



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?

- ① LOOK FOR NEW IDEAS AND PROCESSES
- ② NEW PRODUCTS
- ③ NEW IDEAS WITH CALIFORNIA LAWS
- ④ LOOK AT ANY NEW WAYS TO IMPROVE PRODUCTIVITY

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

NEW IDEAS AND PROCESS

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

WILL BE SHARED WITH OFFICE WORKERS,  
MANAGERS AND GM / BOARD OF DIRECTORS.

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

WHAT I LEARN WILL BE DISCUSSED AND  
IMPLEMENTED AS NEEDED.



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

- ① DEALING WITH EMPLOYEE ERRORS
- ② DEALING WITH PERSONALITIES OF DIFFERENT MANAGERS.
- ③ NEW PROCESSES THAT I AM NOT AWARE

Self-reflect on the following question:

1. What is my purpose for attending this course?

TO FURTHER MY MANAGEMENT ROLE.  
TO WORK SMARTER WITH MANAGEMENT AND  
EMPLOYEES.

LEARN ANYTHING I AM NOT AWARE OF AND  
WAYS TO IMPROVE MY BUSINESS OFFICE  
PRODUCTIVITY.

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