GUIDELINES ON ONLINE ELSA TRAINING

INTERNAL MANAGEMENT
2021/2022

ELSA TRAINING

elsa

The European Law Students' Association

Foreword

These guidelines aim at providing necessary tools and information for sufficient preparation and successful execution of online training sessions.

Conducting online training sessions provides a feasible and cost-effective alternative to physical training sessions in order to ensure that the network continues developing their skills and knowledge. Between March 2020 and April 2022, the International Board of ELSA has organised an online Refreshment Weekend and a Train the Trainers Week preparing Trainers for both in-person and digital training sessions. This will allow ELSA groups to flexibly choose between the options most suitable to them and continue to provide ELSA Training to the Network.

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Technology

Choose your platform

As ELSA Training aims to develop the skills and knowledge of ELSA members, we believe that the chosen platform shall allow for interactive training sessions rather than webinar style sessions, where interaction is limited to a chat function.

Recommendations

- Google meet
- Microsoft Teams
- Zoom
- Skype
- Jitsi Meet
- Webex
- Hopin

Some universities provide access to their students of a particular platform without the necessity of additional subscription. Using this university platform may reduce costs for the organising ELSA group

Interactive Tools

In order to make trainings more interactive and engaging, we recommend to incorporate some of the following tools into your sessions:

- Kahoot
- Mentimeeter
- Mural
- Loom
- Miro.com
- Google forms
- Facebook survey
- Canva
- Google Drive
- Conceptboard
- Padlet
- Skribble.io
- Sli.do

General Recommendations

Online training sessions are a good way to connect people and groups over long distances, or compensate for the unavailability of a local trainer. Such sessions may also result in significantly reduced costs where there are budget constraints. However, online facilitation creates its own difficulties especially in regards to technology. We are happy to share our experiences in order to avoid any technical difficulties. Thus, we would recommend to make sure:

- To restart your computer prior to each training session;
- That the battery of your device is charged and the charger is available when necessary;
- To test your microphone and camera prior to each training session;
- To check your Internet upload/download speed which should be at least 3 Mbps;
- To use Chrome as your internet browser as some platforms do not offer the same tools on other browsers.
- To "arrive" in the online meeting room 15 – 20 minutes before the start of the training session and be ready for participants arriving slightly late due to technical difficulties.
- To plan extra time for any activities where participants have to use technology including joining the session, switching spaces or presenting their screens.
- To prepare separate group spaces beforehand if necessary
- To familiarise yourself with all tools and platforms beforehand
- To distribute links to training sessions beforehand
- To use several screens if possible, especially when sharing your screen
- To provide participants with general guidelines on how to use the platforms/tools
- To encourage all participants to mute their microphone unless speaking.

Preparing the training session

While physical training sessions require a certain amount preparation, online sessions do require some extra prep time. We recommend to:

- Create a roadmap with timings for all activities;
- Stay flexible and to re-evaluate timings throughout the session;
- Plan extra time for all activities to remedy technical difficulties and stick to your agenda as much as possible unless extra time is agreed on with participants;
- Always have a plan B if activities are not compatible with the online environment (i.e. singing the ELSA song together does not work) yet do feel free to experiment and to share your experiences with your fellow ITP Trainers;
- Remember that not all participants are as motivated as others to take part in the training sessions;
- Allow for feedback time at the end of each session;
- Establish one forum of communication with participants;
- Reuse materials of previous successful training sessions.

Engagement

Our experience proved that not being physically present in the same room does not have to affect the engagement of participants if your session plan specifically focuses on this. We recommend to:

- Bring your positive energy and enthusiasm to the session;
- Encourage all participants to activate their camera for the whole duration of the training sessions;
- Engagement all participants prior to the training sessions by distributing questionnaires or asking them to prepare/record introductory slide/video;
- Avoid giving participants options in regards to the agenda or group compositions;
- Establish common goals and revisit them frequently;
- Prepare respectful icebreakers in order to set the mood for the session.
- Allow for networking/introductory time before the start of each session;
- Respect the decision of non-participating individuals if given the choice to not participate in an activity.

Ground Rules

Remember that despite the training session being online, you still represent the ITP or ELSA in general. Therefore, we recommend to ensure that you pay attention to small details such as:

- Background noise (i.e. open windows, traffic noise, etc)
- Lighting (i.e. make sure you are well visible on camera where possible)
- Webcam positioning (i.e. ensure your full face is visible and your camera is at eye level)

Evaluation

Prior preparation is as important as evaluation after the training session to ensure constant improvement. We recommend allowing feedback time during or at the end of each training session. Furthermore, according to the ELSA Training regulations, both participants and ITP Trainers have to fill out an evaluation form at training.elsa.org after the end of the training session.