



**AAA MinnDak Program—The Same YET Different? May 27, 2015**

Firm Administrator, *Controller*, **OFFICE ADMINISTRATOR**,  
**Internal Services Manager**, *Director of Office Operations*, and  
**MANAGER/DIRECTOR OF HUMAN RESOURCES**

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**Small Group Discussion**

List as many task as you can think of that you are either involved in or responsible for.

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**Titles and Tasks**

- Does your job title reflect what you do?
- Give two/three words that describe your job.
- What is the most unique task for which you are responsible?

**This is Why I Do This**

- What part of your job are you most passionate about?
- What is one task that makes you say, "I was born to do this!"
- What about your job makes you get out of bed and face the day?

**If They Only Knew**

- If you were gone for a week (or two), what one task would not get done?
- If you could communicate one truth to your partners (bosses), without consequences, what would that be?
- If you could change one thing about your job, what would it be?

**Up, Up and Away**

- You have won the lottery and don't need to work for the CPA firm. What one piece of advice would you give your successor?
- You have been granted a wish—one thing to change. Would you choose to change something about your job or something about your personality within the job?
- If you were a superhero (at your job), what would be your super power?