Chief of Staff Leadership Development Online Program

A Comprehensive Management and Leadership Training Program Tailor-Fit for the Current and Aspiring Chief of Staff in the Organization
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OVERVIEW
The actions and decisions of executives greatly impact the organization’s success, workplace and stakeholder engagement levels, and customer value and satisfaction delivery to constituents and the workforce. To be operationally effective and efficient, organizations have created the Chief of Staff role which supports executives in managing and monitoring the organization’s strategic and day-to-day activities.

In the past years, the Chief of Staff’s role has been evolving into a critical and necessary role in many executive offices. Examples of such executive roles may include the Chief of Staff roles in various offices of the Philippine Senate, Congress, Local Government, Executive and Judicial Departments, and branch of the government and private organization’s CEOs and executives. Acting as the point of contact and gatekeeper between top management and other stakeholders, the Chief of Staff guides and oversees planning and executing major strategic initiatives essential to the organization’s success.

The leadership development of the Chief of Staff is crucial, given growing responsibilities various areas such as planning, organizing, coordinating, managing critical projects and issues, and facilitating necessary information that will support effective executive decision-making. At its core, a Chief of Staff is responsible for:
- Serving as a strategic advisor and counsel to the executive leader
- Assisting in day-to-day responsibilities for strategic projects and administrative tasks
- Creating and maintaining cross-departmental relationships, enabling leadership success
- Managing and coordinating various critical functions of the executive office
- Network, interact, and negotiate with key stakeholders

This program will develop the Chief of Staff’s management and leadership skills necessary to create the environment that allows the organization’s leaders to plan, organize, lead, and control the various functions in their department and area of responsibility. Participants will develop their ability to provide strategic value to executives and key leaders of the organization.

PROGRAM OBJECTIVES
- Develop management and leadership skills of the Chief of Staff
- Develop self-mastery and emotional intelligence
- Understand the Foundations of Management framework
- Appreciate the basic levels of management and leadership
- Understand the different principles and processes involved in planning, organizing, leading, and controlling functions in managing a team
- Learn the emerging roles and expectations from a Chief of Staff
- Develop management skills important for communication, networking, negotiating, coaching, and critical problem-solving functions.
- Strengthen leadership and decision-making capabilities of the Chief of Staff

WHAT YOU WILL LEARN
The 12 half-days will cover the following topics:
- Transition to Leadership/The role of the Chief of Staff
- Emotional Intelligence
- Communication and Influence
- Planning and Strategic Prioritization
- Critical Thinking and Problem Solving
- Project Management
- Excellence in Execution
- Strategic Negotiation
- Networking and Stakeholder Management
- Coaching for Leaders
- Executive Presence and Personal Branding

PROGRAM SCHEDULE
BATCH 1: September 6 to October 1, 2021
September 6, 8, 10, 13, 15, 17, 20, 22, 24, 27, 29, October 1, 2021
8:30 AM to 12:00 NN (GMT+08) on all dates

BATCH 2: April 25 to May 20, 2022
April 25, 27, 29, May 2, 4, 6, 9, 11, 13, 16, 18, 20, 22
8:30 AM to 12:00 NN (GMT+08) on all dates

PROGRAM FORMAT
Delivered online via live virtual interactive sessions in Zoom

PROGRAM FEE
PHP 60,000.00 or USD 1,200.00*
*Based on USD 1 = PHP 50. The prevailing exchange rate at the date of payment may apply.

YOUR PROGRAM FACULTY
Alberto G. Mateo, Jr.
Clinical Professor, Finance & Leadership
Asian Institute of Management

To find out how you can participate, contact us at SEELL@aim.edu or visit https://go.aim.edu/seellinquiries
Download our latest program calendar at https://go.aim.edu/seellprogramcalendar
KEY BENEFITS

- Strengthens the effectiveness and strategic value of the Chief of Staff role in the organization.
- Prepares and develops current and aspiring chief of staff in the organization
- Enhances the leadership competencies and management skills of participants
- Provides a framework to understand and apply the planning, organizing, leading, and controlling functions of management in actual work settings

WHO SHOULD ATTEND

This program is a must for current and aspiring Chief of Staff and administrative executives both from the public and private sectors. Examples of such executive positions may include the Chief of Staff roles in the Philippine Senate, Congress, Local Government, Executive Departments, Judiciary, and other branches of the government.

This program is also recommended for senior administrative and similar Chief of Staff roles supporting the top management executives of local, multinational, and non-profit organizations, as well as aspiring professionals who want to establish a career as Chief-of-Staff in their organization.
Learning Content

The 12 half-day program will have discussions on the following topics.

Day 1: Transition to Leadership / The role of the Chief of Staff
Day 2: Emotional Intelligence
Day 3: Communication and Influence
Day 4: Planning and Strategic Prioritization
Day 5: Critical Thinking and Problem Solving
Day 6: Critical Thinking and Problem Solving
Day 7: Project Management
Day 8: Excellence in Execution
Day 9: Strategic Negotiation
Day 10: Networking and Stakeholder Management
Day 11: Coaching for Leaders
Day 12: Executive Presence and Personal Branding
Your Program Faculty

Alberto G. Mateo, J r.
Clinical Professor, Finance & Leadership
Head, School of Executive Education and Lifelong Learning
Asian Institute of Management

Professor Alberto G. Mateo, Jr. is a seasoned business leader, educator, and certified coach. He earned his coaching certification from the NeuroLeadership Institute and is currently a practicing executive coach. Professor Mateo brings with him thirty-four years of progressive experience in the fields of general management, finance, human resources, and management education with multinational sales organizations and academic institutions. He is currently the Head of the School of Executive Education and Lifelong Learning at the Asian Institute of Management. Before joining AIM, he was the President and Managing Director of HP Inc. and Pfizer, Inc. in the Philippines.