



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?

I want you to be able to analyze the expenses & know where we should be at for a store our size & to feel confident in the allocation on fixed expenses. I would like for you to be able to create a trend analysis so that I can easily see the differences from year to year as well as month to month. In addition I would like you to identify not only which expenses we can control but how to maintain those accounts as well. I would like for you to learn how to develop a month end process for parts inventory reconciliation or to see if the current process in place makes sense.

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

I want you to be able to analyze all pages of the financial statement in order to easily compile information & study the accounts & to present concerns & solutions (if needed). I want you to bring back a check and balance system when calculating managers pay or a way that we can feel confident that the financial statement is correct.

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

Depending on the information we will determine at that time if it makes more sense to meet with managers one on one, or to hold a managers meeting.

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

Just like with any with change we will have a meeting to include Office Managers, GM & Owner. We will clearly define the change in process & align it to our business goals. We will determine the impacts & who will be affected. We will develop a communication strategy & provide effective training & implement a support structure. Lastly we will measure the change process & evaluate if it is working as is or if we need to adjust any areas in order to maximize our goals.



Professional Series Pre-Course Work

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

Motivating employees during slower months.

Keeping expenses down to maximize profitability (even during slow periods).

Finding the time to not only have managers meetings but to make the most out of those meetings.

Self-reflect on the following question:

- 1. What is my purpose for attending this course?**

I want to feel confident analyzing the financial statement. I want to be able to breakdown every page & control what I can & be able to explain the accounts that I have no control over to my GM & Owner. I want to know how to calculate all inventories to how long they have been there & why that costs us money the longer we have them. I would like a process to accepting new A/R wholesale vendors with minimal risk, especially when I can't even get them to complete a 1 page application complete with references.

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