



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) BETTER UNDERSTANDING OF YOUR ROLE AS THE OFFICE MGR.
B) INFORMATION TO SHARE WITH TEAM MEMBERS TO BETTER ACCOMPLISH DEPT GOALS

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

A) UNDERSTANDING OF FINANCIAL STATEMENT
B) COMFORT LEVEL IN NEW OFFICE MGR POSITION
C) ABILITY TO OBTAIN INFORMATION FOR TEAM MEMBERS

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

DAILY INTERACTION + ABILITY TO ANSWER THEIR FINANCIAL QUESTIONS

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

BY ACCEPTING YOUR NEW ROLE AS OFFICE MGR, IT IS CRITICAL THAT YOU UNDERSTAND YOUR JOB & ARE CONFIDENT ENOUGH TO LEAD YOUR OWN TEAM



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

- A) EMPLOYEES
- B) CUSTOMERS
- C) COORDINATION OF 3 CORPORATIONS TO ACHIEVE THEIR COMMON GOALS

Self-reflect on the following question:

1. What is my purpose for attending this course?

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