

# Chief Of Staff Certification



**Jumpstart your career** (or career transition) with the real-life, on-the-job experience you need to land top positions with senior executives.

Hosted in partnership with New Mexico State University.

Designed for anyone interested in supporting a business leader as a Chief of Staff (CoS), **Nova's Certification course offers hands-on foundational skills practice**, nearly identical to the responsibilities across a wide range of CoS duties. With 50+ hours of self-paced, online course content—including readings, videos, interviews, assignments, instructor meetings, and presentations—you will walk away with the **competence and confidence to land and succeed in a Chief of Staff position.**



### Build Credibility & Confidence:

Learn to lead meetings, build and present materials, polish your professionalism through real-world CoS practice and instructor feedback.



### Become a Trusted Ally:

Gain experience in writing briefs, managing executive priorities, making strategic recommendations, and more.



### Shine with your Nova Certification:

Practice before the stakes are high and prepare for success. Leave with certification, a portfolio of work, and an arsenal of resources to help you take the next step.

### Who will benefit from the course:

- Highly-organized and driven professionals
- Undergraduate and graduate business students
- Executive assistants looking for more responsibilities
- Consultants looking to settle into a business
- Organizations looking to elevate their executive team/promote top talent

### What Nova Chief of Staff covers:

- The Chief of Staff Role
- Business Planning & Organization
- Events, Communication, & Storytelling
- Strategic Prioritization & Executive Project Mgmt
- Filling the Gaps
- Mock Meeting with Your Leader

## Invest in your career with Nova:

After completing the self-paced online course, you'll walk away with a digital badge, certificate of completion, membership to a private LinkedIn group of graduates, competency summary for employers, and a tool chest to thrive in your role.

**Price: \$995.**

Nova's CoS Certification is proudly endorsed by:

