



Professional Series Pre-Course Work

Interview your Direct Supervisor in order to answer the following questions.

1. What do you want me (the student) to learn or achieve from the NADA Management Professional course?

Communication skills improved with me, to be specific. Some insight into how day to day tasks have to be overseen consistently in order to have a high level of office efficiency.

2. What would you like me to bring back to the workplace as a result of this training?

A plan on what steps you need to take to be an effective manager.

3. How will what I learn in the program be shared with the rest of the team (if applicable)?

We will inform accounting team that you attended this course and becoming a management team member is part of your career path.

4. How will what I learn be integrated into day-to-day work upon return?

We will continue to send you to locations without my attendance for you to supervise the accounting office.



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5. In your role as a Direct Supervisor, what three things challenge you the most?

managing employees
managing task
managing stress level

Self-reflect on the following question:

1. What is my purpose for attending this course?

To better understand dealership practices,
routines, management requirements.

A better opportunity to learn more accounting
practices, to better my career path with

Jim Taylor Auto group

Thank you for your participation! See you in the course.