

<b>MOOC DIGITAL WORKPLACE</b>		
<b>MODULE 4: CHANGE MANAGEMENT AND CREATIVE THINKING</b>		
<b>VIDEO: MOD4_3: Comfort zone</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>We have been hearing about comfort zone for some time. It has become familiar to hear expressions such as: "I am in my comfort zone", "I like to go out to my learning zone" ... However, do we know exactly what the comfort zone concept means?</p>	<p>Sing:  Comfort zone?</p>	<p>Close-up of the trainer with a sign with his name and surnames for a few seconds. In the background, simulate an interior area where the speaker is "comfortable."</p>
<p>The comfort zone refers to that area where we feel safe, in the thought that we control and that nothing escapes us; that is, where we have everything conquered and we think we have all learned.</p>	<p>Card:  Security, we have everything learned and under control.</p>	<p>Close-up of the trainer.</p>
<p>We can choose to stay in our comfort zone, but what happens when we do not leave it? Well, we will not transit through our learning zone, we will be stuck!</p> <p>If you fall asleep and do not adapt to the changes in a world that is in constant revolution, there will come a time when you become obsolete, with the consequences that can bring us on a personal and professional level.</p>	<p>Card:  What happens when we do not leave our comfort zone?</p>	<p>Close-up of trainer with angle change.</p>
<p>Tired of being in your comfort zone? Want to find out how to get out of it to enter the so-called learning zone?</p> <p>Well, take note of what we need to do this:</p> <ul style="list-style-type: none"> <li>• Set yourself a SMART goal (remember, specific, measurable, ambitious, realistic and defined in time).</li> <li>• Consider your attitude, your proactivity will be essential!</li> <li>• Identify how far your comfort zone is reaching, what things do you avoid doing, and do you have to start changing?</li> <li>• Ask yourself what risks you take if you do not get out of it; Becomes aware of the cost of opportunity.</li> <li>• Start doing little things differently. We feed our motivation and self-efficacy step by step, so be patient.</li> <li>• Do new things to encourage change; Like, for example, enrol in a programming course.</li> <li>• Try to reach the maximum in those objectives that you propose. Do not giving up is essential to keep growing!</li> <li>• Visit your comfort zone from time to time to find resources you already have and learn from other falls.</li> <li>• And if you do not find the resources you need, be ready to find everything you still need to achieve. Attitude</li> </ul>	<p>Card</p> <ul style="list-style-type: none"> <li>• SMART goal</li> <li>• Proactive attitude</li> <li>• How far does my comfort zone reach?</li> <li>• Cost of opportunity?</li> <li>• Step by Step</li> <li>• Do new things</li> <li>• Get to the maximum every time!</li> <li>• Return to the comfort</li> </ul>	<p>Mid-plane of the trainer indicating each of the key points as they appear on the screen.</p>

<p>toward learning is vital.</p> <ul style="list-style-type: none"> <li>• Switch to "action" mode. Become aware of the restlessness that you are in the learning zone and enjoy the benefits that brings you in your day to day.</li> </ul>	<p>zone, to rescue resources!</p> <ul style="list-style-type: none"> <li>• Train</li> <li>• "Action" mode</li> </ul>	
<p>And ... what does it mean to leave our comfort zone when we telework?</p>	<p>Card: Advantages of the learning area in teleworking.</p>	<p>Change of trainer plane to a background simulating exterior, with much more light.</p>
<p>First, set goals and go for them, making your work more productive, being very focused towards learning.</p> <p>Second, it helps us see change and adversity as opportunities for growth and development in any area of our lives, adapting better to what happens to us.</p> <p>In addition, we can't forget the acquisition of new skills, to continue developing our work in remote and in a much more autonomous way. Entering the learning zone will help us make the most of the tools that facilitate our daily work, become more productive and improve our efficiency.</p> <p>Fourth, getting out of our comfort zone (or expanding it) improves our self-esteem, and we gain control over our lives.</p> <p>And fifth and last place, becoming more competent expanding our learning area will allow us to continue promoting in our work, even at a distance.</p>	<p>Card:</p> <ul style="list-style-type: none"> <li>• Setting goals</li> <li>• Growth opportunity</li> <li>• New skills</li> <li>• Self esteem</li> <li>• Professional Promotion</li> </ul>	<p>Close-up of trainer walking and pointing to each of the points that will appear as mentioned.</p>
<p>If you are one of those who likes to leave their comfort zone, congratulations! because your performance will be increasing.</p> <p>And if you have not tried ... what are you waiting for?</p>		<p>Close-up of the trainer.</p>