



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?

How to Streamline work flow for better efficiency to work toward 3 day close.

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

Processes to help streamline work flow

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

ideas & suggestions will be shared with Supervisor who is taking course with me

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

We will implement processes that will help streamline our efficiency



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

understanding what the office is dealing with
understanding accounting to know what we are talking about
identifying areas of inefficiencies

Self-reflect on the following question:

1. What is my purpose for attending this course?

Refresher on Best Practices
Achieve 3 Day Close Processes

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