



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?

The main things I want you to learn is the basic knowledge of office reporting, and management of schedules

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 as many ideas as you can come up with to advance 44 years of business that has been doing accounting the same way

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

Any new ideas will be presented to department heads. Appropriate changes would be made.

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

As a new manager, everything will be new. So if you are open-minded you will probably take a lot from it. Keep a huge open mind.



Professional Series Pre-Course Work

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

The three things that challenge us the most are consistency of how we do accounting, how we manage expenses, and how we hit forecasted goals. Cross training is also very important.

Self-reflect on the following question:

1. What is my purpose for attending this course?

My purpose for attending this course is to get exposed to as much information as possible, learn my processes and objectives, and continue to be curious. This way, I can learn to understand how the industry works, and continue to find ideas to increase net profit and adapt as the world is always adapting. I hope to be a support role for the team, with aspirations of process enhancement.

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