

Training Newsletter

The International Trainers' Pool

International Trainers' Pool

Introducing the International Trainers' Pool

ELSA Development Foundation

EDF Helps the Network in Overcoming Challenges

Training and the ELSA Network

Experiences from the Network

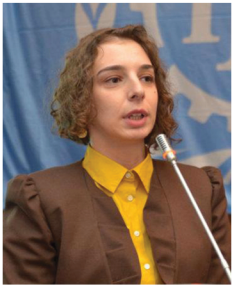
ELSA Training Newsletter



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The European Law Students' Association

Dear Network,



Zinaida Chkhaidze
Director for Training
ELSA International

I would like to begin with Elizabeth II's quote "It's all to do with the training: you can do a lot if you're properly trained". This is so true. Even impossible becomes possible when you are properly trained. Twelve years ago the European Law Students' Association realized the need of training for development of the Network and created International Trainers' Pool...

The same International Trainers' Pool which nowadays consists of 30 motivated and dedicated trainers who are always ready to train you properly...

Ladies and gentlemen it is my pleasure to introduce you the second Training Newsletter. The aim of this Newsletter is to raise awareness of the International Trainers' Pool of the European Law Students' Association and to remind you that there are numerous cases when you can benefit from a training. For example if have problems within your board, when you want help with managing local groups, when you need expertise for project management, when your members don't have sufficient ELSA Knowledge, etc. In all these cases the ITP has 30 enthusiastic and professional trainers who are always ready to come to you and help you with solving all your problems, develop your skills, give you priceless knowledge and create international environment at your event.

In this edition you will be able to get acquainted with the trainers of the International Trainers' Pool and find out what the membership of ITP means for them, you will also find article about the trainings provided by ITP Trainers and other lots of other interesting information. There is also a tutorial included in this Newsletter. This tutorial explains how a group should apply for training from the ITP.

If you have any feedback or input about the content of this Newsletter or ITP itself I would be more than happy to answer your questions via training@elsa.org or via the IM Mailing list.

I would like to finish my letter with my favourite quote by John Lennon: "A dream you dream alone is only a dream, a dream you dream together is reality". With this quote I would like to remind you that the ITP was created for you, for the Network. For example one of the reasons that the Director for Training has been annually appointed is to make the process of requesting training from the ITP easier and accessible for groups. Also remember that one of the main ways of support that the ELSA Development Foundation offers is to support the National and Local Groups to organise trainings or to travel to training events. The International Board is striving to make the Network stronger by organizing international trainings, but all our intention will be in vain without your activity and without your involvement in this process.

So, let's together make dreams come true!!!

Zinaida Chkhaidze

Introducing the International Trainers' Pool

The International Trainers' Pool of ELSA was created to provide qualified and committed trainers for the entire Network. Whether your ELSA group needs support in planning its activities and future, in creating a motivated team, in organising an international event or in raising funds for realising its plans, the ITP can assist in finding a solution. Our experienced and motivated trainers are looking forward to meeting you and to working together with you towards a skilled and solid Network.



Tiago Moreira Alves

Nationality: Portugese

Active in ELSA since 2000

Preferred trainings: Internal Management, Fundraising, External Relations, Human Resources, Strategic Planning, Project Management



Rebeca Cenalmor Rejas

Nationality: Spanish

Active in ELSA since 1997

Preferred trainings: Project Management, Teambuilding, Conflict Resolution



Kate Aleksidze

Nationality: Georgian

Active in ELSA since 1999

Preferred trainings: General ELSA Knowledge, Project Management, Teambuilding, Motivation, Decision Making, Planning, Leadership, Communication, Chairing, Presentation Skills

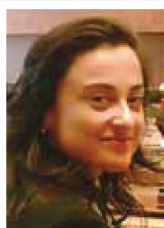


Cristina Dan

Nationality: Romanian

Active in ELSA since 2007

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Board Management, Financial Management



Sofia Amaral

Nationality: Portugese

Active in ELSA since 1996

Preferred trainings: General ELSA Knowledge, Transition, Planning, Teambuilding, Communication, Motivation, Presentation Skills, Teambuilding



João Thiago Rocha Ferreira

Nationality: Portugese

Active in ELSA since 2003

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Board Management, Internal Management, AA, S&C

International Trainers' Pool



Pierangelo Graziani

Nationality: Italian

Active in ELSA since 1988

Preferred trainings: General ELSA Knowledge, BEE, Academic Activities, STEP, S&C, Fundraising, External Relations, Project Management, Motivation, Chairing



Nina Klotz

Nationality: German

Active in ELSA since 2000

Preferred trainings: Project Management, Teambuilding, Communication, Presentation Skills, Conflict Management, Risk Management, Strategic Planning, Chairing



Tuulia Hietaniemi

Nationality: Finnish

Active in ELSA since 2005

Preferred trainings: General ELSA Knowledge, Internal Management, STEP, Motivation, Communication, Presentation Skills



Marcin (Boulie) Krzysko

Nationality: Polish

Active in ELSA since 1995

Preferred trainings: Marketing, Project Management, Communication, Strategic Planning, Selling Technique, Public Relations, Academic Activities, Internal Management



Jochen Hoerlin

Nationality: German

Active in ELSA since 1998

Preferred trainings: Strategic Planning, Communication, Teambuilding, Leadership Skills, Conflict and Project Management, Negotiation Skills, Risk Management



Jean-Marc Lauwers

Nationality: Belgian

Active in ELSA since 2004

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Board Management, Financial Management



Giovanni Jaerish

Nationality: German

Active in ELSA since 2002

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Board Management, Internal Management, AA, S&C, STEP



Johanna Lindblad Ó Duinnín

Nationality: Swedish

Active in ELSA since 2002

Preferred trainings: General ELSA Knowledge, Internal Management, Communication, Teambuilding, Transition, Motivation



Sylvie Franziska Kleinke

Nationality: German

Active in ELSA since 2002

Preferred trainings: Project Management, Teambuilding/development, Presentation Skills, Motivation Skills, Negotiation Skills, Strategic Planning, Chairing



Halvor Lekven

Nationality: Norwegian

Active in ELSA since 2003

Preferred trainings: General ELSA Knowledge, Academic Activities, Project & Time Management, Communication, Motivation Teambuilding, Presentation Skills



Koen Klootwijk

Nationality: Dutch

Active in ELSA since 2005

Preferred trainings: General ELSA Knowledge, BEE, Academic Activities/EMC², S&C, Motivation, Teambuilding, Presentation Skills, Project Management



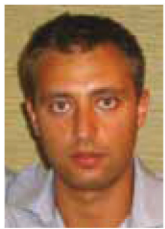
Calina Mircea

Nationality: Romanian

Active in ELSA since 2007

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Human Resources, Strategic Planning, Project Management, Chairing, Fundraising, Public & External Relations

International Trainers' Pool



Mircea Serban Moraru

Nationality: Romanian

Active in ELSA since 2001

Preferred trainings: General ELSA Knowledge, Marketing, Human Resources, Conflict Management, Fundraising, External Relations, Project Management, Presentation Skills, Internal Management



Rudolf Christoph Reiet

Nationality: German

Active in ELSA since 2003

Preferred trainings: Project Management, Conflict Management, Strategic Planning, Teambuilding, Motivation, Negotiation Skills, Presentation Skills



Espen Rostrup Nakstad

Nationality: Norwegian

Active in ELSA since 2000

Preferred trainings: Board Management, Strategic Planning, Risk Management, External Relations/UN/Institutional Relations, Chairing, Project Management, Presentation Skills, Communication & Networking



Karina Sultanova

Nationality: Kazakh

Active in ELSA since 1999

Preferred trainings: Negotiation, Communication, Conflict Management, Teambuilding, Board Management, Motivation, OYOP, Risk Management, Presentation Skills, Leadership



Delia Orabona

Nationality: Italian

Active in ELSA since 2002

Preferred trainings: STEP, Strategic Planning, External Relations, Motivation, Teambuilding, Project Management, Communication, Presentation Skills



Andras Szilagyi

Nationality: Hungarian

Active in ELSA since 2002

Preferred trainings: General ELSA Knowledge, Financial, Board and Project Management, Presentation and Negotiation Skills, Chairing, Communication, Planning, Leadership



Lucia Pálušová

Nationality: Slovakian

Active in ELSA since 2006

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Negotiation, Communication and Networking, Time Management, STEP



Arabela Trifoi

Nationality: Romanian

Active in ELSA since 2004

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Board Management, Internal Management, Marketing



Dixsha Patel

Nationality: British

Active in ELSA since 2007

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Negotiation, Communication and Networking, Time Management, Internal Management



Katrien Willems

Nationality: Belgian

Active in ELSA since 2005

Preferred trainings: Teambuilding, Presentation Skills, Motivation, Conflict Management, Negotiation, Communication, Time Management, Internal Management, Marketing



Andras Perlaki

Nationality: Hungarian

Active in ELSA since 2000

Preferred trainings: Board Management, Team Building, Motivation, Negotiation Skills, Conflict Management, Presentation Skills, Public Speaking



Patrick Zupansic

Nationality: Dutch

Active in ELSA since 2002

Preferred trainings: General ELSA Knowledge, Internal Management, S&C, Human Rights, Project & Time Management, Teambuilding, Chairing, Communication, Presentation Skills

ITP from the Point of International Trainers' View

When I am talking about International Trainers' Pool my speech always begins with: "The International Trainers' Pool consists of 30 highly motivated, professional and dedicated former ELSA Members, voluntarily providing trainings in the Network ...", I am sure no one has doubt that the ITP Trainers are all of this, but what does ITP Membership means for them? I wanted to find out their answers and now I can also share them with you. Their answers reminded me once again that I am the happiest person in the world having opportunity to work together with such positive, intelligent and professional people.

Andras Perlaki

The ITP membership means a lot to me. I learned a lot from ELSA on personal and professional level. In ITP the opportunity is given to return my knowledge to the network.

Let me share a personal experience from one of my training: During the training I give the group an assignment, which seems impossible at the first time. The group is trying hard to complete the assignment without much success with the time pressure. Afterwards the group dynamics is introduced briefly and the solution of the assignment is undisclosed to the group. The group is astonished that the solution is so easy and also complex in the same time, that they would not reach it by themselves. In ELSA because of the cyclic character some challenge seems impossible to a board/group, but if there is a transition or a training on a subject, everything seems so easy because there are people who gained substantial knowledge to various ELSA subjects as ITP trainers, who are not only experienced former ELSA members/officials but also practicing professionals, who are aware of the network and dynamics. Therefore If I were in my beginning of my ELSA career again I would utilize the assets of the ITP as much as it could be.

Andras Szilagy

What ITP means for me? A challenge! A challenge of being able to hand over useful knowledge to ELSA members, to help to develop the association and the members. That is not easy... It requires knowledge, abilities and a tremendous lot of background work. But at the end of the day, if the training made sense and everybody took something back to home, I know that this job was a meaningful one.

It also means 'giving something back'. Giving something back to the organisation, in which I spent years and in which I learned all those things which cannot be studied at the university. Where I learned the things which made me a better employee at the beginning of my career and from which I still take an advantage. I want to 'give something back' to help those who are at the beginning of their ELSA journey.

Arabela Trifoi

I've recently read Mark Twain's saying that "twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover." This is how I see ELSA's activities and if I still were an ELSA member and Mark Twain were an ITP trainer, for these words he would have been for sure my favourite one.

Delia Orabona

Contributing to the well-being and the growing of the Network, this is the goal of an ITPer!

Espen R. Nakstad

ITP is all about passing on skills and knowledge. It's an opportunity for ELSA to further develop - and a chance for trainers to give something back to the association in their hearts, using their NGO and professional experience combined. So I guess it's a win-win..!

Halvor Lekven

During my years in ELSA I gained and developed soft skills which have been useful for me outside of ELSA too. As an ITP Trainer I am allowed to teach these skills and to support ELSA in a way I hope will further strengthen and develop the association.

Joao Thiago Rocha Ferreira

Training is the ultimate contribution that we can give to ELSA. It's like giving "the fishing cane" for officers to undertake all their attributions. And to think that these skills are something that ELSA can use during a lifetime (if it is practiced), I can only conclude that it's not only a pleasure.

Katrien Willems

As a trainer of ITP I hope to be able to transfer my experiences and knowledge of ELSA to the next generations. Beside this I also want to plant the seeds of good soft skills in the hands of the participants by delivering qualified trainings. Soft skills are needed during student life, but even more during professional life. Skills learned through training will only be a benefit for the participants in the future!

Lucia Palusova

ITP was one of the best decision of my life - staying connected with ELSA, for which I have huge passion, bringing contributions of knowledge to ELSA members, enriching myself through learning, travelling and meeting new people, being more often with my ELSA friends...be still ELSA.

Mircea Moraru

ITP? A group of "older brothers" who having the opportunity to give something back to the wonderful Network they came from. I am personally enjoying the opportunity to help ELSA members create a stronger, more professional and more motivated group of people achieving what me, as an active member, was not able to.

Patrick Zupansik

When being asked to answer the question "What ITP Membership means for you", two things enter my mind: the meaning it has from an academic point of view and the meaning seen in a social way.

At one side the academic part: Being an ITP Trainer provides me with an avenue to raise the skills and the knowledge of the participants, theory as well as practice. This not only constitutes giving back skills learned when being part of ELSA, but also the freshly learned ones in my daily (professional) life. It also is beneficial to me: Learning (a lot!) more about a topic when preparing for training and additionally gaining experience by giving the trainings.

At the other hand the social and cultural part: Staying in touch with the Network, while traveling and seeing aspects of other countries and cultures, as well as having discussions in relation to local legislation, whether or not in comparison with laws from other jurisdictions. It is motivating to do so. Also it refreshes, and sometimes reshapes, the view on other persons, countries, cultures and jurisdictions.

Sofia Amaral

ELSA has given me so much knowledge, experience and good times, that I feel proud to be able to continue to contribute towards its development as an ITP trainer.

Sylvie F. Kleinke

My aim as an ITP Trainer is to reach a win-win-win situation in each training session - for the participants, myself as a trainer and possibly for the entire Network!

Tuulia Hietaniemi

ITP Membership means for me a way to contribute to the work of ELSA after the graduation from the university. As an ITP Trainer I have the possibility to give ELSA and its members something back from what I experienced and learned during my active ELSA career. Furthermore, it is a perfect way to keep in touch with ELSA and old ELSA friends while working.

Experiencing the Train the Trainers Week

The International Trainers' Pool of ELSA received an addition of nine new trainers after an intensive week of preparation in Büdingen, Germany. ELSA ensures the quality and experience of trainers through the Train the Trainers Week. This year the experience and preparation were provided for new trainers by experienced ITP trainers.



Lucia Páľušová
Trainer
International Trainers' Pool



Arabela Trifoi
Trainer
International Trainers' Pool

We remember the day so clearly. It was the 9th of July 2011, Saturday morning, the last day of the Train the Trainers Week. Twelve trainees were facing their own expectations written on a wall at the beginning of the week and three trainers asking for the final feed-back on the event. In May we had been selected to attend the upcoming Train the Trainers Week. We were twelve young lawyers full of energy and ELSA Spirit. This day, this Saturday, we are formed trainers and moreover we are friends. In this article we would like to tell you about our experience: what happened, how it happened and what to make out of it.

Why do we want to tell you about this event? TTTW was one of the most intensive ELSA experiences we have ever had. At the beginning of July twelve trainees from all over Europe (Belgium, Germany, Italy, Poland, Portugal, Romania, Slovakia, United Kingdom and Turkey) met three trainers from the International Trainers' Pool (Jochen Hoerlin, Nina Klotz and Koen Klootwijk) to learn how to become good trainers. Either you are an ELSA member looking for prepared trainers, an alumnus still wanting to get involved or an external interested in our activities, this article will give you an insight over the serious process of forming new ITP trainers.

What happened? Even though we arrived in Büdingen full of confidence, during the week our trainers taught us the most important thing: it is not easy to become a good trainer. We have been working hard to prove especially to ourselves that our motivation was strong enough to manage all the hard tasks and efforts. But

as challenging as it was for us, it seemed even harder to be the one who teaches such things. Our trainers were simply amazing – so professional, so smart, so full of ELSA knowledge and spirit!

We were impressed to see how they gladly gave up their vacation time with warm, sandy beaches and cocktails with little straw hats in order to come to Büdingen in Germany, to not rest and to teach us everything possible in one week. We have got the impression that they knew us already, sometimes they even knew how we would act in certain situations and, guiding us with professionalism and fair perception, they kept on teaching us – and especially about ourselves. Everything went smoothly following an authentic German schedule; the workshops were inciting and really well prepared, using different methods, various materials and fun activities. The success of the event rests on the result itself: this year nine new ITP trainers have been appointed.

How did we become trainers? To be honest, some of us were expecting an ICM-like event – fun, socializing and knowledge – but in reality TTTW was much more different. We had 12 hours per day of intensive working and learning. The content touched subjects as learning typologies and the 4-MAT technique, team phases and training design, behaviours in communication, body language, moderation and conflict management, and it was followed the next week by a detailed hand-out. Every day we would learn something new, something important, and each time in a different way and with a different learning perspective, meanwhile making sure that everything was understood and well stored for the rest of our lives.

Training Event of ELSA Sweden

“There is one simple rule though: the more time we trainers get for training, the more we can offer!”

“After the training the participants had an understanding for the fact that even small things like how you use your voice actually effects the audience and the message you are trying to give them and that you have to put as much effort on the presentation itself as on the content of the presentation”.

An insight

At first two things were certain: I wanted to go back to Sweden after having worked there previously and ELSA Sweden had requested me for ITP training during their NCM in Lund! I was thrilled about that prospect but before I could finally go back to Sweden, a LOT had to be considered.

Time is quality

The training was scheduled for Saturday afternoon. As it is usual for trainings during an NCM, the main focus on such an event is naturally on the plenary as well as the workshops so trainings are allocated a rather small time slot of approximately 4 hours. Over the years numerous Secretary Generals have questioned me hopefully if this was enough time for the training. My answer is neither yes nor no.

There is one simple rule though: the more time we trainers get for training, the more we can offer! If the aim of training is to improve the skills of the participants, it is advisable to have a theoretical part, to give every participant the chance to practice their newly acquired skills and to offer feedback. Imagine you are a trainer and you face 50 or more participants, how much time do you think you can give each and every one to practice their presentation skills, moderation skills or whatever the topic is if you have 4 hours for the entire training?

The less the more, the more the better

Speaking of the amount of participants: It has become rather normal that 40, 50, 60 or even more participants attend a training. From the point of a trainer it is very difficult to hold the standards and expectations of a training session with so many participants - regardless of the amount of time allocated to the training session. This has many reasons. First of all the rooms are mostly not large enough to give everyone enough space, secondly it is very difficult to interact with every participant and thirdly, it is next to impossible to give everyone enough time to prepare and practice their soft skills next to giving them fruitful feedback. So from a trainer's point of view it is very advisable to have smaller groups of participants: the solution might be to get another ITP trainer. Since the ITP is spread all over the Network, maybe one is living close by so the travelling costs for a second trainer are reasonable? Please check with the Director for Training!

Another solution is to organise events that focus only on trainings! They do not need to be costly due to the reason mentioned above: maybe the trainer lives close by or you can get EDF support by ELSA International! Please approach the Director for Training also for this.



Which topic to chose

Jenny and I started brainstorming which topic might be useful to the participants of the NCM right after I had booked my flights. Since it was just the beginning of the term, the topic was supposed to be rather basic as well as beneficial for the local officers.

More complex trainings, like project management should not be chosen as a topic at all anyway if the training session is supposed to last no longer than 3- 4 hours. This might come as a surprise for you and you might wonder why. The reason is quite simple once again: Time is quality!

During an entire weekend we trainers can teach and guide you through the different stages of project management, we can evaluate crucial situations together with the participants, etc. If we offer a training on project management we want you to be ready for the project you are planning. This, however, takes time which cannot be reduced infinitely.

Trainings on soft skills, however, are a bit more adaptable. It is possible to focus on one specific theory or method during the training session - please bear in mind though that there is a LOT more to these soft skills. So the trainings you experience during ICMs and NCMs are a bit like 'teaser trailers' for training sessions. We CAN offer more!

Training at the Swedish NCM

For the Swedish NCM we agreed on presentation skills as a topic. For me as a trainer it was important to offer the participants the possibility to practice the points we had focussed on in the theoretical part. Engaging close to 70 participants, however, was impossible for me as the only trainer present and within the given time frame. So, two members of the NB volunteered to support me. Together we managed to give around 15 participants the possibility to present short sessions and get constructive feedback of the audience. The aim of the session was to broaden the awareness of how certain elements of a presentation are perceived by the individuals of audience and which effect this creates.

Outcome of the training at the Swedish NCM – from a SecGen’s point of view

The training held at the Swedish NCM was very appreciated, which could be seen both in the evaluations and in the energy that the participants put into the tasks they were given. The direct outcome was a higher awareness of the importance of presentation skills and how they can help you in your ELSA-work as well as in other situations in life. After the training the participants had an understanding for the fact that even small things like how you use your voice actually effects the audience and the message you are trying to give them and that you have to put as much effort on the presentation itself as on the content of the presentation.

With training like this, however, there are also some indirect outcomes. The ability to give and take constructive criticism, for example, was an important part of the training that was trained almost without the participants noticing it.

Jenny Hjalmarson

Secretary General of ELSA Sweden 11/12



Outcome of the training at the Swedish NCM – from a trainer’s point of view

It was a very good start for training on presentation skills. With more time and smaller groups however, all participants could have had the possibility to become more secure in their presentations, to receive even more constructive feedback and to fine-tune their presentation skills- in short: the training would have been even more beneficial.

How to use the ITP

To make a long story short: We, the ITP trainers are present in the Network to support YOU.

You probably heard this before and the reason is: It is true. We want you to improve your skills, we want to support your ELSA work, your events, we want to offer new insights, new point of views, new theories, we want to find new solutions with and for you... So please approach us!

As indicated above we can't do magic - but we can offer many other things so please get in touch with us and we can discuss your ideas for upcoming trainings - what is possible- and what is not.

Sylvie F. Kleinke

ITP Trainer



Training Day of ELSA Estonia

Magnus, VP Marketing ELSA Estonia 2011/12 "As our trainer had lot of experience with ELSA, it was great to hear also the IB perspective of the Network."

Kadri, Director for AA in Tartu 2011/12 "Amazing experience in order to improve social communication skills and ELSA spirit in general."

Erkki Sven, Treasurer ELSA Estonia 2011/12 "Warm and cuddly, informative and fun - a day full of ELSA and kind people"

Kati, VP STEP ELSA Estonia 2011/12 „Foundation of ELSA knowledge & general knowledge“

Tiia, VP AA ELSA Estonia 2011/12 „ELSA Estonia was mind-blown on this day of great knowledge and by a warm Portuguese heart“

Anu-Maria, Director for S&C in Tallinn 2011/12 "It is remarkable, how such productive training can be conducted so well! It was not just an informative training about ELSA and

communication, but also a chance to get to know your team through the exercises we did that day."

Nancy-Marita, Director for S&C in Tartu 2011/12 "A well-spent day filled with pure joy of ELSA spirit and valuable knowledge towards a more efficient and opened ELSA Estonia team."

It was at the 3rd of December 2011 when the team of ELSA Estonia 2011/2012 consisting of National Board members and directors from Tallinn and Tartu woke up incredibly early on a wintry crisp Saturday morning to learn about each other, about team-work and most of all about communication, under the firm hand and instructive guidance of the ITP trainer João Thiago Rocha Ferreira. It was T-day!

Truth be told, the idea to call for an ITP trainer already started during our Transition in the summer, where we put together our OYOP. For many years the boards of ELSA Estonia had not had a trainer in Estonia, but it changed during November 2011, when we had trainings on negotiation skills and presentation skills from Tuulia Hietaniemi. The experience then was so great and gave so much motivation to everybody that we decided to use the opportunity also for our team this year! Focusing on the future plans, we decided this time it is necessary to expand our knowledge on communication. Why I say "we", is that deciding on the topic was a decision of National Board and directors. My focus was to involve the board in the decision-making process, so the training would be directly from their interest.

With focusing also on communication on different levels of ELSA, João Thiago gave us and the directors as an introduction a small general overview about ELSA so we could place ourselves better into communication situations within our everyday ELSA work. We continued with overview about the theory of general communication process, within that, different types of communication and coding of a message. After that we talked about the four sides of a message, followed by some illustrative exercises. We also learned about the relationship between the sender and the receiver of the message and to

illustrate that the trainer included the participants into giving examples of how to change the message between different levels and what is the effect that communicating in different levels has. We ended the session with talking about barriers in communication and how to avoid them. And trust me, when I say that all the participants got so carried away with the topic that we continued to analyze our conversations and communication as such even during dinner!



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The European Law Students' Association
ESTONIA

Training Day of ELSA Estonia
3rd December 2011

Training in the Network

The chance to have someone with a lot of ELSA experience and ELSA Spirit here, in your home group to work with our team, motivated all of us so much, that we today, are much more motivated and enthusiastic about our work. For example, when at first our Directors in Tartu were lacking courage to come out with ideas for different event, then after the training they went home and wrote several projects about 5 different events to do fundraising, and this between Christmas and New Years which is usually considered as a holiday for students in Estonia! With the found motivation and ideas they have described this event as an “enlightening Saturday that fertilized so many magnificent ideas.” Also, understanding more and more how ELSA works on the international level, the directors have started to show more interest in participating National Board meetings. This is all very important also in terms of human resources and continuity of a National Group.

As of the National Board, we are all very different people. We do study at the same university, but on different courses. We have different personalities; we come from different backgrounds’ as well as have different experiences. For a better co-ordination of our work, sometimes going literally into the structure of communication helps you to understand your team-mate and to find the most effective approach towards the most successful result. I personally am very happy to have learned about it, it has made my job a lot easier this year and we together are more productive team.

Based on our experience, I would definitely say that having a trainer to visit your group is not only about knowledge, but also about ELSA Spirit and motivation that needs boosting even in the middle of the term in office. I will definitely suggest having a training provided by ITP trainer to all the boards and teams in the Network!

Anette Aav

President ELSA Estonia 11/12



Connection between International Trainers' Pool and National Trainers' Pool

As it was already mentioned, ELSA International has an International Trainers' Pool (ITP) consisting of experienced former ELSA members who have undergone a special Train the Trainers event in order to become trainers. The trainers are people working full time who are not active in ELSA any more, but who want to keep the link with the Association, to give something back to the Network from which they gained so much. ITP trainers can give training on soft skills, such as presentation skills, negotiation, project management, crisis management, motivation and team building. They can also offer you support when planning a particular project or creating your OYOPs. Furthermore they can provide you with presentations on general and specific ELSA knowledge if you feel the need for this.

In addition to the ITP some ELSA countries have developed their own National Trainers' Pool (NTP) whose members only partly are also registered in the ITP. Those NTPs aim at strengthening the area of training in the respective ELSA-country. Furthermore, having a domestic trainers' pool minimises the costs of training sessions by reducing travel expenses and thereby broadening the training's spectrum.

It can be said, that nowadays ITP and NTP are perfectly cooperating with each other; they are helping and filling each other.

I would like to give you one perfect example of cooperation between ITP and NTP:

“ELSA Italy realises the importance of having a higher number of national trainers whose trainings are fundamental for the expansion of the Network. So, we decided to organize “ELSA Italy Train the Trainer Event”. The event was held in Turin on the 26th of November during the XLVI ELSA Italy National Council Meeting which represents the core event of the Italian Network, an occasion where freshers, officers and alumni meet each other and exchanging their ELSA experience.

The aim of the event was to develop the Group of Italian Trainers (GIT). ELSA Italy strongly believes that trainings are the best way to support the main activities of ELSA, and an event like “Train the Trainer” had the fundamental importance for attracting new trainers in our team.

ELSA Italy thought that the best way to refresh the skills of “old” trainers and to give fundamental knowledge of “new” ones would be training provided by ITP Trainer. The training for the Italian trainers has been provided by ITP Trainer Giovanni Jaerisch. Lots of participants were Local Secretaries General. Impression of the participants has been very positive. For most of them it was the first training provided by ITP Trainer. Participants were amazed by the perfect and useful training provided by Giovanni. Amazing, funny, interesting, useful, involving, were the feedbacks of the participants at the end of the training.

The new trainers learnt a lot from the training and especially one thing - Trainer should bring his/her experience in the trainings. He/she has to get people involved catching their expectations, letting them being a part of a group.

Thanks to this training event and ITP ELSA Italy has two new trainers in the team, and we have new requests for the next ELSA Italy Training Event which will be held on 27th and 28th of April in Rome, during the XLVII ELSA Italy National Council Meeting. And of course we are going to continue our great cooperation with International Trainers' Pool.”

Roberta Fenu
Secretary General of ELSA Italy

How to Apply for Training from the ITP?

The following tutorial has the aim to give the ELSA Network some guidelines, when groups are considering requesting training from the ITP for their group. Please note that ELSA International and the trainers from the ITP are flexible to a certain extent. ELSA International will support and advise ELSA Groups as best as possible to get training from the ITP for their ELSA Group.

1. Why do you want training from the ITP?

Consider if your ELSA group is facing structural problems, that you want to get rid of by the skills you gain from an ITP Training, or if you want to enhance the quality of your ELSA Members. Trainers from the ITP will always bring the international dimension to your group, so your ELSA Group is able to experience the cultural diversity.

2. What is the best topic for my ELSA group?

Training topics are roughly divided in two categories; soft skills and supportive skills. Trainings on specific ELSA topics, like Transition, are mostly a combination of two or more training topics. Soft skills topics are "classic" training topics, taking place in an ELSA context and broader, whereas supportive skills topics deal with the core business of your ELSA group, primarily giving you skills to tackle a certain concrete situation. However, the label you put on your request heavily depends on your demands. And training will benefit you for the rest of your life; not only limited by your ELSA Career.

3. Consider how much time and money you are willing to spend on training

Allocate sufficient time for training; dedicate at least one full morning or afternoon for one training session, as training brings the gained skills immediately into practice. More importantly, your ELSA group should cover the expenses of trainer(s): travel expenses and accommodation. If your ELSA group is not able to fulfil this important condition, contact ELSA International. Applying for the ELSA Development Foundation is also an option, please contact: treasurer@elsa.org.

4. Contact ELSA International as soon as possible when your ELSA group has decided to request for a training from the ITP, training@elsa.org

Since most of the trainers are full-time professionals, the recommended time to contact ELSA International is six weeks prior to the requested training

5. ELSA International will ask you preliminary questions and checks if your ELSA group is able to meet the proper conditions for training from the ITP

6. ELSA International contacts the ITP, and selects the most qualified (skills and practical circumstances) trainer for the group

Please note that ELSA groups can request a specific trainer. However, ELSA International will search for a trainer that is better qualified to fulfil the request of the ELSA group, as ELSA International has a complete overview of each trainer's qualities.

7. The requesting ELSA group and the appointed trainer discuss the expectations for the training, the content, possible follow ups, and practical matters

A well prepared trainer, with awareness of the current situation of the ELSA group, will meet the expectations of the requesting group. Fulfilled expectations, with a follow up by the ELSA groups, equals great satisfaction and effective spent resources.

8. Training

9. Evaluation

To assure the quality of trainings from the ITP, trainers are obliged to evaluate their trainings to improve themselves constantly. Moreover, ELSA International checks with the ELSA group on how they experienced the training.

Please address any of your questions to training@elsa.org.

EDF Helps the Network in Overcoming Challenges



Ricardo Gomes
Treasurer
ELSA International

The ELSA Network draws its strength from the people involved in our Association. Sometimes however, the hands of ELSA officers are tied, as financial difficulties or structural weaknesses of their ELSA group prevent them from realizing their plans. This

is why the ELSA Network came up with the idea of creating a mechanism to contribute to the further development of the Association.

In 2006 that tool, called at the time the ELSA Development Fund, was transferred from the Internal Management section to the Financial Management part of the Decision Book. Since that time it has been under the responsibility of the Treasurer of ELSA International. Finally in ICM Budva, in the year 2009, the Fund became a Foundation and today we have a solid entity working full time on the development of the Association, supporting ELSA International, National Groups and Local Groups.

The ELSA Development Foundation is a foundation financed collectively by ELSA International and ELSA National Groups to help to overcome structural weaknesses within the Network, whether financially or non-financially. The purpose of the Foundation is to give financial support to projects and activities within the Association which further the vision and purpose of ELSA.

The development of any association can only be reached by the involvement of the members and officers who build together the core structure of the association. These two play different roles, on one hand the members will contribute with their presence in ELSA's activities and on the other hand the officers will provide members with

quality activities contributing to further mutual understanding and legal education as well as developing soft skills.

One of the most popular modes of support of the ELSA Development Foundation, since its creation, is Training Support, which justifies that by investing in our members and in our officers we are tracing the path to further development of the Association. From this perspective trainings and the International Trainers' Pool play a decisive role in the Network.

This mode of support is accessible to all ELSA groups in the Network. From ELSA International to Local Groups, every group is eligible to apply for an EDF Grant in the form of Training Support. For each level of the ELSA Network, there are different requirements but the tool is available for every ELSA level. Training Support from EDF enables ELSA groups to obtain financial assistance either for training events, or events incorporating trainings but also to cover expenses, such as travel or accommodation, of trainers to deliver the training. There is also the possibility to cover the National Board members' expenses to attend a training session.

The ELSA Development Foundation was designed to strengthen the Network with financial assistance, either through supporting events, trainings or covering officers' expenses. However, we need to administrate the Foundation accounts prudently in order to ensure that in the future the Foundation can have a stronger economic position and we can support even more ELSA groups within the Network. By using EDF grants wisely, our Network of 42 countries will surely benefit from the investment made and this is the way to higher success.

A List of Frequently Asked Questions

Q: How long does training from the ITP last?

A: It is recommended to dedicate at least a day for a good training to reach the aim of the event and to get an answer to all your questions.

Q: My group is facing problems that cannot be countered when looking at the list of training topics?

A: Choosing a training topic is much more than a match-making process. Trainings from the ITP target the current shortcomings/weakness of the group. By providing the trainer as much information beforehand, the trainer is able to anticipate the problems and the expectations in order to tackle the current problems. Trainings can be regarded as demand and supply, and trainers can incorporate the content of several training topics in one session.

Q: I'd like to have a trainer from the ITP over to train my ELSA group; however, I am lacking the financial resources to cover the expenses of the trainer?

A: The ELSA Development Foundation is founded to help overcome structural weaknesses within the Network. Trainings from the ITP is one of the most important tools to overcome these weaknesses. Every ELSA Group is entitled to apply for a grant from the ELSA Development Foundation. For more information about the ELSA Development Foundation, please contact treasurer@elsa.org.

Q: To what extent does a training from the ITP differ, compared to a training from an external professional?

A: Trainings given by the ITP take place within an ELSA related context. This implies that the gained skills from an ITP Training can be brought into practice much more easily, compared to a training from an external. Trainers from the ITP are former ELSA Members, still being aware of the conditions, settings and policies of ELSA groups. Trainings from the ITP are therefore more concrete and less abstract.

Q: My National Group has a National Trainers' Pool. Is my group entitled to receive training from the ITP?

A: The main Training Body in ELSA is the International Trainers' Pool. Every ELSA group in the Network is entitled to apply for training from the ITP, this means Local Groups and National Groups.

Q: Are trainings from the ITP only possible during internal statutory events like National Council Meetings?

A: Certainly not. Trainings can be incorporated at any kind of event or be their own event completely. In addition to a National Council Meeting, it can be for example an international training event, training event for officers, training event for members or a meeting of an Organisation Committee.

Q: Why should I apply for training from the ITP?

A: There are numerous reasons to have trainings from the ITP, but the most important reason is that training enhances your skills as ELSA member, and will benefit you for the rest of your life. Reasons that should not be overlooked, is that trainings from the ITP give you motivation, dedication, the internationality of this Network, and you are able to experience the cultural diversity of ELSA.

Q: How do I become an ITP Trainer?

A: Apply for the next Train the Trainers Week during 2013, get selected, and prove yourself towards the Trainer Team and ELSA International that you can be qualified as a trainer with excellent training skills with great motivation and attitude.

Q: I would like to apply for a training from the ITP, but how high are the chances that a trainer is available and qualified for my request?

A: ITP Trainers are former ELSA Members, and nowadays full-time professionals, sometimes with a family. Nevertheless, the ITP has the reputation of being a high quality effective trainers' pool, and this means that for almost all requests, a sufficient number of trainers are available and qualified to fulfil your request.

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