

Chief Of Staff Certification



Core Competencies

A Chief of Staff (CoS) can add immense value to a business, but the expectations and responsibilities of the position can be ambiguous. Nova Chief of Staff Certification is an online course, hosted by an accredited university, that demystifies the role and equips students with organizational, executional, and communication skills foundational to an effective CoS.

Graduates leave the program with the tactical tools, resources, and knowledge to hit the ground running in a new or existing role, and drive business forward effectively and efficiently for the leader and team they support.

Gain a deep understanding of the CoS role.

Chief of Staff responsibilities can vary greatly across organizations and industries. Nova provides students with a deep understanding of the job, how it can flex and fluctuate, and how to create a positive impact in an organization.

Practice core competencies of a CoS, from real-life examples:



Business Planning:

Chiefs of Staff help keep the organization moving and the leader prepared. Students will practice:

- **Writing briefs**
- **Making recommendations**
- **Managing executive engagements**
- **Setting complex agendas**



Events, Communications, and Storytelling:

A CoS is accountable for their leader showing up well. Students will develop:

- **Ghost-writing communications**
- **Planning and project management for all-hands events**
- **Presenting sales decks on camera**



Executive Project Management:

Chiefs of Staff should offer high-level, strategic support driving executive initiatives forward so leaders can remain focused on the big picture.

Students gain experience in:

- **Executive prioritization**
(including PM responsibilities)
- **Planning and executing complex executive offsite meetings**



Filling the Gaps:

A CoS often fills gaps across an organization in areas they do not "own" or have previous experience in. To step into new facets of the role with confidence, curiosity, and resourcefulness, students will learn about:

- **Writing briefs**
- **Making recommendations**
- **Managing executive engagements**
- **Setting complex agendas**

Interested in investing in your employees through Nova Chief of Staff Certification?

Email hello@novachiefstaff.com for information about corporate discounts.