



SCHOOL OF EXECUTIVE EDUCATION
AND LIFELONG LEARNING

Chief of Staff Leadership Development

A Comprehensive Management and Leadership Training Program
Tailor-Fit for the Current and Aspiring Chief of Staff in the Organization

Program starts at October 2022, February 2023,
May 2023



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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
- Assuming 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 | • Project Management |
| • Emotional Intelligence | • Excellence in Execution |
| • Communication and Influence | • Strategic Negotiation |
| • Planning and Strategic Prioritization | • Networking and Stakeholder Management |
| • Critical Thinking and Problem Solving | • Coaching for Leaders |
| | • Executive Presence and Personal Branding |



FOR INQUIRIES:
School of Executive Education and Lifelong Learning, Asian Institute of Management
Eugenio Lopez Foundation Building, Joseph R. McMicking Campus
123 Paseo de Roxas, Makati City Philippines 1229
SEELL@aim.edu | +632 8892 4011 | www.aim.edu

PROGRAM SCHEDULE

BATCH 1: October 17, 19, 21, 24, 26, 28, 31,

Nov 4, 7, 9, 11, 14, 2022 (PM) MWF

1:30 PM to 05:00 PM (GMT+08) on all dates

BATCH 2: February 1 to 27, 2023

Feb 1, 3, 6, 8, 10, 14, 15, 17, 20, 22, 24, 27, 2023 (PM) MWF

1:30 PM to 05:00 PM (GMT+08) on all dates

BATCH 3:

May 12, 15, 17, 19, 22, 24, 26, 29, 31, June 2, 5, 7, 2023 (PM) MWF

1:30 PM to 05:00 PM (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



Maria Angelica B. Lleander
Adjunct Faculty
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



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SCHOOL OF EXECUTIVE EDUCATION
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Your Program Faculty



Maria Angelica B. Lleander

Adjunct Faculty

Asian Institute of Management

Ma. Angelica B. Lleander (Marian) is a leadership and team coach with an Associate Certified Coach credential from the International Coach Federation (ICF). She obtained her coaching training and certification from the Hudson Institute of Coaching (Santa Barbara, California) in 2012. She has been in the field of human resources development for more than 30 years, heading the country Human Resources functions of global companies such as Pfizer. She has a Master of Arts in Psychology degree from the Catholic University of America, a Master in Business Administration degree and a Bachelor of Science degree in Psychology from the University of the Philippines.



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Earning a SEELL Post-Graduate Certificate and Diploma

SEELL offers Post-Graduate Stackable Certificate Courses in various areas of concentration and discipline, which build an individual's qualifications and distinguish their professional value. It enables professionals to develop their proficiency in diverse areas of concentration in a personalized and more manageable manner.

By successfully completing SEELL's programs, credentials can be earned over time, stacked towards earning a Post-Graduate Certificate in an area of their choice, and ultimately, a Post-Graduate Diploma in Management. This leads to more career opportunities, advancement, and potentially high-paying jobs.

EARNING CREDENTIALS

Successfully completing the program earns participants two (2) units which can be credited to the following:

- Post-Graduate Certificate in Development Management
- Post-Graduate Certificate in Leadership and Management
- Post-Graduate Certificate in Strategy Management

*Post-Graduate Certificates require five (5) units earned within two (2) years.

Participants will also earn two (2) units which can be credited to the Post-Graduate Diploma in Management.

*The Post-Graduate Diploma in Management requires a total of twenty (20) units earned within three (3) years.

ELIGIBLE PROGRAMS

For guidance on other eligible programs for Post-Graduate Certificates and designing your learning journey with SEELL, please email us at SEELL@aim.edu or visit our website at <https://executiveeducation.aim.edu>



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