

The Mastermind (Joint C & PD)

VI International Training Meeting
Saturday, 12th of September 2026



The European Law Students' Association

Description & Outcome

- **Description:** Turn ideas into action through effective planning, delegation, time management, and follow-through.
- **Outcome:** Learn to manage projects from start to finish through effective planning, delegation, and follow-up, while navigating common obstacles.

PROJECT MANAGEMENT 101



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Project Management 101



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From “idea” to execution

1. Define the idea

- a. What is your goal?
- b. Who is the target audience?
- c. What are the limitations?
- d. What does success look like?

2. Planning

- a. Set up the concrete steps (format, dates, number of participants, internal deadlines etc.)
- b. What needs to happen first?
- c. What do we need?

3. Break the tasks down and delegate!

- a. Who is responsible for each task?
- b. Does everyone know what is expected from them?

4. Monitor

- a. Are we on track?
- b. Are the deadlines being met?
- c. Do we need extra support?

5. Execution

- a. Review the outcomes
- b. Evaluation

This would be an ideal management...
However, it usually looks like this:

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5. ADAPT

- a. Back up plans
- b. How to act fast?

6. Execution

- a. Review the outcomes
- b. Evaluation

How would you adapt?

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Group Work

- **Group 1:** TNP cancelling last minute
- **Group 2:** A judge drops out last minute before the Grand Final of your National Moot Court Competition
- **Group 3:** Only a few people registered for your L@W.
- **Group 4:**
- **Group 5:**

Discussion!

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MASTERMIND CHECKLIST



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Checklist



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Thank you for joining!



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