how you can influence when faced with challenges.
- Celebrate your achievements!

Close-up of the trainer with the text on one side of the screen (phrases only appear as they are mentioned).