



## 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?  
-Proper reading of the financial statement -Understanding of GL account numbers - End of month processes

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

More knowledge of the daily workings and accounting procedures of a car dealership

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

The use of the knowledge to be able to cross-train other employees in the accounting office.

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

With preparing to take over the Office Manger position, everything that will be taught and learned will be integrated into every day



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

Human resources tasks, end of year , and a complete understanding of the financial statement

Self-reflect on the following question:

1. What is my purpose for attending this course?

My purpose for attending this course is to learn and understand what is needed to become a good office manager

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

