

Boarding: Flight ELSA International Team & Delegation: Because You Can't Do It All (*Trust Me*)

2nd C Open Call | 23rd of September | 18pm



The European Law Students' Association

Agenda

1. Meet the C ELSA International Team!
2. How can they help you?
3. Delegation: Because You Can't Do It All (Trust me)
4. Some Reminders



The C ELSA International Team



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Competitions Team



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John H. Jackson Moot Court Competition Team



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Assistant for European Regional Rounds



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External Relations and Fundraising for MCC's Team



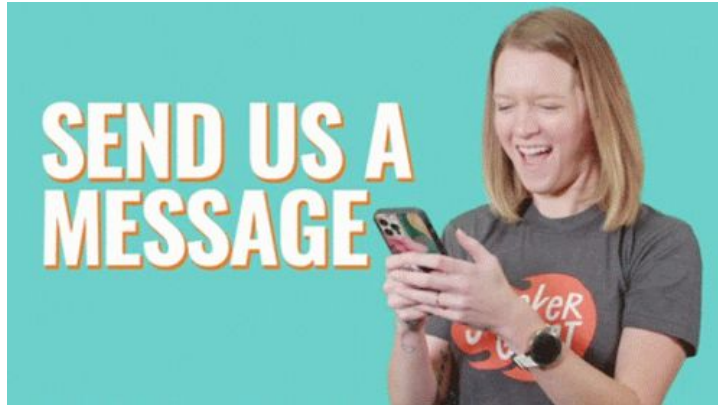
Tobias Conzelmann
Director for External Relations and Fundraising
for Moot Court Competitions



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How can they help you?

- Competitions Specification Form: Coaching Calls!
- 1on1's
- Workshops
- Open Calls



Delegation: Because You Can't Do It All *(Trust me)*



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First Things First

- Do you currently manage a team? If yes, how many people?
- What does “delegation” mean to you?
- How do you usually decide which tasks to handle yourself and which to delegate?
- What is one challenge you often face when delegating?
- How do you coordinate tasks and responsibilities within your team today?
- Have you ever taken on too much instead of delegating? What happened?
- If you delegate successfully, what do you think you’d gain: time, trust, focus, or something else?

Team Management

It requires:

- **Building a strong team:** Bringing together diverse, complementary skills and experiences.
- **Setting clear objectives:** Defining success with clarity and purpose.
- **Effective communication:** Making sure everyone shares the same understanding.
- **Delegation and accountability:** Empowering members while ensuring responsibility.
- **Motivation and support:** Maintaining morale and driving consistent performance.

And how can you be a team manager?

Building a Strong Team

- Identify the key roles required (e.g., visionary, executor, communicator).
- Foster trust and cohesion, as these are essential for long-term success.

Setting Clear Goals

- Apply the **SMART framework** (Specific, Measurable, Achievable, Relevant, Time-bound) to define and track objectives.

Effective Communication

- Avoid long gaps in communication with your team.
- Establish regular check-ins and updates to ensure alignment.

Delegation & Accountability

- Clearly communicate expectations when assigning tasks.
- Create a culture of accountability where everyone takes ownership of their responsibilities.
- Demonstrate trust in team members, while consistently following up to ensure progress.

But... Why delegating matters?

Key Points:

- Delegation is not dumping work; it's empowering others.
 - Builds trust, skills, and confidence in team members.
 - Allow you to focus on strategic priorities.
 - Enhances team performance.
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- Effective team management = delegation of tasks
 - But, don't forget: As the officer in charge, **you have the overview of the project.**

Common Barriers

- “It’s faster if I do it myself.”

How to Combat:

Think long-term: The first time may take longer, but once trained, the team can handle similar tasks independently.

Start small: Delegate low-risk tasks to build momentum and confidence.

Create reusable resources: Document processes so you don’t have to re-explain every time.

- Fear of losing control

How to Combat:

Shift perspective: Delegation is about influence, not control. The VP’s set direction while others execute.

Establish check-ins: Agree on progress updates to stay informed without hovering.

Celebrate wins: Recognize that a team’s success enhances you, not diminishes it.



And which tasks can be delegated?

Key Principle:

- **Assistants** → manage structure and execution (the “what” and “how”).
- **Director** → ensures alignment, takes on sensitive matters, and keeps communication flowing upward.

Tasks your team can handle independently

- *The “skeleton” of the project:*
 - **Logistics:** booking the venue, arranging coffee breaks and meals (if necessary).
 - **Outreach:** inviting judges, confirming participants, handling registrations.
 - **Operations:** preparing schedules, distributing materials, assisting on event day.
- These tasks build ownership, responsibility, and experience for assistants.
- They may take time, but they don’t usually require the director’s strategic oversight.

And how?

Delegation & Accountability

- Discuss how to communicate expectations clearly.
- Address how to create a culture of accountability, where everyone takes ownership of their tasks.
- Show trust, **but remember to follow up!**

Steps:

1. **Choose the right task.**
2. **Select the right person.** Match skills, interests, and growth goals.
3. **Set clear expectations.** Define success, deadlines, resources.
4. **Provide authority and support.** Empower decision-making.
5. **Check in, don't micromanage.** Agree on progress updates.
6. **Recognize and give feedback.** Celebrate wins, learn from mistakes.

Practical Exercise: What to Delegate

You are the **Vice President in charge of Competitions** and your National Moot Court is approaching in 9 weeks. The Director you appointed is enthusiastic but inexperienced and the Assistants are motivated but need guidance. You cannot do everything yourself but you are accountable for the event's success.

Here's what needs to be done:

1. Negotiate with a major sponsor who has doubts about continuing support.
2. Supervise the Director in preparing the competition schedule.
3. Ensure the venue is booked and contracts are signed.
4. Manage relationships with judges (e.g. invitations, trainings).
5. Oversee communications: media outreach and social media.
6. Review participant registration numbers and troubleshoot delays.
7. Ensure event materials (badges, certificates, program booklet) are produced.
8. Anticipate crisis management (travel delays, judge cancellations, technical failures).

Any questions?

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Some Reminders

- Apply for the 88th International Council Meeting in Helsinki by the **29th of September, 23:59 CEST**
- The **2nd Call for EIT** will open on Monday, **29th of September**. The position of Assistant for External Relations and Fundraising for Moot Court Competitions will be available.
- We will have a Pre-ICM Call in October to go over the Working Materials, Agenda & Proposals (if any)
- Reach out to me with topics for Workshops if you would like to see something specific approached!
- The October Open Call will have special guests speakers to deliver the *How to Draft a Competition from zero* topic, stay tuned!
- And... the **Winter Cocktail** registrations are open! Join us in Brussels on the **6th of December**.



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