



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?

**The desire is to have a better working knowledge of the day-to-day office operations.**

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

**The hope is to bring back processes and procedures that can be shared with the team.**

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

**The intent is to share the best practices with our office manager and clerical team.**

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

**We intend to define best practices that fit our business model and adopt them into our day-to-day operations.**



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

**People and process are always at the top of the list of things that challenge us the most with finding balance being the third.**

Self-reflect on the following question:

1. What is my purpose for attending this course?

**My purpose for attending this course is to take a deeper dive into office operations and put into practice those actionable items that will lead to the overall success of the dealership.**

*[Handwritten signature]* 10/10/20

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