

The One after “I do”

LXXXIII International Council Meeting Malta
26th of March - 2nd of April 2023

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What's the ideal transition?

- Create a timeline!
- Name all the elements of a proper transition!

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Common problems

- Lack of successors (Interest)
- No or bad transition
 - Time loss in the beginning of the term
- Right content?
- No structure

Solutions?

- National transition
- ELSA International guidelines and handbooks
- Help of other areas (BEE, AA etc.)
- Find a successor early on
- Diary
 - Mistakes
 - Tips
- Clean transition (Prepare in advance, email account! – GDPR)
- Local (or national) specialties
- International Meetings and calls
- Checklist for transition

**National transition is not
a local transition!**

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– Handbooks & Manuals

Professional Development Officers

- ELSA Traineeships Calendar 2022/2023 (uploaded in July 2022)
- ELSA Traineeships Calendar 2021/2022 (uploaded in July 2021)
- ELSA Traineeships Handbook (October 2021)
- STEP Tutorial (updated in August 2019)
- STEP Online System (SOS) Manual (August 2019)
- Verification & Matching Guidelines (NEW – April 2021)
- STEP Reception Checklist (July 2020)
- STEP Transition Toolkit (zip file) (July 2020)
- Career Launch – Network Guidelines
- Digital Traineeships Guidelines (October 2020)
- STEP Week Guidelines
- Legal Tandem – National Bank Knowledge Survey

STEP Research Project

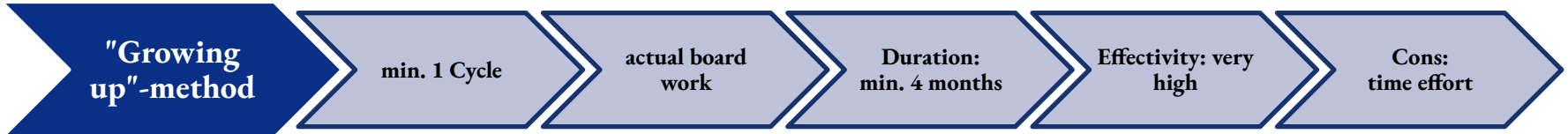
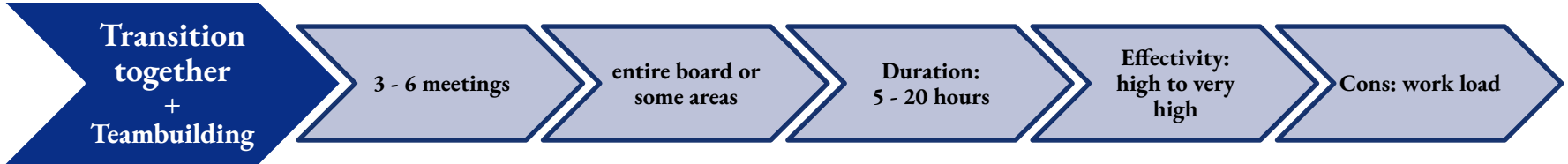
- STEP Research Project Guide (January 2021)
- STEP Research Project Language Manual (January 2021)
- STEP Research Project Style Guide (January 2021)

Webinars

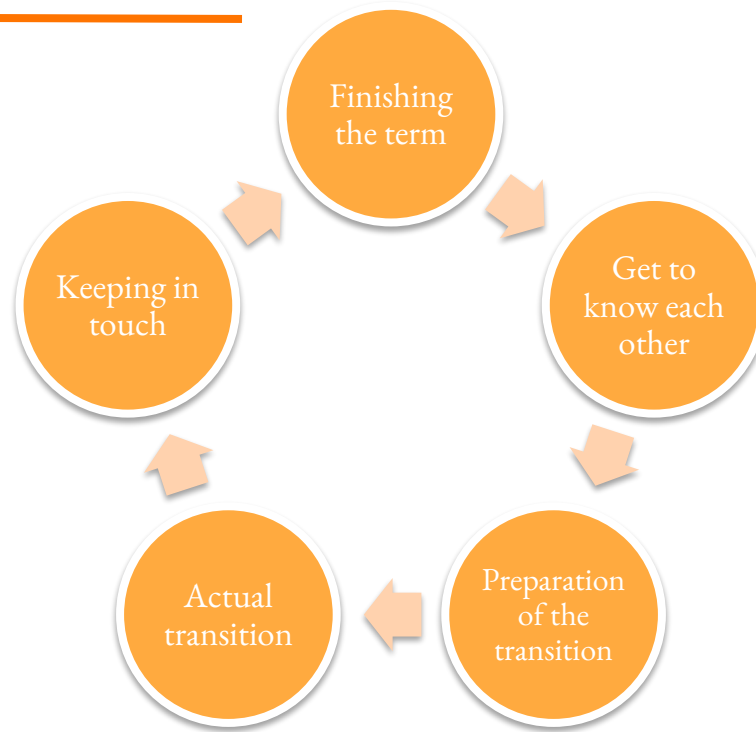
- STEP Application Form 2.0 Webinar (5 May 2020)
- STEP Webinar on Cover Letters and CVs (zip file) (July 2020)
- STEP Webinar on LinkedIn Profiles (zip file) (May 2020)

Other existing working materials by EI

- Excel sheets of transition kit ([Coming soon](#))
- International regulations
(Statutes of ELSA International, Decision Book)
- Workshop presentation
- Statistics
- Minutes of meetings (especially ICM)



Transition elements:



Finishing the term

- Prepare the email account
- Finishing projects
- List for Job Hunting approaches
- Activity reports
- Long term projects and not finished projects

Get to know each other

- Consultation with the current board
- Getting to know each other (Coffee etc.)
- Brainstorming with the successor
- Agreeing on the kind of transition

Preparation of the transition

- New checklist for the transition
- National transition
- Login data etc.
- Local and national specifics

The Perfect Transition

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ELSA Basics

- National and International meetings
- Structure and regulations
- Projects and initiatives
- Local or National groups
- CI and GDPR

Professional Development

- ELSA Traineeships
- Career Launch
- Lawyers at Work events
- Legal Tandem
- New potential projects

Technical Elements

- Websites and tools (SOS, Google Drive, ELSA Officers Portal)
- Use of local tools
- Documents & templates
- Credentials

Local PD Board

- Email account (structure)
- Local TNP (Alumni)
- Special features of the cycles
- Structure of the Local Board

Personal Experiences

- Tips and Tricks
- Cover letter templates
- Big mistakes and difficulties
- Email templates



Area and Network Updates

- Board Reform
- New changes to the regulations
- Coronavirus (online traineeships/mixed delivery)
- National and International Meeting updates

Personal aspects and constant contact

Actual transition

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Actual transition

- Introduction to your partners (Externals)
- Introducing to students (Pictures and published officers)
- Local, national and international network
 - Local: boardies and national
 - National: **international**, national and local

Keeping in touch

Additional

- Helping out – Procedure or Knowledge
 - Growing up Methode

New transition kit:

- Transition checklist
- Job Hunting database ([Link](#))
- Trainee database ([Link](#))
- PD Network database ([with hints for GDPR](#))
 - PD Tutorials ([Link](#))



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