

The
Chief of Staff
Association



Chief of Staff Enterprise Certification Programme

Unlock the potential of your chiefs of staff to transform your organisation's performance.

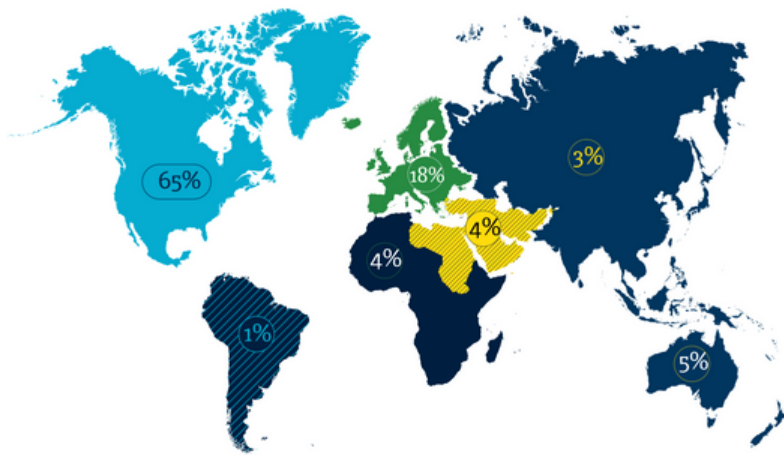


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About the Chief of Staff Association

Members comprise the most accomplished and dedicated chiefs of staff in the world.

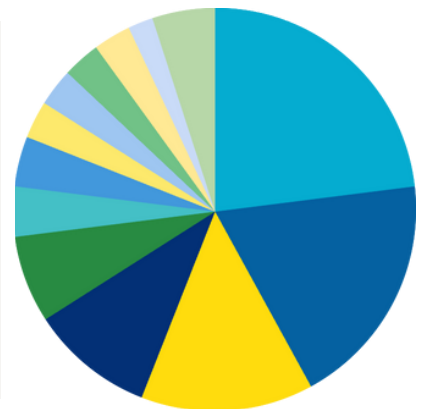
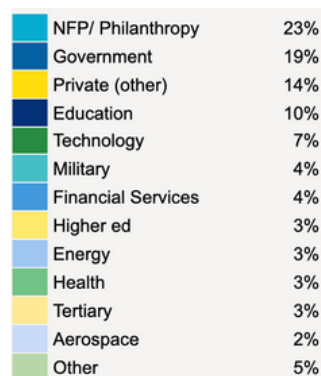


Global Presence in over 70 Countries

The CSA is the world's largest membership organisation for chiefs of staff, with members occupying positions of influence in more than seventy countries.

Diverse Cross Section of Industries

CSA is an engaged and diverse community of chiefs of staff from all over the world in a vast range of industries, geographies and professional backgrounds.



Our Members represent a wide variety of organisations

BHP

McKinsey
& Company

amazon


Ministry
of Defence


Memorial Sloan Kettering
Cancer Center

BILL & MELINDA
GATES foundation

 **BOEING**


NEOM

 salesforce

VISA

Google



Executive Summary

Over 40 hours of training, access to a global network of chiefs of staff, ongoing professional development plus more.

CSA Enterprise Package

Core Competency Programme

The programme consists of ten online modules developed from an analysis of over 2,000 chiefs of staff. Participants take part in live and recorded sessions to deepen their understanding.

Certified Chief of Staff®

After completing the requirements of the Core Competency programme, participants receive the industry recognised title Certified Chief of Staff® (Level 1). Certification validates the skills and competency of chiefs of staff, signalling professional excellence and capability. Certification also serves as a testament to a chief of staff's expertise and capacity. It not only validates their skills but also communicates to employers a commitment to upholding the high professional standards. In a competitive landscape, industry recognition becomes a valuable asset, distinguishing certified chiefs of staff.

Live Sessions with Expert Facilitators

Participants have access to weekly live sessions with an expert facilitator. This will encourage thoughtful engagement and discussions amongst participants.

Dedicated Client Engagement Managers

Dedicated Client Engagement Managers ensure smooth onboarding, a consistent point of contact and regular updates on participants' progress.

Cost

\$3,500 US per person, with a minimum of eight participants.



Core Competency Programme (Certified Level 1)

The Core Competency Programme is the highest quality training programme for chiefs of staff available today. Successful completion of the programme earns the coveted Certified Chief of Staff® title.

Duration:
3 months

Format:
10 Online Modules, Live weekly sessions

Time required:
4 hours per week

Assessment:
Capstone project plus examination



Structure:

Weekly Modules

10 modules released on a weekly basis including pre-reading, recorded sessions, and comprehension questions.

Online Access

Modules are available asynchronously through our CSA Education Centre.

Live Expert Facilitation Sessions

Weekly discussion groups hosted by expert facilitators. Connect with other participants and dive deep into the subject matter at hand.

Assessment

At the conclusion of the ten-week course, an exam plus submission of a capstone project related to their current professional role is required.

Core Competencies:

- Leading Without Authority
- Negotiation & Soft Power
- Project Management
- Stakeholder Engagement
- Change Management
- How to Think Strategically
- Crisis Communication
- Briefing Your Principal
- Board Packages
- Polarity Management

Ideal Timeline & Important Dates

Below is an ideal timeline for module release, live sessions, and assessment completion.

Ideal Timeline:



| | | | |
|----------------|------------------------------------|---------------------|--|
| ~1 Week | Access to CSA Education Centre | Week 7 | How to Think Strategically |
| Week 1 | Orientation | Week 8 | Crisis Communications |
| Week 2 | Leading Without Authority | Week 9 | Briefing Your Principal |
| Week 3 | Negotiation and Soft Power | Week 10 | Board Packages |
| Week 4 | Project Management for the C-Suite | Week 11 | Polarity Management |
| Week 5 | Stakeholder Engagement | Week 12 | Final Session Capstone Presentations |
| Week 6 | Change Management | Week 13 - 14 | Exam and Capstone due Window for Evaluations |

Important Dates

- **Capstone project:** Choose team & submit short brief by Week 2; draft throughout course, submit no later than 1 week after the Final Session
- **Exam:** Opens day of Final Session and closes 1 week later
- **1:1 with Facilitator:** One-to-one meetings with facilitator can be booked from Week 3 and will take place during Weeks 5, 6, 7

Ongoing CSA Membership

Membership of The Chief of Staff Association opens doors to a vibrant network of like-minded professionals similarly dedicated to the intricate challenges of the chief of staff role. Membership provides a platform for sharing invaluable experiences, seeking advice, and fostering meaningful connections.

-  **Certification**
Maintain professional recognition as a Certified Chief of Staff®
-  **Mentorship**
Receive personalised career guidance from senior chiefs of staff
-  **Circles of Influence**
Attend group discussions on various current topics
-  **COS-X Dialogue**
Eligibility for COS-X, the annual global chief of staff conference
-  **Leadership Series**
Learn from highly experienced chiefs of staff through invitation-only webinars
-  **In-Person Events**
Convene with chiefs of staff worldwide at private CSA functions
-  **Speed Networking**
industry and location specific sessions to expand your chief of staff network
-  **Global Network**
Access a directory of members from over 65 countries
-  **Industry-Focused Topics**
Tap into specialised knowledge to continue your professional development within your specific industry.

Chief of Staff Executive Education (Certified Level 2)

The CSA partners with the world's best universities to provide intensive in-person programmes designed specifically for senior chiefs of staff.

Location:

Saïd Business School, Oxford University

Format:

Lectures delivered by Oxford professors and professionals at the forefront of politics, diplomacy, and government.

Duration:

4 days

On completion:

Certificate of completion issued by Saïd Business School and The Chief of Staff Association.



[Upcoming Programme Details](#)

Location:

Harvard Business School

Format:

World-renowned Harvard faculty and classroom discussion analysing relevant case studies.

Duration:

4 days

On completion:

Certificate of completion issued by Harvard Business School and The Chief of Staff Association.



**Harvard
Business
School**
Executive
Education

[Upcoming Programme Details](#)

Subject to additional fees based on executive education programme.

The Chief of Staff Association



www.csa.org

228 Park Ave South (PMB79480)
New York 10003-1502