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?

- Gain insight into how to be a people leader and how to set individual/team goals
- Gain strength in how to analyze data (using NADA best practice KPIs/Metrics)
- Gain ideas on how to improve your own processes and/or the team's processes

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

- Ideas on how to improve our month-end close process
- Ideas on how to improve deal processing, titling, fixed ops (as applicable)
- Ideas on how to analyze the financial statements and be able to probe deeper into the results/trends

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

- My goal would be to have a team meeting (as appropriate) and have you present to the team what you learned that they can use to perform their duties. Then (as applicable), I would consider having you set up individual/group meetings that may be more appropriate for specific areas on ideas/opportunities.

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

- My expectation is that you will learn various tools & techniques that can be applied to what you currently do. Also, my goal is that these tools & techniques will empower you to take on different/new opportunities to grow within the organization. Also, my hope is that you will be able to share with the office team these tools & techniques so that they can apply them to their duties (goal of you being a people

leader by providing direction/guidance on how to "work smarter not harder").

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

- Using data to impact change
- Finding opportunities to improve day-to-day processes
- Exploring new tools/options to modernize the accounting function (e.g., payroll, AP, AR, deal processing, reporting, journal entries, etc.)

Self-reflect on the following question:

1. What is my purpose for attending this course?

To grow my knowledge on managing people and work flows through the office.

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