



Professional Series Pre-Course Work

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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?

- New + exciting ways to better perform job
- more efficient + help the dealership

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

- Better ways utilize DMS
- Expense Reduction ideas

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

Create new processes + share with
other managers

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

Implementing the new processes



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

- personnel
- market conditions
- time management

Self-reflect on the following question:

1. What is my purpose for attending this course?

- To Learn more of the roles and skills needed to be an efficient office manager.

- Learn more about the Financial Statement

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