



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?

Its important as a manager to continue to develop your skills to be a better leader, motivate our staff, communicate and improve your team efficiently. I want you to continue to grow and find new ways to be a better leader and support for your team

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

Learn to be more patient and learn how to read people and how to understand what drives them. Each person has a different goal and ways they like to be rewarded and motivated. This is a great skill to learn

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

Create manuals, do one on one with each employee to evaluate their current work habits and make plans

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

These skills should be used daily



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

Time management, attention to detail and staff management

Self-reflect on the following question:

1. What is my purpose for attending this course?

Attending a course for office management in automotive accounting helped me to gain specialized knowledge for effectively handling financial aspects of automotive businesses, especially financial statement preparation and analysis, cash management and forecasting its status, inventory management, necessary reconciliations to be done, and problem-solving abilities.

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