

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 get a deeper understanding of accounting and the interactions between the various types of accounts. Also, to gain a better understanding of the financial statement and how to read/analyze it.

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

I want you to bring back your perspectives and ideas on ways we can improve our month end close/daily practices.

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

We will go over what you have learned, and I will show you how that directly relates to how we do the same things here. If you have ideas on how things could work better, we will discuss them and implement change if possible.

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

We will be upping your office management training, and we will be doing, here at the store, what you've learned in class.

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

- 1.) Reading and understanding the fine workings of the financial statement.
- 2.) Work/Life balance – not getting caught up in trying to finish everything, everyday.
- 3.) Delegation – I find It easier to just do things myself rather than delegate it to someone who is not properly trained.

Self-reflect on the following question:

1. What is my purpose for attending this course?

I am looking to become a better team leader and learn how to better myself in the roll of Office Manager. This way, I can elevate the team around me efficiently and effectively. I want to strengthen my knowledge of the financial statement. I love to learn all aspects of my job, and the rolls that surround it, so I have a better understanding of the 'how and why' of the day-to-day situations and tasks. Knowledge is Power.