



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?

Help gain confidence in knowledge in dealing with issues in schedules. Learn best practices. Check to make sure things are getting done. Learn about other accounts not on my radar.

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

3 ideas/processes to think differently about.  
3 ideas for changes to make.

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

My location - natural happen. Directly work with co-workers.

John and I will talk and it will go through John to our other locations.

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

Integrated by doing it. As the routine goes idea might not fit, look at it differently.



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

How to approach conflict.

How to approach critique.

What accounts to put things to.

How financials work and am I putting all the information on them that I should be.

Self-reflect on the following question:

1. What is my purpose for attending this course?

I am a new office manager, so it will be good for me to learn my job better and to gain confidence doing my job.

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