



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?

To obtain a higher confidence in the office manager position.

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

A network of people to bounce ideas off of and confer with.

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

By sharing knowledge with the team to create room for advancement.

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

By implementing improved processes.



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

- Time management
- Prioritising day to day items
- Addressing conflict within dealership.

Self-reflect on the following question:

1. What is my purpose for attending this course?

To start building a solid foundation this early in my office management career. Also, to learn things the right way the first time.

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