

PROFESSIONAL DEVELOPMENT COACHING SYSTEM 2023/2024

Overview

What: Sessions of training and discussion on specific topics related to the PD Area to focus on the possible issues and questions the Officers have. The sessions are tailored to increase knowledge and to address all the mistakes that can be avoided in the future.

Who: Every Officer who needs to deepen one of the topics or has not received a proper transition.

When: the indicated dates at h 18:30 CET

Duration: 1 hour + questions (except Verification sessions)

Timeline

TOPICS	DATE AND HOUR	LINK MEET
Project Management	20th of February	https://meet.google.com/ngw-vsyj-wjt
	22nd of February	https://meet.google.com/jue-zqyg-uqo
Job Hunting and Student Hunting	4th of March	https://meet.google.com/wsg-hyth-hzv
	11th of March	https://meet.google.com/bsn-nkcj-cbr
Legal Tandem	18th of March	https://meet.google.com/wme-ypex-equ
	21st of March	https://meet.google.com/sya-jaoc-nit
Verification	18th of April	https://meet.google.com/yov-jydb-ode
	22sd of April	https://meet.google.com/amb-pzdf-qwe

Topics

- **Project Management**

How to manage and coordinate all the work of the second cycle between ELSA Traineeships deadlines and Professional Development projects. This session will give you an overview of next month's work and help you organise your work as VP PD.

Whom do we highly recommend to participate: officers in their first year as national officers; officers who struggle to coordinate the workload during the first cycle; officers who want a clear view of the upcoming months.

- **Job Hunting And Student Hunting**

In this session of coaching, we are going to talk about one of the most essential things in the ELSA Traineeships cycle; how to approach a possible TNP and how to correct the TSFs/TAFs that you received.

Whom do we highly recommend to participate: officers in their first year as national officer; officers that struggle with Job Hunting and wants some tips; officers who want to coordinate this period best their national groups and know how to coordinate this period best.

- **Legal Tandem**

The Legal Tandem is one of the new Professional Development events in the PD Area. During this session, you will be able to learn how to organise one, and we will give you some tips and tricks that will help you create the perfect Legal Tandem.

Whom do we highly recommend to participate: officers who want to organise a legal tandem locally or nationally.

- **Verification**

In this very last session of the coaching, you will be able to take one of the most important steps of ET, verification, easily. We're going to emphasise how to verify a TAF and what we should pay attention to while we're doing it together. There will also be a dedicated moment on the SOS Portal to show you how to manage the portal perfectly.

Whom do we highly recommend to participate: officers in their first year as national officers; officers who struggled to coordinate verification during the first cycle; officers who want to have a clear system on how to manage the verification process