



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?

Basic understanding of accounting department processes + procedure.

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

Best Practices + ideas from other dealerships.

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

n/a

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

Will not be used for day-to-day work.



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

- ① Staff understanding the functions of each dept.  
Why they do what they do.
- ② Coordination between departments.
- ③ Staff's lack of financial analysis.

Self-reflect on the following question:

1. What is my purpose for attending this course?

To learn about office management functions.

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