

<b>MOOC DIGITAL WORKPLACE</b>		
<b>MODULE 3: TEAM WORK</b>		
<b>VIDEO: MOD3_1: Introduction</b>		
<p style="text-align: center;">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>		
<b>SCRIPT</b>	<b>ON SCREEN TEXT</b>	<b>EDITING NOTES</b>
<p>Welcome to module 3!</p> <p>Humans are social beings by nature. Since the beginning of time, people have formed groups, which have been the basis of family life, leisure, work, and even war.</p> <p>We all need other people to live. And in some cases, in addition to forming groups or communities, we form teams to achieve certain objectives together.</p>	<p>Card: We are social beings by nature.</p>	<p>Close-up of the trainer for a few seconds holding a sign showing his/her full name.</p>
<p>So, for professionals, what does it mean to work as a team and why is it so important?</p>	<p>Card: What does working as a team mean?</p>	<p>Close-up of the trainer from another frame.</p>
<p>Working as a team means being able to cooperate with others to achieve set objectives, and involves caring for the productivity and positivity of the group of people who form that team.</p> <p>It implies making an effective individual contribution for the collective benefit of the team and requires relationships to be based on trust, commitment and mutual respect.</p>	<p>Cards:</p> <ul style="list-style-type: none"> <li>• Common objectives</li> <li>• Cooperate</li> <li>• Productivity</li> <li>• Positivity</li> <li>• Individual responsibility</li> <li>• Collective effort</li> <li>• Respect</li> <li>• Trust</li> <li>• Commitment</li> </ul>	<p>Close-up of the trainer. Words will appear on the screen around the trainer's image as they are mentioned until they cover the image completely. To move to the next phrase, the trainer will signal to clear them.</p>
<p>"Teamwork" is so important because most projects today involve working with other members of your own organisation or with external professionals.</p> <p>Furthermore, teleworking, by its very nature, demands various digital skills. For this reason, being able to work as a team has become an essential competency to ensure survival in today's world of work.</p>		<p>Close up of the trainer from another angle.</p>
<p>When we talk about teamwork, we usually refer to its two dimensions:</p> <p>On the one hand, we have productivity, which refers to how the team carries out its duties and makes the necessary decisions to achieve its</p>	<p>Cards:</p>	<p>Close-up of the trainer with a poster on each</p>

<p>pre-determined objectives. On the other hand, we have the positivity dimension: the team's internal environment and/or atmosphere.</p> <p>If we combine these dimensions, we can see how teams behave in one profile compared to another.</p>	<p><i>PRODUCTIVITY</i> <i>POSITIVITY</i></p>	<p>poster on each side, he will look at each poster when he mentions his definition.</p>
<p>If we have a team with low positivity and low productivity, the result will be an atmosphere where criticism, guilt, cynicism, and fear of failing dominate; not a happy place to work. In fact, results are rarely achieved here.</p> <p>In the case of having a team with high productivity and low positivity, the results will be a team focused on efficiency, with clear objectives and based on getting the end result. However, this scenario usually suffers retention problems and team members constantly feel on the defensive. This, in the medium term, can also lead to the results being put at risk, because the motivation and commitment of the members will gradually decline.</p> <p>On the contrary, when it comes to a team with low productivity and high positivity, it will be characterised by friendship and fun, but it will lack effective focus. In this scenario, there is an insufficient sense of urgency, too much toleration of "incompetence" and is not sufficiently result orientated. In the medium term, let's say that not getting good results can also endanger the good environment of this type of team.</p> <p>And finally, the ideal team will be the one with high productivity and high positivity. This is a successful and fun team, with great rapport among its team members. With its inspiring vision, it sets challenging goals, is proactive towards change, practises open communication, and its team members are constantly challenged.</p>	<p>Graphic "Dimensions of productivity and positivity".</p>	<p>Drawing of the foot trainer pointing to the graph while explaining the 4 quadrants.</p>
<p><b>Throughout this module, we will work on the characteristics of groups, teams and networks, to better understand the differences between them and think about whether we actually work or have worked in one of these ways or not.</b></p> <p><b>We will also learn about:</b></p> <ul style="list-style-type: none"> <li>• <b>the characteristics of high-performing teams</b></li> <li>• <b>how to define mission, vision and values</b></li> <li>• <b>how to organise and coordinate the workflow</b></li> <li>• <b>how to manage potential conflicts</b></li> </ul> <p><b>Summarising...we will learn about which aspects and skills are key to improving how productive we are when we work with others, whether that means being located on the same site as your team, or working remotely with them.</b></p>	<p>Card:</p> <ul style="list-style-type: none"> <li>• Group, team and network</li> <li>• High-performing teams</li> <li>• Mission, vision and values</li> <li>• Interpersonal relations for cooperation</li> <li>• Workflow organisation and coordination</li> <li>• Conflict management</li> </ul>	<p>Close-up of the trainer with the text on one side of the screen (phrases only appear as they are mentioned).</p>