

<b>MOOC DIGITAL WORKPLACE</b>		
<b>MODULE 1: SELF-MANAGEMENT</b>		
<b>VIDEO: MOD1_2: Self-knowledge</b>		
<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>		
<b>SCRIPT</b>	<b>ON SCREEN TEXT</b>	<b>EDITING NOTES</b>
<p>Having self-knowledge is the starting point for any process of personal learning and development. If we do not know who we are, it will be very difficult to set goals to improve, and even to enhance what we already have.</p> <p>What does the term self-knowledge mean? It means becoming aware of who we are, what strengths will help us achieve what we want and recognising what the areas of improvement are that we need to work on.</p> <p>Until recently, in Western culture it was not usual to "<i>look inward</i>"; that is, to get to know our very being, what we want from life... We were more focused on exterior factors: more interested in knowing about others so we could lead them, motivate them, etc. However, it is becoming more common to hear about SELF-KNOWLEDGE, since without it, it is almost impossible to grow; even though sometimes when we do grow, we often do it in a way we were not expecting to or at a slower rate.</p>	<p>Card with the word <b>SELF-KNOWLEDGE</b> written on it with its definition:</p> <p><i>Becoming aware of who we are, what strengths will help us achieve what we want and what are the areas of improvement on which we need to work .</i></p>	<p>Close-up of the trainer for a few seconds holding a sign showing his/her full name.</p>
<p>If we look at Goleman's EMOTIONAL INTELLIGENCE model, we find two components: intrapersonal and interpersonal. We must first work on the <i>intra</i> part to be able to move on to the <i>inter</i> part; i.e. first work on ourselves, and then improve on our work with others.</p> <p>Within the intrapersonal component, the first competence to develop is self-knowledge.</p>	<p>Image of EMOTIONAL INTELLIGENCE model as per GOLEMAN.</p>	<p>Close-up of the trainer pointing to the explanatory image of the Goleman model.</p>
<p>If we are not sure about our own personal attributes, values, beliefs, emotions ..., we will not be able to manage our ability to influence our results, nor will we be able to understand or work with others.</p> <p>Self-knowledge is wisdom. Becoming aware of who we are and who and what we can become (as individuals and as professionals) is a key element for our development and for our professional success.</p>		<p>Close-up of the trainer.</p>

<p>Who are you?</p>	<p>Sign: WHO ARE YOU?</p>	
<p>There are many tools we can use to develop a better self-knowledge. One of the best known and used in business is the SWOT matrix which can be adapted to become the PERSONAL SWOT. The SWOT is an analysis of our Weaknesses/developmental areas; of the possible Threats from our surrounding environment, which could prevent us from reaching our objectives; of our Strengths, on which we must capitalise and strengthen; and of the Opportunities that may appear along the way and of which we should know how to take advantage.</p> <p>This tool allows us to analyse our personal situation by looking at what talents and assets we have and whether these are enough to achieve the objectives we have set ourselves.</p> <p>Remember that, ideally, we should contrast the SWOT results with how others perceive us (our public image), to see how much of the content overlaps and how much does not. What do you think would be said if you asked 10 people you know to tell you how they perceive you? What would stand out in terms of strengths and areas for improvement? You may discover new and interesting aspects about yourself.</p>	<p>Image of the SWOT matrix.</p> <p>Sign: <i>PUBLIC IMAGE (with a photo or reference icon, e.g. person with 360° evaluation report)</i></p>	<p>Close-up of the trainer pointing out the elements of the SWOT Matrix while explaining it.</p>
<p>Here are some ideas to start developing your own self-knowledge:</p> <ul style="list-style-type: none"> <li>• Whenever you set yourself a new challenge, you should perform a personal SWOT analysis, to define the starting point and subsequent action plan.</li> <li>• If you can, take a test to improve your self-knowledge and thus complete your self-perception.</li> <li>• If you still have them, pull out all the past performance evaluation reports with which your employer(s) provided you. They are also a very rich source of self-knowledge, and let you appreciate how you have developed and professionally grown over time.</li> </ul> <p>Remember that developing your self-knowledge is exciting ... because the more you get to know who you really are, the more capable you will be to set yourself challenges and ... reach them!</p> <p>Are you ready?</p>	<p>Sign with summary:</p> <ul style="list-style-type: none"> <li>• Personal SWOT in the face of new challenges.</li> <li>• Personality and self-knowledge tests.</li> <li>• Performance evaluations.</li> </ul>	<p>Close-up of the trainer with the text to one side of the screen.</p>

