# NADA

## 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 thought it would be a good idea to expose you to a Professional Office Managers Training Course. You currently know all the functions of the office and have been trained by a qualified Office Manager. I thought you would benefit from additional training with industry experts that will give you a little bit more of how and why.

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

   I would like you to bring back ideas and techniques that will help you manage the office in an organized and efficient manner.

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

   As the new Office Manager, you will have the opportunity to set up the flow of the office as you would like it to be. As you are implementing new ideas and techniques you should share with me and your staff so we understand what you are trying to accomplish.

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

   It will be up to you to integrate new ideas and techniques that will help you create an organized efficient office. I am here to help with anything you need to get there.