

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.

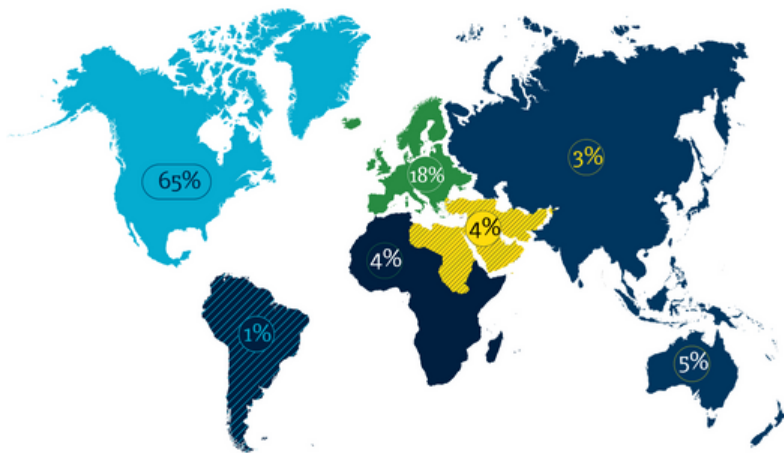


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# About the Chief of Staff Association

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

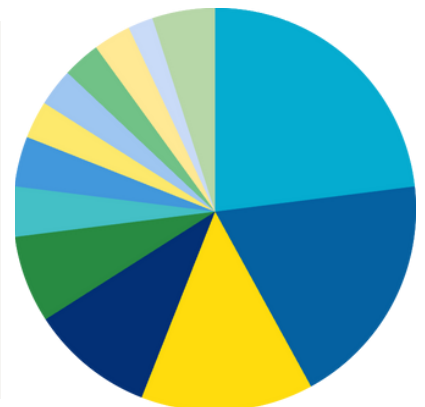
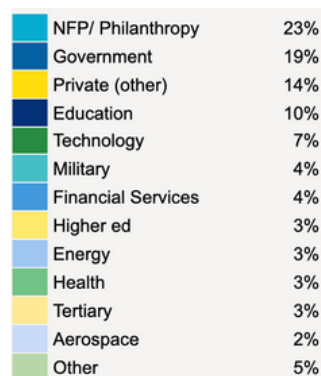


## Global Presence in 70 Countries

The CSA is the world's largest membership organisation for chiefs of staff, with members occupying positions of influence in more than sixty-five 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**

U.S. DEPARTMENT OF  
HOMELAND SECURITY

# Executive Summary

Over 40 hours of training, access to a global network of chiefs of staff and 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 live sessions throughout the programme 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 a practical task.

### Online Access

Modules are available asynchronously through our CSA Education Centre.

### Live Expert Facilitation Sessions

Discussion groups hosted by subject matter experts. 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:

- Project Management
- Navigating Government
- Negotiation & Soft Power
- Stakeholder Engagement
- Organisational Culture
- Change Management
- Crisis Leadership
- Strategic Thinking
- Leading Without Authority
- Communicating with Influence

# 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
-  **Mindful Leadership**  
Tap into specialised knowledge to continue your leadership development



# 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](http://www.csa.org)

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