



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?

- A. Three day close
- B. Deeper understanding of the financial statement.
- C. Best practices for office management - job integration
- D. Express savings ideas
- E. Enhanced bookkeeping understanding

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

Knowledge and Confidence

Know what you don't know

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

A. Office organization - cross training

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

Three day close habit



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5. In your role as a Direct Supervisor, what three things challenge you the most?
- A. Personnel
  - B. O&M agenda
  - C. Industry Changes and Challenges

Self-reflect on the following question:

1. What is my purpose for attending this course?

To gain as much knowledge as I can to perform my duties the best that I can. Also, I am looking forward to interacting with others in my position to possibly gain insight from them on ways to better my position.

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