



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?

Efficiency, better work flow, increased knowledge

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

same as above

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?

I will have a better understanding of each departments work flow



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

making sure all in accounting office are on the same page & posting to correct accounts

finding time to cross train office staff

reconciling schedules - due to time issues

Self-reflect on the following question:

1. What is my purpose for attending this course?

To get a better understanding of the financial statement and its contents. To generally learn more of my job than I do now.

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