



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?

An understanding of: Automotive Accounting

- Financial Statement
- DMS / Reports
- How to Maintain + Reconcile Key Accounts
- What is required to manage the incoming data
- How to Close the month

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

A better understanding of all the different aspects of our business.

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

n/a

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

By continuing to work with Bill (Office Manager)



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

- People
- Time Management
- What is important vs not.

Self-reflect on the following question:

1. What is my purpose for attending this course?

I would like to have a better overall understanding of all that is involved with the position.

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