

INTERNATIONAL TRAINING MEETING WORKING MATERIALS

2ND - 5TH SEPTEMBER 2021



Human Rights Partner of ELSA



General Partners of ELSA



General Legal Partners of ELSA



General Education Partners of ELSA



elsa

The European Law Students' Association

FOREWORD

FOREWORD

Dear ELSA Officers,

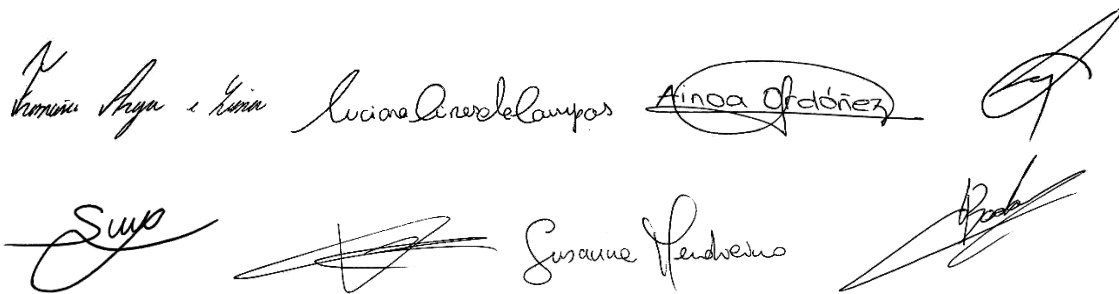
It is our pleasure to welcome you and to present to you for the first time the Working Materials of the I International Training Meeting (ITM) of ELSA. We have worked hard to create an engaging and exciting meeting, with relevant workshops and trainings, and we are certain that we will be able to make memories together!

As you may know, during the LXXVII Online ICM a new structure of International Internal Meetings was introduced, replacing the famous Area Meetings for the International Training Meeting and the International Strategy Meeting. This will therefore be a historic meeting, as it will be the first every International Training Meeting of ELSA.

For now, please ensure that you read these Working Materials carefully - page by page. They cover separate agendas for each Area respectively and while it might be tempting to only read through the sections of your Area, it is always good to have a general idea of what your fellow Boardies are up to so you have even more to chat about. It is also important to read the training agenda carefully, as each session will require specific preparation.

We believe we can make this virtual meeting an enjoyable one and we are incredibly excited to meet you all very soon during the I ITM 2021!

ELSAfully yours,



The image shows seven handwritten signatures in black ink, arranged in two rows. The top row contains four signatures, and the bottom row contains three. The signatures are: Francisco (top left), Luciana (top middle-left), Ainoa (top middle-right), and Tony (top right). The bottom row contains: Samira (bottom left), Mathieu (bottom middle), and Susanna and Valentin (bottom right).

Francisco, Luciana, Ainoa, Tony, Samira, Mathieu, Susanna and Valentin
International Board of ELSA 2021/2022

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INTERNATIONAL TRAINING MEETING GUIDE

What is the International Training Meeting?

The International Training Meeting (**ITM**) is one of the three types of International Internal Meetings of ELSA. It brings together Officers from all Areas across the Network and aims to prepare them for their term. Each National Group may send a total of eight individuals to each ITM. This number may be increased by the International Board.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer space for interaction, discussion and exchange of information, while the participants explore different subjects and develop their soft skills.

Workshops are conducted by the respective International Board members. The following workshops will be held during the ITM:

- **Board Management, External Relations and Expansion (BEE)** – conducted by the President of the International Board and attended by National Presidents and other BEE Officers.
- **Internal Management (IM)** – conducted by the Secretary General of the International Board and attended by National Secretaries General and other IM Officers.
- **Financial Management (FM)** – conducted by the Treasurer of the International Board and attended by National Treasurers and other FM Officers.
- **Marketing (MKT)** – conducted by the Vice President in charge of Marketing of the International Board and attended by National Vice Presidents in charge of Marketing and other Marketing Officers.
- **Academic Activities (AA)** – conducted by the Vice President in charge of Academic Activities and the Vice President in charge of Moot Court Competitions of the International Board and attended by National Vice Presidents in charge of Academic Activities, National Vice Presidents in charge of Moot Court Competitions and other AA or MCC Officers.
- **Professional Development (PD)** – conducted by the Vice President in charge of Professional Development of the International Board and attended by National Vice Presidents in charge of Professional Development, Vice Presidents in charge of Student Trainee Exchange Programme and other PD or STEP Officers.
- **Seminars and Conferences (S&C)** – conducted by the Vice President in charge of Seminars and Conferences of the International Board and attended by National Vice Presidents for Seminars and Conferences and other S&C Officers.

INTERNATIONAL TRAINING MEETING GUIDE

Joint Workshops

A Joint workshop involves the Officers of more than one Area, setting on the table a topic of common interest.

Finger rules for workshops

The “finger rules” are intended to make the job of the Chair easier and to ensure that the discussions are as effective and smooth as possible. The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

- One** finger: New topic or idea
- Two** fingers: Direct comment or response
- Three** fingers: End the discussion as it is not useful
- Pinkie** finger: Technical remark (e.g. “open the window”, “the font is too small”)
- Scissors: Remove yourself from the speakers’ list
- Thumb up: Show immediate feedback to the conversation (“I like this idea”)
- Thumb down: Show immediate feedback to the conversation (“I do not like this idea”)

The **priority** amongst the different hand gestures goes in the following order: pinkie, three fingers, two fingers, one finger. This way the Chair can more easily moderate the discussions. Scissors and thumbs up/down do not require a direct reaction by the Chair and that is why the priority rule is not applied to them.

**What is ELSA Training?**

ELSA Training aims at supporting ELSA Members and Officers in developing valuable soft skills and improving their ELSA knowledge. These training sessions during this ITM will be provided by educated individuals, either from the International Trainers' Pool (ITP) or by previous members of the International Board of ELSA.

INTERNATIONAL TRAINING MEETING GUIDE

New Structure of Agenda

Due to the desire to ensure an effective knowledge transfer on all parts of our Association and to encourage participation in workshops, we have decided to divide the Association Knowledge Workshops (workshops marked in blue in the Agenda) into different sessions. Therefore, on Thursday, you will be divided into two groups and will have these workshops in the following order:

- **Group 1:** Supporting Area Workshop from 14:30-16:30 and Key Area Workshop from 17:00-19:00 CEST
- **Group 2:** Key Area Workshop from 14:30-16:30 and Supporting Area Workshop from 17:00-19:00 CEST

The division is not subject to change and each delegation is obliged to participate in the sessions intended for itself. It is not possible to divide the delegation so that representatives of one National Group participate in both sessions. The division into groups can be found below. They do not differ in content, as the purpose of the division is only to improve your experience. The structure of the workshops from Friday to Sunday remains unchanged.

| Group no. I | Group no. II |
|-----------------|--------------------------|
| ELSA Albania | ELSA Austria |
| ELSA Azerbaijan | ELSA Belgium |
| ELSA Bulgaria | ELSA Czech Republic |
| ELSA Denmark | ELSA Estonia |
| ELSA Finland | ELSA France |
| ELSA Georgia | ELSA Germany |
| ELSA Greece | ELSA Italy |
| ELSA Lithuania | ELSA Luxembourg |
| ELSA Malta | ELSA the Netherlands |
| ELSA Norway | ELSA Poland |
| ELSA Portugal | ELSA Republic of Moldova |
| ELSA Romania | ELSA Spain |
| ELSA Sweden | ELSA Switzerland |
| ELSA UK | ELSA Ukraine |

Online Meeting Guidelines

These guidelines provide you with the necessary information to prepare for the online format of the I International Training Meeting. In order to ensure the smoothness and efficiency of the event, please read these guidelines thoroughly and with care.

The ITM consists of both Area workshops and joint workshops taking place on **Google Meet**. Trainings may be held on different platforms, depending on the preference of the trainer. This information will be sent to you at a later stage. The links to join the respective sessions will be published on the Facebook group and sent by email to all participants before the start of the meeting.

General Communication Methods

All participants should join the [I International Training Meeting Participants' Facebook Group](#) for all pertinent discussions and announcements regarding this meeting. All important information will also be sent out via email to participants if necessary.

Responsibilities of the attendees of the International Training Meeting

In order to avoid any technical difficulties every delegate shall:

- Restart their computer or respective device prior to each day;
- Make sure that the battery of the respective device is charged and the charger is available when necessary;
- Test their microphone and headphones prior to each day;
- Check their internet upload/download speed which shall be at least 3 Mbps.

Every delegate should be ready at least 15 minutes prior to the start of each day to test out the platform and avoid any problems preventing the sessions from starting on time. In case you, as a delegate, face technical difficulties before or during the sessions, please inform your respective Officer from the International Board.

Finger rules for the duration of the International Training Meeting

- i New topic (join the speakers' list)
- ii Direct comment (join the speakers' list)
- iii End the ongoing discussion
- b Thumbs up
- p Thumbs down
- T Technical issue
- X Remove yourself from the speakers' list
- C Clarification

Questions

The International Board has put in their best efforts to cover all information necessary in these guidelines. In case you have any questions, please refer them directly to the Secretary General of the International Board of ELSA at secgen@elsa.org. The International Board reserves the right to amend these guidelines with the obligation to notify the Network about any and all changes thereto.

BOARD MANAGEMENT, EXTERNAL RELATIONS & EXPANSION WORKSHOPS

Timetable

| | 2nd September | 3rd September | 4th September | 5th September |
|-------|---------------------------------|--|------------------------------------|---------------|
| | Thursday | Friday | Saturday | Sunday |
| 08:30 | Free | Breakfast | | |
| 09:00 | | | | |
| 09:30 | | | | |
| 10:00 | | BEE 101: who are we? | Training | Training |
| 10:30 | | | | |
| 11:00 | | | | |
| 11:30 | | | | |
| 12:00 | | | | |
| 12:30 | | Lunch | | |
| 13:00 | | | | |
| 13:30 | Opening | | | |
| 14:00 | | | | |
| 14:30 | Association Knowledge Workshops | Back to the Future: an Introduction to Strategic Goals | External Relations and Fundraising | Closing |
| 15:00 | | | | |
| 15:30 | | | | |
| 16:00 | | | | |
| 16:30 | Coffee Break | | | Free |
| 17:00 | Association Knowledge Workshops | Let's be advocates! | Time to chill | |
| 17:30 | | | | |
| 18:00 | | | | |
| 18:30 | | | | |
| 19:00 | Dinner | | | |
| 19:30 | | | | |
| 20:00 | | | | |
| 20:30 | | | | |
| 21:00 | | | | |
| 21:30 | | | | |

Preparation and Reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the President of the International Board of ELSA at president@elsa.org.

Use the BEE mailing list (ELSA-BEE@LISTERV.ELSA.ORG) as well as the [ELSA BEE TEAM 2021/2022](#) Facebook group and start a discussion even before the I International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

It is my pleasure to welcome you to the BEE Workshops!



Francisco Arga e Lima
President
International Board of ELSA 2021/2022

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT

Description

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this Workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

10:00-13:00

BEE 101: WHO ARE WE?

Description

This workshop will tackle the tasks that every President needs to have in mind during the term. From managing their Boards, to contacting externals, coordinating advocacy initiatives to having a broad sense of every Area, we will explore what is there to do during the term and how to best help our Board Members develop their work.

Outcome

To understand what it is to be a President and the responsibilities derived thereof. A particular focus shall be given to how Presidents should interact and assist their Board Members throughout the term.

Preparation

Read the [BEE Handbook](#) available at the [Officers' Portal](#). Also, check the [Statutes and Standing Orders](#), in particular article 9, and the [International Council Meeting Decision Book](#), in particular Part 2.

14:30-16:30

BACK TO THE FUTURE: AN INTRODUCTION TO STRATEGIC GOALS – JOINT WITH IM & FM

Description

Not everything can be achieved in a year. For that reason, during this workshop we will approach Strategic Planning as a means to achieve our medium to long term objectives, ensuring consistency and continuity throughout the years. Specifically, we will develop two basic points: the current Strategic Goals of ELSA, the current situation of their development, what is left to do and how to implement them nationally and locally. We will also focus on the Financial Strategy of ELSA and how National and Local Groups can also implement it in order to achieve their goals.

Outcome

To understand the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. Additionally, to comprehend how to start developing your own strategic goals and financial strategy, adapted to your own Networks.

Preparation

Read the [Strategic Goals 2023 Implementation Handbook](#), the [Strategic Plan Yearly Report 2019/2020](#) and the [Strategic Plan Yearly Report 2020/2021](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 and 3 of Part 1, and the [Financial Strategy draft](#).

17:00-19:00

LET'S BE ADVOCATES!

Description

This workshop shall be focused on Advocacy, what it means and how to do it effectively. Starting from the main objectives an advocacy campaign may have, we will delve into the process of planning these initiatives in order for them to be as impactful as possible for our communities. Furthermore, we will look into the potential each area has in terms of advocacy and how each National and Local Group can aspire to be the voice of their members.

Outcome

With this workshop, participants will understand how to plan an efficient advocacy campaign, aimed at achieving meaningful results. Also, you shall be provided with practical advice on the do's and don'ts of advocating within ELSA as well as potential stakeholders to search for.

Preparation

Read the [ELSA Advocacy Manual](#) and check the results of the [ELSA Advocacy Survey](#).

Saturday, 4th September 2021

14:30-16:30

EXTERNAL RELATIONS AND FUNDRAISING – JOINT WITH FM & PD

Description

During the External Relations and Fundraising Workshop we will develop a particular responsibility of every Board: cooperating with Externals. The goal of the workshop shall be to give participants an overview of how to implement a fundraising strategy, by identifying the needs and priorities of the Board, how to tackle them through external support and understanding how to include the entire Board in this process. Special emphasis shall be given to grants and external relations.

Outcome

After the workshop, it is expected that participants will be able to see fundraising as a task to be developed by the entire Board. It is also expected that participants shall be able to start developing their own external relations and grant strategies.

Preparation

Read the [External Relations Manual](#) and the [International Council Meeting Decision Book](#), in particular Chapter 3 of Part 2 and Chapter 9 of Part 4.

17:00-19:00

TIME TO CHILL

Description

After a weekend of work, it is time to relax and get to know the people we will be working with throughout the year. For that, the purpose of our last workshop will be for all of us to share the expectations, fears and goals that we all have for the year, as well as creating a safe space for all of us to talk about what worries us as a BEE team.

Outcome

To create a safe space for all the Presidents to feel welcomed and free to share their experiences and opinions with each other.

Preparation

None.

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

Internal Management Workshops

INTERNAL MANAGEMENT WORKSHOPS

Timetable

| | 2nd September | 3rd September | 4th September | 5th September |
|-------|---------------------------------|--|---|---------------|
| | Thursday | Friday | Saturday | Sunday |
| 08:30 | Free | Breakfast | | |
| 09:00 | | | | |
| 09:30 | | | | |
| 10:00 | | Mission IMpossible | Training | Training |
| 10:30 | | | | |
| 11:00 | | Welfare: The new kid on the block | | |
| 11:30 | | | | |
| 12:00 | | | | |
| 12:30 | | Lunch | | |
| 13:00 | | | | |
| 13:30 | Opening | | | |
| 14:00 | | | | |
| 14:30 | Association Knowledge Workshops | Back to the Future: an Introduction to Strategic Goals | IMake the Rules | Closing |
| 15:00 | | | It's your time to shine! | |
| 15:30 | | | | |
| 16:00 | | | | |
| 16:30 | Coffee Break | | | Free |
| 17:00 | Association Knowledge Workshops | No TRAIN no Gain | It's been 84 years: Hosting International Internal Meetings | |
| 17:30 | | | | |
| 18:00 | | | | |
| 18:30 | Dinner | | | |
| 19:00 | | | | |
| 19:30 | | | | |
| 20:00 | | | | |
| 20:30 | | | | |
| 21:00 | Social | | | |
| 21:30 | | | | |

Preparation and reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the Secretary General of the International Board of ELSA at secgen@elsa.org.

Use the Internal Management mailing list (ELSA-IM@LISTERV.ELSA.ORG) as well as the [ELSA IM TEAM 2021/2022](#) Facebook group and start a discussion even before the I Online International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

Welcome to the IM Workshop!



Luciana Ayres de Campos
Secretary General
International Board of ELSA 2021/2022

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING –JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? –JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

Internal Management Workshops

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT**Description**

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

10:00-11:15

MISSION IMPOSSIBLE**Description**

Being a Secretary General can often seem like an impossible job. During this workshop we will discuss some of our tasks, share some good practices and clarify any doubts you may have about the IM area. This is also a space for you to talk about your own experience as a Secretary General, as well as your plans for this term. Lastly, we will discuss the fundamentals of organising National Council Meetings and share good practices in this regard.

Outcome

To learn about the tasks of the Secretary General and their difficulties.

Preparation

None.

Internal Management Workshops

11:30 – 13:00

WELFARE: THE NEW KID ON THE BLOCK**Description**

With the new structure of the Human Resources department, we recently acquired a new addition to the IM area: Welfare. Here we will talk about the tasks and objectives of the Director for Welfare for this year, as well as what all of you can start thinking about and implementing in your own Network.

Outcome

To learn about the objectives for this term regarding Welfare.

Preparation

Read the draft version of the Code of Conduct [here](#).

14:30-16:30

BACK TO THE FUTURE: AN INTRODUCTION TO STRATEGIC GOALS – JOINT WITH BEE & FM**Description**

Not everything can be achieved in a year. For that reason, during this workshop we will approach Strategic Planning as a means to achieve our medium to long term objectives, ensuring consistency and continuity throughout the years. Specifically, we will develop two basic points: the current Strategic Goals of ELSA, the current situation of their development, what is left to do and how to implement them nationally and locally. We will also focus on the Financial Strategy of ELSA and how National and Local Groups can also implement it in order to achieve their goals.

Outcome

To understand the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. Additionally, to comprehend how to start developing your own strategic goals and financial strategy, adapted to your own Networks.

Preparation

Read the [Strategic Goals 2023 Implementation Handbook](#), the [Strategic Plan Yearly Report 2019/2020](#) and the [Strategic Plan Yearly Report 2020/2021](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 and 3 of Part 1, and the [Financial Strategy draft](#).

Internal Management Workshops

17:00-19:00

NO TRAIN NO GAIN**Description**

It is extremely important to tackle ELSA Training and how we can all benefit from it, especially in the first ever International Training Meeting. In this workshop we will discuss the importance of training our Network. We will also address how to request an ITP trainer, what training sessions are available to you and discuss ways in which we can develop and promote this area during this term.

Outcome

To understand how to efficiently use ELSA Training in your Network.

Preparation

Read the ELSA Training [website](#) carefully.

Saturday, 4th September 2021

14:30-15:30

IMAKE THE RULES**Description**

As you are all aware, a very important part of the IM area is being the keeper of the regulations. In this session we will discuss the regulations and your responsibility of making sure your board complies with them.

Outcome

To learn about our regulations.

Preparation

Read the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#) and the [International Council Meeting Decision Book, 55th Edition](#).

Internal Management Workshops

15:30-16:30

IT'S YOUR TIME TO SHINE!**Description**

As the end of the meeting approaches, it is now your time to pose questions or discuss anything you would like. The floor is yours!

Outcome

Discussing your concerns and issues regarding your role as Secretary General.

Preparation

None.

17:00-19:00

IT'S BEEN 84 YEARS: HOSTING INTERNATIONAL INTERNAL MEETINGS – JOINT WITH FM**Description**

The process of returning to physical International Internal Meetings is not an easy one, and that is why, in this workshop we will talk about the importance and benefits of hosting these meetings as well as how to prepare for them step by step.

Outcome

To learn about how to host an International Internal Meeting.

Preparations

Read the International Council Chapter of the [Statutes and Standing Orders](#) and the draft Hosting Agreements of [International Strategy Meeting 2022](#), the [International Council Meeting Spring 2022](#) and the [International Council Meeting Autumn 2022](#).

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING – JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

Financial Management Workshops

FINANCIAL MANAGEMENT WORKSHOPS

Timetable

| | 2nd September | 3rd September | 4th September | 5th September | | |
|-------|------------------------------------|---|---|---------------|--|---------------------------------------|
| | Thursday | Friday | Saturday | Sunday | | |
| 08:30 | Free | Breakfast | | | | |
| 09:00 | | | | | | |
| 09:30 | | | | | | |
| 10:00 | | FM Basic B's: Budgeting, Billing & Bookkeeping | Training | Training | | |
| 10:30 | | | | | | |
| 11:00 | | | | | | |
| 11:30 | | | | | | |
| 12:00 | | Lunch | | | | |
| 12:30 | | | | | | |
| 13:00 | | | | | | |
| 13:30 | Opening | Closing | | | | |
| 14:00 | Association Knowledge Workshops | | | | Back to the Future: an Introduction to Strategic Goals | External Relations and Fundraising |
| 14:30 | | | | | | |
| 15:00 | | | | | | |
| 15:30 | Coffee Break | | | Free | | |
| 16:00 | Association Knowledge Workshops | EDF will be there for you! | It's been 84 years: Hosting International Internal Meetings | | | |
| 16:30 | | | | | | |
| 17:00 | | | | | | |
| 17:30 | Dinner | | | | | |
| 18:00 | | | | | | |
| 18:30 | | | | | | |
| 19:00 | Social | | | | | |
| 19:30 | | | | | | |
| 20:00 | | | | | | |
| 20:30 | Social | | | | | |
| 21:00 | | | | | | |
| 21:30 | | | | | | |

Preparation and reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the Treasurer of the International Board of ELSA at treasurer@elsa.org.

Use the Internal Management mailing list (ELSA-FM@LISTERV.ELSA.ORG) as well as [ELSA FM TEAM 2021/2022](#) Facebook group and start a discussion even before the I International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

It is my pleasure to welcome you to our FM Workshop!

Ainoa Ordoñez Gutiérrez

Treasurer

International Board of ELSA 2021/2022

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

Financial Management Workshops

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT**Description**

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

10:00-13:00

FM BASIC B'S: BUDGETING & BOOKKEEPING**Description**

During our First FM workshop we will explain some of the FM basic concepts we require in order to perform our duties: Budgeting and Bookkeeping. We will go through them both from a technical and practical perspective, by analysing practical cases, and sharing each of our experiences.

Outcome

To learn about the basic fields of the FM area as well as getting to know other Officers.

Preparation

Be ready to share with the FM Officers your Group's budget and bookkeeping programmes, as well as any tips you want to share.

Financial Management Workshops

14:30-16:30

BACK TO THE FUTURE: AN INTRODUCTION TO STRATEGIC GOALS –JOINT WITH BEE & IM**Description**

Not everything can be achieved in a year. For that reason, during this workshop we will approach Strategic Planning as a means to achieve our medium to long term objectives, ensuring consistency and continuity throughout the years. Specifically, we will develop two basic points: the current Strategic Goals of ELSA, the current situation of their development, what is left to do and how to implement them nationally and locally. We will also focus on the Financial Strategy of ELSA and how National and Local Groups can also implement it in order to achieve their goals.

Outcome

To understand the current international framework when it comes to Strategic Planning and our objectives for the upcoming years. Additionally, to comprehend how to start developing your own strategic goals and financial strategy, adapted to your own Networks.

Preparations

Read the [Strategic Goals 2023 Implementation Handbook](#), the [Strategic Plan Yearly Report 2019/2020](#) and the [Strategic Plan Yearly Report 2020/2021](#). Furthermore, read the [International Council Meeting Decision Book](#), in particular Chapter 1, 2 and 3 of Part 1, and the [Financial Strategy draft](#).

17:00-19:00

EDF WILL BE THERE FOR YOU**Description**

What can you do if your project makes losses? No, the answer is not to panic... EDF is here to help you compensate for them. During this workshop we will go through EDF basic concepts such as cycles, types of procedures, contribution, etc. We will also work together to draft a successful application for support.

Outcome

To learn about the EDF and how to draft a successful application.

Preparations

None.

Financial Management Workshops

Saturday, 4th September 2021*14:30-16:30***EXTERNAL RELATIONS AND FUNDRAISING –JOINT WITH BEE & PD****Description**

During the External Relations and Fundraising Workshop we will develop a particular responsibility of every Board: cooperating with Externals. The goal of the workshop shall be to give participants an overview of how to implement a fundraising strategy, by identifying the needs and priorities of the Board, how to tackle them through external support and understanding how to include the entire Board in this process. Special emphasis shall be given to grants and external relations.

Outcome

After the workshop, it is expected that participants will be able to see fundraising as a task to be developed by the entire Board. It is also expected that participants shall be able to start developing their own external relations and grant strategies.

Preparations

Read the [External Relations Manual](#) and the [International Council Meeting Decision Book](#), in particular Chapter 3 of Part 2 and Chapter 9 of Part 4.

*17:00-19:00***IT'S BEEN 84 YEARS: HOSTING INTERNATIONAL INTERNAL MEETINGS – JOINT WITH IM****Description**

The process of returning to physical International Internal Meetings is not an easy one, and that is why, in this workshop we will talk about the importance and benefits of hosting these meetings as well as how to prepare for them step by step.

Outcome

To learn about how to host an International Internal Meeting.

Preparations

Read the International Council Chapter of the [Statutes and Standing Orders](#) and the draft Hosting Agreements of [International Strategy Meeting 2022](#), the [International Council Meeting Spring 2022](#) and the [International Council Meeting Autumn 2022](#).

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

Marketing Workshops

MARKETING WORKSHOPS

Timetable

| | 2nd September | 3rd September | 4th September | 5th September |
|-------|---------------------------------|---------------------------|-----------------|---------------|
| | Thursday | Friday | Saturday | Sunday |
| 08:30 | Free | Breakfast | | |
| 09:00 | | Breakfast | | |
| 09:30 | | Breakfast | | |
| 10:00 | | Free | Training | Training |
| 10:30 | | First Month in the Office | | |
| 11:00 | | | | |
| 11:30 | | | | |
| 12:00 | | Lunch | | |
| 12:30 | | Lunch | | |
| 13:00 | | Lunch | | |
| 13:30 | Opening | Lunch | | |
| 14:00 | Lunch | | | |
| 14:30 | Association Knowledge Workshops | Graphic Design 101 | Audiovisual 101 | Closing |
| 15:00 | | | | Free |
| 15:30 | | | | |
| 16:00 | | | | |
| 16:30 | Coffee Break | | | |
| 17:00 | Association Knowledge Workshops | Social Media 101 | What's to come | Free |
| 17:30 | | | | |
| 18:00 | | | | |
| 18:30 | | | | |
| 19:00 | Dinner | | | Free |
| 19:30 | Dinner | | | |
| 20:00 | Dinner | | | |
| 20:30 | Dinner | | | |
| 21:00 | Social | | | |
| 21:30 | Social | | | |

Marketing Workshops

Preparation and reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Marketing of the International Board of ELSA at marketing@elsa.org.

Use the Marketing mailing list (ELSA-MARKETING@listserv.elsa.org) as well as [ELSA Marketing TEAM 2021/2022](#) Facebook group and start a discussion even before the I International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

It is my pleasure to welcome you to the Marketing Workshop!



Tony Marinescu

Vice President in charge of Marketing
International Board of ELSA 2021/2022

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

Marketing Workshops

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? –JOINT**Description**

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

11:00-13:00

FIRST MONTH IN THE OFFICE**Description**

During this introductory workshop, we will present and approve the agenda as well as set the rules for our workshop. Our Area Meetings have been strongly connected to icebreakers and games with the hope of ensuring that we have the chance to get to know each other better. We will also talk about our first episode in the office, our ideas for the future and clarify any general aspects.

Outcome

To get to know other Officers and their experiences for the first month of the term. To answer general questions regarding any marketing topic.

Preparation

None.

Marketing Workshops

14:30-16:30

GRAPHIC DESIGN 101**Description**

Creating graphical content is one of the main tasks of every Marketing Officer. Therefore, in this class, we will learn about the basics of graphic design, how to use different design platforms and how to edit the Marketing Kits provided by ELSA International.

Outcome

To acquire basic knowledge of how to create graphics for our ELSA work.

Preparations

None.

17:00-19:00

SOCIAL MEDIA 101**Description**

A huge part of our Association's communication is done through social media. Thus, knowing how to best transmit our messages to our target audience is the key to an engaged community. We will learn about ELSA's social media platforms, what and how to post properly.

Outcome

To acquire basic knowledge in social media management.

Preparations

None.

Saturday, 4th September 2021

14:30-16:30

AUDIOVISUAL 101**Description**

Each year, creating audiovisual materials is becoming more and more popular. In order for ELSA to evolve, we also need to keep up with this type of content. Accordingly, we will explore ways into creating such materials in the most accessible ways.

Outcome

To acquire basic knowledge on how to create audiovisual content.

Preparations

None.

Marketing Workshops

17:00-19:00

WHAT'S TO COME**Description**

In this final workshop, we are going to discuss the plans for developing the Marketing Area, answer all the questions about the obstacles that may appear in our marketing duties and set the tempo for future workshops.

Outcome

We will be prepared to tackle any challenges that will appear throughout the term and also prepare the core of the future marketing workshops.

Preparations

None.

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING – JOINT**Description**

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

ACADEMIC ACTIVITIES & MOOT COURT COMPETITIONS WORKSHOPS

Timetable

| | 2nd September | 3rd September | 4th September | 5th September |
|-------|---------------------------------|--|--|---------------|
| | Thursday | Friday | Saturday | Sunday |
| 08:30 | Free | Breakfast | | |
| 09:00 | | Breakfast | | |
| 09:30 | | Breakfast | | |
| 10:00 | | We all have a story to tell... | Training | Training |
| 10:30 | | | | |
| 11:00 | | | | |
| 11:30 | | | | |
| 12:00 | | Be the chAAnge you want to see in the world! | | |
| 12:30 | | | | |
| 13:00 | | | Lunch | |
| 13:30 | Opening | Lunch | | |
| 14:00 | | Lunch | | |
| 14:30 | Association Knowledge Workshops | Step by step to the Final - ENC | [Insert article title]: 'How to do Legal Writing?' | Closing |
| 15:00 | | | | |
| 15:30 | | | Miscellaneous | Free |
| 16:00 | | | | |
| 16:30 | Coffee Break | | | |
| 17:00 | Association Knowledge Workshops | We will see you in court - mooting in ELSA | Past, Present and Future of IFP and Human Rights in ELSA | |
| 17:30 | | | | |
| 18:00 | | What are your plAAAns? | | |
| 18:30 | | | | |
| 19:00 | Dinner | | | Free |
| 19:30 | | | | |
| 20:00 | | | | |
| 20:30 | | | | |
| 21:00 | Social | | | Free |
| 21:30 | Social | | | |

Preparation and reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Academic Activities of the International Board of ELSA at academicactivities@elsa.org or the Vice President in charge of Moot Court Competitions of the International Board of ELSA at mootcourts@elsa.org.

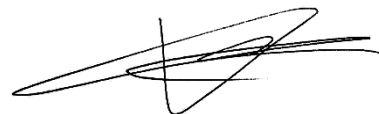
Use the AA/MCC mailing list (ELSA-AA@LISTERV.ELSA.ORG) as well as [ELSA AA/MCC TEAM 2021/2022](#) Facebook group and start a discussion even before the I International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

It is our pleasure to welcome you to the AA & MCC Workshop!



Samira Safarova
Vice President in charge of Academic
Activities
International Board of ELSA 2021/2022



Mathieu Verhelst
Vice President in charge of Moot Court
Competitions
International Board of ELSA 2021/2022

&

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

Academic Activities & Moot Court Competitions Workshops

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT**Description**

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

10:00-11:30

WE ALL HAVE A STORY TO TELL...**Description**

During the very first AA/MCC workshop, we will introduce ourselves and our projects to all of you. You will have the chance to get a detailed update on the international level and to ask questions concerning all our plAAns for this term. But all the best plans start with getting to know each other! Introduce yourselves and join the AA/MCC fAAmily. Lastly we will also elect the ELSA Spirit for all the AA/MCC workshops.

Outcome

To get to know AA & MCC, our projects and all the members of our MagiCCal fAAmily. To elect the ELSA Spirit.

Preparation

Check the Handbooks for [AA](#) and [MCC](#) Areas to be familiarised with the projects.

11:30-13:00

BE THE CHAANGE YOU WANT TO SEE IN THE WORLD!

Description

As an irreplaceable part of the purpose of our Association, it is important to understand the concept and implementation of social responsibility in our Network. Our decisions and activities aim to have an impact on society as a whole and, during this workshop, you will be able to learn what our **ROLE** is in society and how we can build the image of being socially responsible.

Outcome

After this workshop, participants will understand the meaning of social responsibility in ELSA and will learn how they can give back to society.

Preparation

Think about this question: What does social responsibility mean to you and to your ELSA Group?

14:30-16:30

STEP BY STEP TO THE FINAL - ENC

Description

As we are receiving a lot of positive feedback from the Network towards Academic Competitions every year, we will focus on discussing the current state and future development of these amazing projects with the aim of taking them to the next level. Now we have a new goal regarding one of our Flagship Projects – ELSA Negotiation Competition: Organising the first-ever ENC European Final Round with the highest quality. Success is where preparation and opportunity meet. We will share with all of you our ideas and goals related to Academic Competitions so that you can implement them in your National and Local Groups to reach academic perfection.

Outcome

To learn about the benefits of the Academic Competitions for your group and how to organise them. To update Officers on the ongoing preparations for the first edition of the European Final Round and to discuss our next steps together.

Preparations

Check the [Academic Competitions Handbook](#).

Academic Activities & Moot Court Competitions Workshops

17:00-18:00

WE WILL SEE YOU IN COURT - MOOTING IN ELSA

Description

With the 10th edition of the Helga Pedersen Moot Court Competition and the 20th edition of the John H. Jackson Moot Court Competition being launched this month, it is beneficial for our Officers to understand how these moot courts work and how the Network can contribute to their promotion. During this workshop, we will go through the processes of both moot court competitions and discuss future development and promotion with their new rebranding.

Outcome

To better understand how both moot court competitions are organised.

Preparations

Check the website of the [John H. Jackson Moot Court Competition](#) and the [Helga Pedersen Moot Court Competition](#).

18:00-19:00

WHAT ARE YOUR PLAAANS

Description

As you are now familiar with the most AAAmazing and MagiCCal Areas – it is your time to shine! Prepare a presentation or collect promotional materials and present your projects and ideas to your fellow Officers – the best way to improve is to learn from each other.

Outcome

To have an overview and update on the AA/MCC projects across the Network.

Preparations

Prepare presentations for the projects of your National or Local Group or any other materials that can be shared with the Network.

Saturday, 4th September 2021

14:30-15:30

[INSERT ARTICLE TITLE]: ‘HOW TO DO LEGAL WRITING?’

Description

The Academic Activities Area offers various opportunities to prepare our members for their professional careers and a crucial part of this mission is achieved by legal writing projects. Diving into the legal writing world, participants will get detailed information on the “how” of establishing Law Reviews and Legal Research Groups over the course of this workshop. To understand the importance of these initiatives, we will share the steps being taken on the international level in order to support the Network, including future progress of the ELSA Law Review.

Outcome

To understand the steps for developing the legal writing field in our Network and learn about the ELSA Law Review and Legal Research Groups.

Preparations

Think about the legal writing projects for which you want to collaborate with other National and/or Local Groups this term and do not forget to check [Law Review Handbook](#), [LRG Handbook](#) and [Essay Competitions Handbook](#).

15:30-16:30

MISCELLANEOUS

Description

A chance to catch up on anything we missed and otherwise a forum for final questions, feedback and goodbyes to your workshop.

Outcome

To give feedback to the International Board of ELSA.

Preparations

Think about which improvements you would like to see implemented in the structure and content of the autumn ICM.

17:00-19:00

PAST, PRESENT AND FUTURE OF IFP AND HUMAN RIGHTS IN ELSA – JOINT WITH PD & S&C

Description

The International Focus Programme and the Annual Human Rights Campaign are two fundamental pillars of Legal Education in ELSA, representing our mission in raising awareness on important topics for law students and young lawyers. During this workshop you will learn the structure of the IFP. You will also learn about the importance of organising activities and events related to Human Rights throughout the term. Lastly, we will discuss ways in which we can collaborate with the Network.

Outcome

To understand the overall structure of the IFP and the impact that our Association can have on raising awareness for Human Rights.

Preparations

Analyse Law and Technology and Human Rights events organised by your Group during the last term and think about future developments to these fields of activities.

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING- JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

PROFESSIONAL DEVELOPMENT WORKSHOPS

Timetable

| | 2nd September | 3rd September | 4th September | 5th September |
|-------|---------------------------------|---------------------------------|--|---------------|
| | Thursday | Friday | Saturday | Sunday |
| 08:30 | Free | Breakfast | | |
| 09:00 | | | | |
| 09:30 | | | | |
| 10:00 | | ET Phone Home | Training | Training |
| 10:30 | | | | |
| 11:00 | | | | |
| 11:30 | | | | |
| 12:00 | | | | |
| 12:30 | | Lunch | | |
| 13:00 | | | | |
| 13:30 | | | | |
| 14:00 | | | | |
| 14:30 | Association Knowledge Workshops | Professional Development Events | External Relations and Fundraising | Closing |
| 15:00 | | | | |
| 15:30 | | | | |
| 16:00 | | | | |
| 16:30 | Coffee Break | | | Free |
| 17:00 | Association Knowledge Workshops | My name is Bond, Team Bond! | Past, Present and Future of IFP and Human Rights in ELSA | |
| 17:30 | | | | |
| 18:00 | | | | |
| 18:30 | Dinner | | | |
| 19:00 | | | | |
| 19:30 | | | | |
| 20:00 | | | | |
| 20:30 | | | | |
| 21:00 | Social | | | |
| 21:30 | | | | |

Preparation and reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

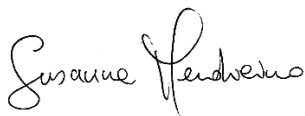
- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Professional Development of the International Board of ELSA at professionaldevelopment@elsa.org.

Use the Professional Development mailing list (elsa-step@listserv.elsa.org) as well as [ELSA Professional Development TEAM 2021/2022](#) Facebook group and start a discussion even before the I International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

It is my pleasure to welcome you to the Professional Development Workshop!



Susanna Mendicino

Vice President in charge of Professional Development
International Board of ELSA 2021/2022

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

Professional Development Workshops

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT**Description**

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

10:00-13:00

ET PHONE HOME**Description**

ELSA Traineeships is the Flagship Project under the responsibility of the Professional Development Area. During this workshop, we will analyse in detail the structure and the goals of the Programme, the relevant deadlines for Officers and members, the forms, the website and the portal.

Outcome

To provide Officers with the necessary information before the beginning of the first Cycle of ELSA Traineeships.

Preparation

Check the [ELSA Traineeships Calendar 2021/2022](#). Read the [55th Edition of the International Council Meeting Decision Book](#), in particular Chapter 2 of Part 7. Read the [STEP Handbook](#) (soon to be updated into ELSA Traineeships Handbook).

Professional Development Workshops

14:30-16:30

PROFESSIONAL DEVELOPMENT EVENTS**Description**

During this workshop we will go through different Professional Development events organised by ELSA Groups at different levels. We will share ideas, experiences and knowledge.

Outcome

To prepare the newly elected Professional Development Officers for the organisation of events aimed at providing our Members with skills relevant to the job market.

Preparations

Read the [55th Edition of the International Council Meeting Decision Book](#), in particular Chapter 1 of Part 7.

17:00-19:00

MY NAME IS BOND, TEAM BOND!**Description**

One of the characteristics of our Area has always been the strong connection that we have with our colleagues all around the Network. Working on the same timeline and facing the same kind of difficulties means we are always there to support each other. In this workshop, I would like to give to the participants the opportunity to know each other better, and to share their experiences and expectations for the upcoming term. I really believe that we can all benefit from this experience on a professional and a personal level.

Outcome

To reinforce the sense of belonging to this Area and the Network.

Preparations

None.

Saturday, 4th September 2021

14:30-16:30

EXTERNAL RELATIONS AND FUNDRAISING – JOINT WITH BEE & FM

Description

During the External Relations and Fundraising Workshop we will develop a particular responsibility of every Board: cooperating with Externals. The goal of the workshop shall be to give participants an overview of how to implement a fundraising strategy, by identifying the needs and priorities of the Board, how to tackle them through external support and understanding how to include the entire Board in this process. Special emphasis shall be given to grants and external relations.

Outcome

After the workshop, it is expected that participants will be able to see fundraising as a task to be developed by the entire Board. It is also expected that participants shall be able to start developing their own external relations and grant strategies.

Preparations

Read the [External Relations Manual](#) and the [International Council Meeting Decision Book](#), in particular Chapter 3 of Part 2 and Chapter 9 of Part 4.

17:00-19:00

PAST, PRESENT AND FUTURE OF IFP AND HUMAN RIGHTS IN ELSA - JOINT WITH AA/MCC & S&C

Description

The International Focus Programme and the Annual Human Rights Campaign are two fundamental pillars of Legal Education in ELSA, representing our mission in raising awareness on important topics for law students and young lawyers. During this workshop you will learn the structure of the IFP. You will also learn about the importance of organising activities and events related to Human Rights throughout the term. Lastly, we will discuss ways in which we can collaborate with the Network.

Outcome

To understand the overall structure of the IFP and the impact that our Association can have on raising awareness for Human Rights.

Preparations

Analyse Law and Technology and Human Rights events organised by your Group during the last term and think about future developments to these fields of activities.

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

Seminars & Conferences Workshop

SEMINARS & CONFERENCES WORKSHOP

Timetable

| | 2nd September | 3rd September | 4th September | 5th September |
|-------|---------------------------------|---|---|---------------|
| | Thursday | Friday | Saturday | Sunday |
| 08:30 | Free | Breakfast | | |
| 09:00 | | | | |
| 09:30 | | | | |
| 10:00 | | The roots of S&C and our future | Training | Training |
| 10:30 | | | | |
| 11:00 | | | | |
| 11:30 | | | | |
| 12:00 | | Free | | |
| 12:30 | | | | |
| 13:00 | | Lunch | | |
| 13:30 | Opening | | | |
| 14:00 | | | | |
| 14:30 | Association Knowledge Workshops | Strategic Planning is the key to success | Tools to be Sexy and Cool | Closing |
| 15:00 | | | | |
| 15:30 | | VIP Access to International Decision Making | ELSA Webinars and ELSA Webinars Academy | |
| 16:00 | | Coffee Break | | |
| 16:30 | Association Knowledge Workshops | Winter and Summer are coming | Past, Present and Future of IFP and Human Rights in ELSA - Joint with AA/MCC and PD | Free |
| 17:00 | | | | |
| 17:30 | | | | |
| 18:00 | | | | |
| 18:30 | Dinner | | | |
| 19:00 | | | | |
| 19:30 | | | | |
| 20:00 | | | | |
| 20:30 | | | | |
| 21:00 | Social | | | |
| 21:30 | | | | |

Preparation and reminders

In order to actively participate and contribute to the workshops, please, do not forget to:

- Read these Working Materials cover to cover;
- Read relevant parts of the [Statutes and Standing Orders in force after the LXXIX International Council Meeting of ELSA](#);
- Read relevant parts of the [International Council Meeting Decision Book, 55th Edition](#);
- Read the One Year Operational Plan (OYOP) of the International Board of ELSA 2021/2022;
- Bring your ELSA spirit, share your thoughts and suggestions, and leave your personal touch at the I International Training Meeting!

Please read the aforementioned documents **carefully**. This is of great importance for the discussions and outcome of the workshop sessions. Also, please read the following draft agenda. Should you need any clarifications, please do not hesitate to contact the Vice President in charge of Seminars and Conferences of the International Board of ELSA at seminarsconferences@elsa.org.

Use the S&C mailing list (ELSA-SC@LISTERV.ELSA.ORG) as well as [ELSA S&C TEAM 2021/2022](#) Facebook group and start a discussion even before the I International Training Meeting! These platforms can be used to bring up ideas you want to share, no matter if you will be able to personally participate in the meeting or not.

Lastly, do not forget to bring your national/local sweets and/or drinks to share with the workshop.

It is my pleasure to welcome you to the S&C Workshop!



Valentin Badert

Vice President in charge of Seminars and Conferences

International Board of ELSA 2021/2022

Draft Agenda

Thursday, 2nd September 2021

13:30-14:30

OPENING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

Welcome to the I International Training Meeting! During this session we will introduce ourselves, get to know each other and evaluate our expectations of this meeting.

Outcome

To understand the purpose of this meeting, go through the agenda and get to know each other.

Preparation

None.

14:30-16:30 / 17:00-19:00

WELCOME TO CUSTOMER SUPPORT: HOW MAY I HELP YOU? – JOINT

Description

Without Supporting Areas, our Association would not reach its full potential. Even though this work is often invisible to the public, it represents a fundamental part of each and every board. In this workshop you will learn about how each of the Supporting Areas work and what our daily tasks are. You will also learn about general ELSA knowledge.

Outcome

To understand what the responsibilities of every Supporting Area are.

Preparation

None.

Seminars & Conferences Workshop

14:30-16:30 / 17:00-19:00

“KNOCK, KNOCK!” DO YOU HAVE THE KEY? – JOINT**Description**

Within our Key Areas we have several Flagship Projects. These projects are the backbone of ELSA. To know what our Association does, it is important to understand what activities we are undertaking. In this workshop you will learn what our Key Areas are doing and what all our Flagship Projects are in an interactive way.

Outcome

To understand the Flagship Projects and the skills of each Key Area Officer.

Preparation

None.

Friday, 3rd September 2021

10:00-13:00

THE ROOTS OF S&C AND OUR FUTURE**Description**

With optimism regarding the future, it is important to look towards getting back to our roots with the organisation of physical events. During this workshop we will learn about the basic steps of organising in person events. We will also talk about the discussion started last year concerning hybrid events and their implications.

Outcome

To clarify how to organise physical events and discussion on the way forward concerning hybrid events.

Preparation

Read the [Hybrid Events Guidelines](#) and Page 349-353 of the [Minutes of the 79th International Council Meeting](#).

Seminars & Conferences Workshop

14:30-15:30

STRATEGIC PLAN IS THE KEY TO SUCCESS**Description**

Strategic planning is one of the most important parts in developing our Association. During this workshop we will discuss the current Strategic Goals of ELSA and the S&C Development Goals which are due to end this year. We will proceed to an evaluation of the latter and discuss what we want to do next in the Area of Seminars & Conferences.

Outcome

To have an overview of what was achieved with the current S&C Development Goals and of the S&C objectives for the next 3 years.

Preparations

Read the current [Strategic Goals of ELSA](#) and the current [S&C Development Goals](#). Think about the different issues that are currently present in the S&C Area.

15:30-16:30

VIP ACCESS TO INTERNATIONAL DECISION MAKING**Description**

ELSA Delegations are one of the most prestigious projects we have in ELSA due to its specificities and the access they give to international institutions, through ELSA's special status. However, due to it being coordinated by ELSA International, the project always seems quite abstract. During this workshop, we will aim to clear any confusions and to present our ideas for new promotion strategies for this amazing project!

Outcome

Participants of the workshop will learn about the structure and coordination of ELSA Delegations and will be able to give feedback on its new promotion strategy.

Preparations

None.

Seminars & Conferences Workshop

17:00-19:00

WINTER AND SUMMER ARE COMING**Description**

ELSA Law Schools, as the leading academic events in S&C, are one of the most established and large scale projects in the Network. Therefore, it is very important to train Officers in this field. During this workshop, we will go through all the necessary requirements, tools, and discuss concrete improvements for the development of ELSA Law Schools.

Outcome

Participants of the workshop will get a full grasp of the requirements needed to organise an ELSA Law School.

Preparations

Go through the [ELSA Law Schools Handbook](#).

Saturday, 4th September 2021

14:30-15:30

TOOLS TO BE SEXY AND COOL**Description**

Communication platforms, webinars and handbooks - all these tools aim to help a very busy S&Cer secure knowledge management. During the workshop, we will discuss the most efficient ways of handling the workload and how to make sure no information is missing at the end of the term.

Outcome

Participants of the workshop will create a plan regarding efficient knowledge management inside their Network.

Preparations

Visit officers.elsa.org and go to "S&C". Take a look at the tools available there and think if there is anything more you would like to see. Think of the tools you use within your National or Local Groups and be ready to share them with the workshop.

Seminars & Conferences Workshop

15:30-16:30

ELSA WEBINARS AND ELSA WEBINARS ACADEMY**Description**

Online events have become “THE” topic in the past year. During this workshop we will go through the structure of ELSA Webinars and ELSA Webinars Academy, their requirements and discuss potential improvements.

Outcome

Participants will get a full understanding of the different requirements regarding an ELSA Webinar and an ELSA Webinar Academy.

Preparations

None.

17:00-19:00

PAST, PRESENT AND FUTURE OF IFP AND HUMAN RIGHTS IN ELSA – JOINT WITH AA/MCC & PD**Description**

The International Focus Programme and the Annual Human Rights Campaign are two fundamental pillars of Legal Education in ELSA, representing our mission in raising awareness on important topics for law students and young lawyers. During this workshop you will learn the structure of the IFP. You will also learn about the importance of organising activities and events related to Human Rights throughout the term. Lastly, we will discuss ways in which we can collaborate with the Network.

Outcome

Overall understanding of the structure of IFP and the impact of our Association of raising awareness of Human Rights.

Preparations

Analyse Law and Technology and Human Rights events organised by your Group during the last term and think about future developments of these fields of activities.

Sunday, 5th September 2021

14:30-15:30

CLOSING OF THE I INTERNATIONAL TRAINING MEETING – JOINT

Description

...And that's a wrap! During this session we will say our goodbyes, but not before we answer any questions you may have and receive your feedback on how the I International Training Meeting went.

Outcome

To close the I International Training Meeting.

Preparation

None.

TRAININGS

Introduction

The International Training Meeting is, as the name states, a Meeting focused on training its participants. For this reason, it will partially consist of training sessions, held on **Saturday the 4th of September and Sunday the 5th of September, from 10:00-13:00 CEST**. In order to include as many people as possible and to comply with the quality standards of ELSA Training, the trainers will be repeating their sessions twice. These sessions are voluntary to all participants of the International Training Meeting, but highly recommended.

The allocation of participants will be made shortly and you will soon be notified by email. We have tried to do this allocation as fairly as possible, considering the amount of participants and trainings available. With this in mind, we would ask that, if you cannot attend a training session, you inform the Secretary General of the International Board of ELSA as soon as possible, so that trainers are aware of this and can adapt their sessions accordingly.

Please read the aforementioned documents **carefully**. This is of great importance for your effective participation in the trainings. Should you need any clarifications, please do not hesitate to contact the Secretary General of the International Board of ELSA at secgen@elsa.org.

We hope these trainings will help you in developing your skills as an Officer!

Training Sessions

Saturday, 5th September 2021 and Sunday 6th of September 2021

10:00-13:00

TEAM BUILDING & TEAM MANAGEMENT – HELD BY SINA GERTSCH

Description

During this training, we will look at a model on team effectiveness, discuss what is important to you as a team member and leader, the different leadership styles and practical exercises to form a strong team at the beginning of the term, as well as ideas on how to keep the team spirit high throughout the term.

Outcome

Participants will know how to build an effective and efficient team, how to keep motivation high, and how to communicate depending on the needs of other team members.

Preparation

Please create an introductory slide about yourself (Saturday group [here](#), Sunday group [here](#)) and complete the [16 Personalities test](#) before the start of the session. Please bring the result of the test to the session, especially the categories ‘Strengths and Weaknesses’ and ‘Workplace Habits’.

TIME & STRESS MANAGEMENT – HELD BY MEERI TOIVANEN

Description

An ELSA Officer must know how to manage their resources efficiently yet sustainably. This training focuses on two of the most important categories of personal resources – time and mental energy. Rather than telling you that “time is money” and “burnout is just a myth”, the aim of this training session is to debunk the image of a “perfectly effortless law student/ELSA Officer” and provide you with more personalised methods to reach your goals.

Outcome

Your project management toolbox will be enriched with time management skills and you have gained a better understanding about the potential of your unique set of strengths.

Preparation

Complete the [16 personalities test](#).

Trainings

STRATEGIC PLANNING – HELD BY FILIPE MACHADO AND WERONIKA BANSKA

Description

Strategic planning is one of the most important activities to be performed by executives managing a given organisation. During this training, we will focus on understanding and putting into practice the basic elements of this process, while discussing common mistakes and sharing useful tips for increasing efficiency.

Module 1: Formulation of the vision, values and mission:

Clarify what we mean by mission, which is a description of the purpose of an organisation. Point out the importance of having a good mission statement, since it makes clear to members and stakeholders what the Association intends to do and achieve, while at the same time it helps the Officers to focus on their work.

Module 2: Assessment of organisational capacity and identification of members' needs:

Discuss the preparatory work needs to be done before starting the process of strategic planning. The process is to be based on a real understanding of the external environment and on the assessment of our own capacity, strengths and weaknesses (organisation's work and internal functioning and the quality of services provided as well as identifying the services needed.

Module 3: Formulation of goals, strategic objectives and action plans.

To enhance capacity of identifying the strategic objectives in order to achieve the goals, by turning the strategic priorities into strategic objectives. To enhance capacity in applying the SMART criteria and in formulating the indicators of success for the objectives."

Outcome

Raising awareness of the value of strategic planning within an organisation and developing participants' skills in the creation and implementation of strategic plans.

Preparation

The preparation materials for this training will be sent to participants by email at a later stage.

Trainings

COMMUNICATION SKILLS & PUBLIC SPEAKING – HELD BY ROBERT VIERLING**Description**

ELSA is a wonderful organisation. On the one hand, it gives thousands of students the opportunity to learn, develop important skills and grow as individuals while interacting with people from all over Europe and learning about other cultures. On the other hand, as an ELSA Officer, it gives you the opportunity to jump the queue and be at the forefront. By getting involved in ELSA, you have the chance to learn important skills for your business and personal life faster than your peers. In our session we will look at one of these skills, public speaking. Few subjects are as neglected in law school as public speaking, yet it is so important to each of us in life. I look forward to meeting you all virtually and spending a fun, educational and exciting morning with you.

Outcome

During the training you will learn some important skills and hear some real life examples of communication and public speaking in ELSA, with a special focus on public speaking at your internal ELSA events.

Preparation

Don't worry, you won't just sit and listen, but on the contrary, you will stand and speak! Each of you will get the opportunity to directly try out what you have learned. So be prepared to participate!

CONFLICT & CRISIS MANAGEMENT – HELD BY MAJA RAJIC**Description**

Although our work for ELSA is mostly enjoyable, being in an unpleasant conflict or crisis is not a rare thing. Those unpleasant situations may occur during a project planning phase, project execution itself and even during a board meeting - and keeping calm is the key!

Outcome

This training session on conflict resolution and crisis management will help you to identify, prevent and control a crisis as well as minimise and resolve all the conflicts that may occur throughout their term.

Preparation

None.

Trainings

NEGOTIATION – HELD BY FRANCESCO BONDI AND LOUIS BREMOND**Description**

The negotiations training will be composed of three main parts, first a presentation of the topic and a general approach. Then an exercise in which participants will practice simulations of negotiations with us. And finally feedback sessions in which we will give additional advice to the participants and propose a short quiz. As ELSA Officers, negotiation skills are key in our everyday tasks and goals. All ELSA Officers encounter different types of negotiations throughout their terms, not just the President, as negotiations do not simply relate to securing sponsorships, but also securing venues, project partners and more.

Outcome

Understanding the structure of negotiations, including the steps before and after the meetings. Practicing negotiations in a safe environment with the possibility to receive feedback on points to focus on.

Preparation

Be prepared to take an active part in the simulation portion of the training. We will ask for volunteers and attempt to give everyone a chance to take part in a simulation and receive feedback.

KNOWLEDGE MANAGEMENT – HELD BY NANA ALIYEVA**Description**

ELSA has been the bearer of constantly expanding knowledge for decades now. To keep advancing its mission, we need to maintain a well-organised structure and relevant knowledge transfer within the organisation. Our training will be a “bird’s eye view” session to tackle the notion of knowledge from the moment we create it, following with its archiving and down through transition. How do we work this out? What kind of issues are we facing as International/National/Local Officers?

Outcome

The outcome is to promote an integrated approach through creating, disseminating, effectively using and managing knowledge to maximise its use and ensure continuity.

Preparation

Your preparation, participation, and interaction are essential to an effective and rewarding workshop. So let’s strategise knowledge management in ELSA together!

Trainings

NETWORK MANAGEMENT – HELD BY NANA GEGIA**Description**

Despite the common opinion that the Network Management is an exclusive responsibility of a Secretary General, being an executive Board Member in ELSA both on Local and National levels means you oversee the Network and manage it. Successful Network Management requires not only a good understanding of basics of human resources management, but also communication and leadership skills which we will tackle during this training.

Outcome

Understanding the concept of Network Management in ELSA using human resources management, communication and leadership skills.

Preparation

Be prepared to take an active part in the training.