



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?

To become the best manager I can be.

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

Skills and ideas to Run ~~an~~ ¹ efficient office.
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3. How will what I learn in the program be shared with the rest of the team (if applicable)?

Depending on the subject the information could be shared during a team meeting or one-on-one.

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

Ⓟ We'll find out once we attend training and return. 😊



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

Delegating, Chatting and being overly-friendly.

Self-reflect on the following question:

1. What is my purpose for attending this course?

To become the best office Manager/Controller I can be.

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