



Chief Of Staff Coaching

Nova Chief of Staff Coaching, Implementation & Development

A Chief of Staff (CoS) is an integral asset for a business leader looking to maximize their impact, elevate their executive team, and improve organizational efficiency and preparedness. Set your business up for success with Nova's Coaching & Development plan for new or existing Chiefs of Staff.

The Nova Chief of Staff coaching plan **includes tools, templates and resources** to drive major process improvements and covers the following areas:



Business Planning:

Learn to create and lead efficient, effective organizational mechanisms, such as staff meetings, reviews, off-site meetings, etc.



Strategy & Prioritization:

Strategically plan and prioritize CEO/Founder objectives.



Business Process:

Eliminate friction, identify needs, and enable clarity to action in your organization.



Engagement & Communications:

Support and prepare key touchpoints and communications for CEO/Founder engagements, meetings, reports, etc.

Chiefs of Staff also regularly support additional capabilities, such as project management of key initiatives, various employee programs, special events, and more. The CoS role is a natural progression for high-potential executive assistants, early-in career leaders, and organized and strategic generalists.

Nova 6-month Chief of Staff Coaching & Development plan - \$4,950

Includes: 7 sessions, 10 consultation hours, detailed training and review of core competencies, 30+ templates, and unlimited access via text/email.



Maggie Olson, MBA

Founder & Instructor,
Nova Chief of Staff Certification

A former Chief of Staff to a President at a Fortune 40 company (a multibillion-dollar business with 5,000+ employees), Maggie built a CoS model from the ground up. In doing so, she created a highly successful team, drove major organizational efficiencies, and implemented executive back office process and structure that will be in place for years to come.

"Maggie has the incredible ability to walk into an unfamiliar business and quickly learn and assess how to support the leaders of the organization and their priorities in the most meaningful and high-impacting ways. **In less than a year, Maggie built our organization's Chief of Staff team**, supporting our President and leadership team with responsibilities including strategic planning, business preparation, communications, employee programs, and events. A fabulous communicator and problem solver, Maggie was a huge asset to our team. **I cannot recommend her enough, especially to businesses that need an infusion of structure and organization at their most senior level; you will love working with her**" — James Kirby, Senior Vice President of Sales, T-Mobile Business Group

Learn more @ novachiefstaff.com