Do What You Can!
Simple Steps – Extraordinary Results

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John@JohnHallSpeaker.com
(970) 926-0355
John J. Hall, CPA

John Hall is the founder and President of Hall Consulting, Inc. and the author of the award-winning book “Do What You Can! Simple Steps–Extraordinary Results”. He is also the developer and author of The Anti-Fraud Toolkit – a self-paced system for leading a Anti-Fraud Campaign in any size organization.

Through live and recorded programs, performance coaching, and business consulting engagements, John helps program participants and client team members:

- Improve organizational and personal performance
- Enhance the effectiveness of business processes and individual behavior
- Improve interpersonal and communications skills
- Identify and improve areas of exposure to business risk, wrongdoing, and fraud

Speaking, training, coaching and consulting areas include:

- Personal and work group effectiveness, team building and motivation
- Communication and interpersonal behavior skills enhancement, including:
  - Establishing rapport and trust
  - Interviewing and listening
  - Speaking and presenting
  - Selling ideas and influencing others to take action
  - Audit and management leadership
  - Collaboration and consulting skills for professionals
- Fraud prevention, early detection and incident response

In January 2014, John published The Anti-Fraud Toolkit – a self-guided system for business fraud prevention and prompt detection. In 9 learning modules and 5 hours of video-recorded lectures, users can strengthen anti-fraud defenses and learn exactly ‘how-to’ reduce losses, find incidents more quickly, and handle them efficiently. The Anti-Fraud Toolkit uses the action steps John developed over 20 years in his client consulting and training engagements.

In total, Mr. Hall has 35 years of experience as a professional speaker, consultant, corporate executive, and business owner. In addition to operating his own businesses since 1990, he has worked in senior leadership positions in large corporations and international public accounting firms. John is a Certified Board Advisor, and a member of the National Speakers Association, the American Institute of CPAs, and the Institute of Internal Auditors.

Meet John at www.JohnHallSpeaker.com

Email John at John@JohnHallSpeaker.com
“Do what you can, with what you’ve got, where you are”
- Theodore Roosevelt

6 STEPS
1. Stop what you’re doing!
2. Create the Horizon View
3. Fill in the Details
4. Written Action Plans
5. Consistent Daily Action
6. Measure, Adjust, Re-Act

↑ “P” of Success

6 Simple Steps to
↑ “P” of Extraordinary Results

STEP 1
Stop what you’re doing, long enough to
THINK

STEP 1
“Thinking is the hardest work we do.”
- Henry Ford
STEP 1
“Do what you can, with what you’ve got, where you are”
- Theodore Roosevelt

STEP 1
IDENTIFY
Skills and Opportunities you have right now
Habits and limiting beliefs to leave behind

STEP 2
Create the Horizon View

STEP 3
Fill in the Details

STEP 4
Written Action Plans

STEPS 1 to 4
1. Stop what you’re doing!
2. Create the Horizon View
3. Fill in the Details
4. Written Action Plans

DO WHAT YOU CAN! A
CTION PLAN
JOHN J. HALL

Each day, managers review and approve thousands of invoices, contractor statements, time sheets, expense reimbursements, purchasing card details, and other documents that cause cash to be disbursed. All too often, that approval becomes a “rubber stamp” with little active thought about what the approval step really means. “Signatures without thought” make it easy for those who are trying to fool us. Approval of transactions that turn out to be fraudulent can be embarrassing at best and career limiting at worst! Managers are encouraged to answer these basic questions before approving invoices and other payment documents.

www.hallconsulting.biz

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TO DO TODAY
1. _____________________________________________
2. _____________________________________________
3. _____________________________________________
4. _____________________________________________
5. _____________________________________________
6. _____________________________________________
7. _____________________________________________
8. _____________________________________________
9. _____________________________________________
10. _____________________________________________
11. _____________________________________________
12. _____________________________________________
13. _____________________________________________
14. _____________________________________________
15. _____________________________________________
STEP 5
Consistent Daily Action

Bring the HEAT

STEP 6

6.1 Measure Your Progress
6.2 Adjust Your Plan
6.3 Re – Act

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1. Stop what you’re doing!
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Simple Steps – Extraordinary Results

Audit Context
Audit Context Point #1

We Are Experts

Experts Teach

We are CHANGE Experts

Change is required for improvement

Do most people resist change?

Most people will fight to defend ideas they think are their own
The trick is to help them listen to the little voice in their heads.

Audit Context Point #2

We Must Create Daylight

We Audit “Better” by Consciously Creating Daylight between Expectations and Delivery at Every Point in the Audit Process

The Foundation of Daylight

Others are Good
You Choose to be Better
Individually and Collectively

Audit Context Point #3

We Must Be Present

Being Present: 4 Questions
“The Charge” Brendon Burchard

1. Where shall I focus my thoughts right now?
2. How shall I feel right now?
3. How are others thinking and feeling in this moment, and how would I like to interact with or influence them?
4. How present am I right now on a scale of 1 to 10?
Being Present: 3 More Questions
John Hall

ASSUMPTION:
You want better for yourself and your family

5. Am I moving forward at the speed I wish?
6. Am I taking the necessary action to do so?
7. Am I managing my thoughts, feelings, behaviors, and relationships in ways that help me progress, grow and contribute?

Audit Context Point #4
We Must Master Critical Audit Skills

Master Critical Skills

Business and Administrative

Technical    Interpersonal, Communication, Collaboration and Leadership

Expertise is the result of your relationship with practice
- Bo Eason

Levels of Auditor Growth

1. Novice / Apprentice
2. Advanced Technician
3. Expert Craftsman
4. Master Influencer

You Determine Speed

The role of COACHES
Audit Context Point #5
We Must Make Common Sense Common Practice

Daily Checklists
1. Common sense – Not Common Practice
2. We Distort, Ignore, Forget, Get Off Track
3. Build and Work Every Day
4. Create Better Habits
5. Turn by Turn Instructions
6. Specific Behavior at Decision Moments
7. Get Us Back on Track Quickly

The Checklist Manifesto
Atul Gawande

The Tipping Point
Malcolm Gladwell
“When people are overwhelmed with information and develop immunity to traditional forms of communication, they turn instead for advice and information to the people in their lives who they respect, admire and trust.”

Give it Your BEST!
Don’t worry about where it leads or how it will be perceived.

Feedback, Ideas, Comments
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