



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?

This course aims to build confidence and essential skills for effective leadership.

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

Learn techniques for reconciliation, financial statement analysis, and how to harness financial trends.

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

- Share effective practices for deal processing, RO workflow, bank reconciliation, inventory purchases, etc.
- Facilitate open & effective communication between all departments.

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

Utilize problem-solving and decision-making skills in daily activities.



Professional Series Pre-Course Work

5. In your role as a Direct Supervisor, what three things challenge you the most?
1. Time-management
  2. Effective communication
  3. Employee turnover rate

Self-reflect on the following question:

1. What is my purpose for attending this course?

To learn techniques and skills to be an effective leader/manager,  
and to understand the correlation between people and profit.

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