

Dream, Dare, Develop

elsa

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Agenda of this Workshop:

- Summary of previous workshops
- Project Management
- National / Local Team
- Importance of Timelines
- EIT and the International Board

Developing Professionalism

- Introductions
- Definition of Professional Development
- History and background of Professional Development
- The Tools of a Professional Development Officer

Professional Projects

- Introduction to Professional Development Projects
- A run through of specific projects:
 - Fairs Events
 - PD Workshops
 - L@W Events
 - Legal Clinics
 - Legal Tandem
 - National Traineeships
 - Multi-Area Projects
- Room for creativity in events - anything career oriented

Hunting to Hire

- Introduction to ELSA Traineeships
- Introduction to Job Hunting
- How to conduct Job Hunting
- Contact Approval Form Procedures
- Partnership Outreach
- Organisation

Seeking Students

- Introductions to Student Hunting
- How to Conduct Student Hunting
- Verification
- Matching
- Overview of a Trainee application

Pitch, partner, promote

- External Relations Procedure
- Groupworks
- External Relations for Key Areas
- Cases for External Relations Procedure

Division of labour: ELSA is a Team

Remember you do not have to do everything yourself

You also have:

- Your fellow boardies
- Your national team (hopefully)
- Local Officers
- The wider PD network

To Do	ELSA Traineeships		To Do	Career Launch	
Launch C1	VP PD	✓	Updating the Branding	VP MKT	□
Coordination C1	Director ET	□	Signing the deal with vFairs	VP PD	□
Promotion C1	MKT Team	□	Paying the vFairs invoice	FM IB	□
Job Hunting C1	Network	□	Decide on CL Topics	PD Team	□
TSF Check C1	Q		Set the Agenda and Timeline	PD Team	□
Creating Credentials C1	VP PD		Decide on Partners to contact	PD Team	□
Student Hunting C1	Director PD		Update Partner Booklets	MKT Team	□
	Director ET		Update Participants' Booklets	MKT Team	□
	Director R&V		Contact Partners for CL	PD Team	□
Matching C1	PD Team		Contact Partners for CF	PD Team	□
	ET Team		Contact Speakers for CL	PD Team	□
Selection C1	VP MKT		Partners CAF List	VP PD	□
	MKT Team		Request ClickMeeting	VP PD	□
Reception C1	IM IB			Director PD	□
Evaluation C1	FM IB	✓			
	Network				
Launch C2	IB				
	BEE IB				
Coordination C2		✎			

Individual Work: Year in **review**



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Following your review:

How do you feel the workshops impacted your plans?

What did you change or plan differently?

Tips and tricks for other PDers?

Any creative ideas you wish to share?



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What we have **not** covered during ITM:

The Marketing side of Professional Development

The financial side of Professional Development

ELSA Traineeships:

- In depth quality standards
- Reception & Visa
- Evaluation of Traineeships

General ELSA knowledge (covered in Training)



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Any other questions or feedback ?



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Some final words.

Thank you for attending the V. International Training Meeting!

We will stay in touch throughout the year!



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