

MOOC DIGITAL WORKPLACE		
MODULE 4: CHANGE MANAGEMENT AND CREATIVE THINKING		
VÍDEO: MOD4_2: The change		
<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>As Buddha said, "In the universe there is only one law that does not change; And it is the law that all things change and that nothing remains." In a changing environment like the present one, we have different alternatives to act. And to begin by observing ourselves is the essential starting point for working this competition.</p>	<p>Sing: Everything changes and nothing remains</p>	<p>Close-up of the trainer for a few seconds holding a sign showing his/her full name.</p>
<p>To train our reaction to change, it is necessary to appeal to everyday situations of our day to day, to realize how we deal with changes in a natural way.</p> <p>Do you act flexibly before them? Do you consider that you have the capacity to adapt to them? Or by the contrary, do you live adversity with uncertainty, fear and insecurity?</p>	<p>Sing: How do we face change?</p>	<p>Close-up of the trainer with the text appearing before the battery of questions.</p>
<p>By becoming aware of how we act in the face of small changes, we may be able to predict how we will do it to others of greater magnitude.</p> <p>However, there are several factors that may influence a person's ability to change or adapt to change. Some of these factors are the personality itself, our need for security and control over what happens to us or the acquired habits.</p>	<p>Card:</p> <ul style="list-style-type: none"> ● Personality ● Need for safety and control ● Habits acquired 	<p>Close-up of the trainer pointing to the text that will appear as mentioned.</p>
<p>In this way, we identify three styles or natural reactions to the changes: First, the DENIAL, in which the person is not willing to make any changes within his established plan; Even if it means losses or an opportunity cost.</p> <p>ACCEPTANCE is another reaction to change, in which the person simply changes to "save" the situation; accepts it and acts.</p> <p>The latter is about POSITIVE reaction, characteristic of the person who adapts to the changes and even sees benefits in them, which also allows them to promote and promote them.</p>	<p>Card:</p> <p>3 natural reactions to change:</p> <ul style="list-style-type: none"> ● Denial ● Acceptance ● Positive 	<p>Close-up of the trainer from another perspective with the text in the center.</p> <p>Close-up of the trainer pointing to the text that will appear as mentioned.</p>

<p>Once we have identified our natural reactions to change, there are guidelines to continue working our own management before the same:</p>	<p>Sing: How do we work change management?</p>	<p>Close-up of the trainer from a different perspective and with the text next to it.</p>
<ul style="list-style-type: none"> • Observe yourself without judging how you face the changes, whether you feel them as part of your daily life or if you live them as adversities. • Identify the emotions that the changes cause you, so you can act on them properly; If they facilitate or prevent you from moving forward. • Start looking for other possibilities for action. • Introduce conscious and little changes in your life, leaving for example some things unplanned, changing a habit ... this will help you to become more flexible. • Enrich the environment with your contributions and different ways of doing things. Lead the change! 	<p>Sing:</p> <ul style="list-style-type: none"> • Observe yourself • Identify your emotions • New actions • Introduce small changes in your life • Lead the change! 	<p>Close-up of the trainer pointing the text from a different perspective. The text will appear as mentioned.</p>
<p>When we telework, due to our reliance on technology and our isolated and autonomous work on most occasions, being able to manage change quickly and efficiently has become an essential competence.</p> <p>In this sense, if we apply change management to teleworking, this competition will allow us to:</p> <ul style="list-style-type: none"> • To be more competent in the face of adversity, especially in the technological field in our daily life. • Learn more and improve continuously. • It will facilitate the proactivity towards the change of the organization to which we belong. • And, lastly, it will promote the good environment and the integration of remote work teams. 	<p>Sing:</p> <ul style="list-style-type: none"> • To be more competent in the face of adversity • Learn more • Proactiveness towards change • Good environment and equipment integration. 	<p>Close-up of the trainer in front of a computer and talking to the camera, simulating "technological dependence".</p>
<p>In general, how can you manage your reaction to change and be more competent in this matter every day?</p> <ul style="list-style-type: none"> • Identify and analyse your reactions to the changes that arise in your daily life: do you deny them? Do you just accept them? Are you a promoter of change? • Identify your emotions and start looking for action alternatives that allow you to change your habitual way of dealing with adversity. • Manage your changes faster and faster, and you'll become the efficient professional wanted to work in the field of teleworking. • Enrich your environment with different ways of doing things, innovate, and become the protagonist of the leadership of your change. 	<p>Sign with summary:</p> <ul style="list-style-type: none"> • Analyze your usual reaction • Identify your emotions and take action • Change faster and more efficiently • Innova and lead your change 	<p>Close-up of the trainer with the text on one side of the screen (phrases are gradually appearing as they are mentioned).</p>

It's time to react to change differently, are you prepared?		Close-up of the trainer.
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