

What we leave is more important than what we do

81st International Council Meeting - Cosenza
Friday 8th April
11:00 - 13:00

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TRANSITION

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TRANSITION CHECK-LIST

1. “ADMINISTRATIVE” INFORMATION
2. ELSA KNOWLEDGE
3. AREA KNOWLEDGE
4. EXTERNALS
5. BEING A BOARD MEMBER
6. NETWORK MANAGEMENT
7. TEAM MANAGEMENT
8. THE ELSA SPIRIT



1. “ADMINISTRATIVE” INFORMATIONS

- CREDENTIALS (Email address, SOS, etc)
- USEFUL LINKS (Officers portal, ET Website, etc)
- Organise the Google Drive and the E-mail inbox
- Regulations
- Handbooks
- Forms

2. ELSA KNOWLEDGE

- ELSA International (International Board, EIT, International Internal Meetings, Regulations, Websites, Flagship Projects, Brand)
- Structure of your National Group (National Board, Local Groups, Internal Meetings, Regulations, Websites, Projects)



3. AREA KNOWLEDGE

1. ELSA Traineeships

- Structure of the project (ELSA Traineeships Calendar)
- Tasks related to each step of the project
- Time management
- Share your experience

2. Professional Development

- Share the knowledge and the experience about the projects/events you organised
- Brainstorm about new possible projects



4. EXTERNALS

- Database
- Evaluation of the relationships with partners and providers
- Introductory meetings / Introductory emails

5. BEING A BOARD MEMBER

- Time-management
- Team-working
- Administrative duties
- Suggestions and previous experience

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6. NETWORK MANAGEMENT

- Evaluation of the Local Groups
- Sharing the experience with the Local Officers
- Communication with the Locals
- Training
- Handbooks, tools

7. TEAM MANAGEMENT

- Structure of your Team (pros and cons)
- Communications
- Workload
- Evaluation
- Suggestions for the next term

8. THE ELSA SPIRIT

Last but not least, the most precious thing you can pass to your successor is your passion and motivation.

It is normal to feel scared and lost at the beginning, you are also there to emotionally support your successor, make them feeling that you will be there for them during the term.

“If I did it, you can do it”

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Q&A



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**LET'S GO DO SOME
PRACTICE!**

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