



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 advance in the dealership, learn the ins and outs of managing a parts department. The daily, weekly, and monthly procedures it takes to run the department efficiently.

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

Confidence in yourself plus the ability to help the department run smoother.

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

A group meeting to discuss what you learned, and what we all can take away from this experience.

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

The ability to take on some of the work in my absence so that the department continues to run smoothly and stays clean.



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

Inventory
Organizational skills
Space

Self-reflect on the following question:

1. What is my purpose for attending this course?

To better prepare myself and be familiarized with all aspects of parts management – particularly people management.

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