President’s Message:

Most of the officers and committee chairs acknowledged that we didn’t know much about the role we were stepping into and felt pretty intimidated. We all had to learn as we went along, we made mistakes, and that’s ok! It has been my vision for the Topeka chapter to be a safe place for members to develop and practice leadership skills. That means providing an environment where volunteers are set up for success as much as possible. Mistakes will be made, and it’s ok because the consequences are minimal here. That’s one reason why the chapter is such a great place to learn these vital skills.

To this end, we are looking at ways to make the volunteer experience easier and the orientation more successful. We are considering recruiting more volunteers to help out on the various committees so that the committee chair doesn’t have to shoulder as much of the load. We are also working on compiling a job description for each committee chair so they will be better equipped for their role.

The chapter has always had a handover meeting where the outgoing officer or committee chair meets with the incoming officer or committee chair to explain the requirements and turn over any files. Our district representative has been very proactive in making sure that we are set up for success! The IIA has videos, handbooks, and other resources to give new volunteers a leg up. And let’s not forget the annual leadership academy in Orlando, Florida, which the Topeka chapter sends its incoming president and first vice president each year!

So, with that in mind, please take a look at the openings below and let me know if you are able to volunteer for one of these positions. I will have a committee description complete with an estimated number of hours a volunteer can expect to commit to. We will vote on new officers and board members at the March meeting.

- 2nd Vice President/Programs Committee Chair
- One board member/committee chair

Julie Pennington
In 2008, he began working at Westar Energy. To date, he has spent the last 9 years in the electricity trading industry.

Ben will introduce you to the current electricity marketplace, while also presenting a few recent cases of fraud in the industry, alongside his perspective on risk management and regulatory compliance.

**Event Refund Policy – The Institute of Internal Auditors (Topeka Chapter):**

The purpose of this policy is to ensure event cancellations are refunded appropriately. Events include, but are not limited to: monthly meetings, luncheons, and seminars.

Cancellations made prior to the event registration deadline will be refunded at 100% of the event fee (or would not be billed if the attendee did not pay in advance).

Cancellations made after the event registration deadline will not be refunded (or would be billed at 100% of the event fee if the attendee did not pay in advance).

**Summary of Spring Seminar Topic**

To sell their ideas and influence positive action, every professional must master the business skills of leadership, influence and collaboration. And what we need to do that is proven ideas and action steps we can take back and use on the job immediately. In this ‘how to’ session, that’s exactly what you get.

**Learning Objectives**

In this program, participants will learn:

- How to build legitimate business rapport and trust
- The power of pre-framing and idea seeding
- 4 critical components of selling improvement ideas
- When and how to use pain and pleasure variables to influence others
- What internal leadership skills look like – and how to use them to motivate others to act
- Why every business discussion is a presentation
- How to collaborate effectively (without getting run over in the process)

**IIA Chat:**

**Name:** Dede Patterson  
**Employer:** Landmark National Bank  
**Position:** director of Internal Audit  
**Time in this position:** 8 years  
**Education:** Wichita State University  
BBA in Accounting  

**What was your first job?** I did very basic bookkeeping at a feedlot when I was in high school  
**What is your favorite food?** Most anything Mexican  
**What is your dream vacation?** A tropical island: visualize the bungalow and beach from Six Days Seven Nights before the plane crashes  
**What is your favorite TV show?** Big Bang Theory
Name one person (dead or living) you would like to meet. My great-grandmother that cared for my mother from age 4-12 after my mother’s mother died.

What talent would you most like to have? Playing the guitar

What book are you currently reading? Know Why You Believe by Paul E. Little

What do you try to avoid? Housework

What is your greatest accomplishment? Graduating from college with honors while raising two small children and working.

What would you like to get around to doing when you have time? Finishing my children’s scrapbooks of their school years.

Who is the person you most admire and Why? Milly Schrader, my mother, because she experienced much adversity throughout her entire life but remains strong in her faith and projects a kind and positive role model for her family and friends and, at 88, she still has her sense of humor.

How do you achieve balance between your personal and professional life? I don’t

What might people be surprised to learn about you? I do not like peanut butter and chocolate together or any desserts made with peanut butter.

Updating Your IIA member Information:

IIA members can keep their personal information up to date by visiting the IIA’s website at www.theiia.org. In the upper right hand corner click on "Sign In". Once you are signed in, click on "Profile" and then "My Profile". Here you will be able to see your information and you can edit your personal information, address, and contact information by clicking on the "Edit" button. You can also update your contact preferences by clicking "My Preferences". If you need additional assistance, please contact Julie Pennington at Julie.Pennington@mymlc.com

Newsletter Articles:

Please contact Crystal Perez at cperez@capfed.com with any articles or suggestions for the newsletter. You may also know of special events (weddings, promotions, certifications, etc.) that you would like to put in the newsletter.

Volunteer Opportunities:

The Topeka chapter has had proven success because of the people who volunteer their time. Volunteering takes leadership, dedication, and effort. If interested in serving as an officer or board member for 2017-2018 to continue to enhance the internal audit community, please contact Julie Pennington at Julie.Pennington@mymlc.com

IIA Learning:

IIA Learning delivers innovative, quality, and convenient internal audit training, development, and networking for all skill levels. The flexible platforms focus on individual auditor training needs, as well as existing and emerging issues to ensure that internal auditors receive the knowledge and proficiency required to provide the highest level of auditing assurance, insight, and objectivity possible. The IIA provides multiple learning opportunities.

1. **Seminars** are in-person and online; led by internal audit experts; cater to all auditor skill levels, topics, CPE needs and learning styles.
2. **Webinars** are short, live presentations, led by internal audit industry professionals; focused on trending topics and addressing challenges.
3. **OnDemand** are convenient, self-paced, and cost effective courses on existing and emerging internal audit topics; accessible online, anytime.
4. **On-site Training** provides an in-person, group training; focused on specific learning need and facilitated by internal audit leaders at your location.
5. **Exam Prep** is a self-study or facilitator-led programs; combines reading materials with
online study tools to prepare participants for certification exams.

6. **Executive Development** is strategic guidance and mentoring for internal audit executives; facilitated by executive-level leadership in an elite setting

Visit the IIA website for registration and more information: [www.theiia.org/training](http://www.theiia.org/training)

**The next Members Only webinar:**

**Preparing for the Future: What Internal Auditors can expect in 2018**  
*Date*: Tuesday, February 20, 2018  
*Time*: 12:00 Noon – 1:00 P.M. CST

**Auditing the Organization’s Compliance with the General Data Protection Regulation (GDPR)**  
*Date*: Tuesday, March 20, 2018  
*Time*: 12:00 Noon – 1:00 P.M. CST

**The next eSeminars:**

**Assessing Risk: Ensuring Internal Audit**  
*Date*: February 5 – 14, 2018  
*Time*: 11:00 A.M. – 2:20 P.M. CST

**Audit Report Writing**  
*Date*: March 5 - 14, 2018  
*Time*: 11:00 P.M. – 2:20 P.M. CST

**Auditing Security Monitoring**  
*Date*: May 7 - 9, 2018  
*Time*: 1:00 P.M. – 3:00 P.M. CST

**Cybersecurity Auditing in an Unsecure World**  
*Date*: February 13 - 22, 2018  
*Time*: 11:00 A.M. – 2:20 P.M. CST

**Data Analysis for Internal Auditors**  
*Date*: March 21 – 22, 2018  
*Time*: 1:00 P.M. – 4:20 P.M. CST

**Enterprise Risk Management: Elements of the Process**  
*Date*: February 6 – 15, 2018  
*Time*: 1:00 P.M. – 4:20 P.M. CST

**Fundamentals of Internal Auditing**  
*Date*: February 27, 2018  
*Time*: 11:00 A.M. – 3:00 P.M. CST

**Fundamentals of IT Auditing**  
*Date*: February 19 – 28, 2018  
*Time*: 11:00 A.M. – 2:20 P.M. CST

**IT General Controls**  
*Date*: March 13 – 15, 2018  
*Time*: 1:00 P.M. – 3:00 P.M. CST

**Lean Six Sigma Tools for Internal Audit Fieldwork**  
*Date*: April 17 - 26, 2018  
*Time*: 11:00 A.M. – 2:20 P.M. CST

**Lean Six Sigma Tools for Internal Audit Planning**  
*Date*: May 15 – 24, 2018  
*Time*: 1:00 P.M. – 4:20 P.M. CST

**Operational Auditing: Influencing Positive Change**  
*Date*: May 14 - 23, 2018  
*Time*: 11:00 A.M. – 2:20 P.M. CST

**Performing an Effective Quality Assessment**  
*Date*: February 5 – 14, 2018  
*Time*: 1:00 P.M. – 4:20 P.M. CST

**Risk-based Auditing: A Value Add Proposition**  
*Date*: April 9 - 18, 2018  
*Time*: 1:00 P.M. – 4:20 P.M. CST

**Statistical Sampling for Internal Auditors**  
*Date*: February 19 - 22, 2018  
*Time*: 1:00 P.M. – 4:20 P.M. CST

**Succession Planning: Leveraging and Influencing Millennials and Other Generations**  
*Date*: March 26 – 28, 2018  
*Time*: 1:00 P.M. – 3:00 P.M. CST
Bookstore:

THIS MONTH’S FEATURE:
Leading the Internal Audit Function

In Leading the Internal Audit Function, Lynn Fountain presents lessons learned from her extensive experience as an internal auditor, internal audit manager, and CAE to help internal auditors understand the challenges, issues, and potential alternative solutions when executing the role. The book identifies more than 50 challenges for auditors and discusses potential alternative actions the auditor can take when they experience a similar challenge. The book explains how to:

• Build a value-oriented function that abides by the standards and supports the objectives and goals of the organization.

• Execute the many aspects of the internal audit, including assurance and consulting work.

• Build a risk-based audit process.

• Develop and sustain the internal audit team.

• Develop and manage relationships with management and the audit committee.

• Manage internal audit’s role in corporate governance, compliance, and fraud.

Leading the Internal Audit Function includes real-life examples, scenarios, and lessons learned from internal auditors and CAEs to emphasize the importance of carefully managing all aspects of the internal audit. The author summarizes her many lessons learned into ten "commandments" for both CAEs and internal auditors. By following the guidelines in this book, you should be well-equipped to gain management support, perform effective and ethical audits, and uphold IIA Standards.

With hundreds of titles to choose from, including books, training materials, certification preparation, interactive programs, and more. The IIA Research foundation Bookstore is your one-stop shop for internal audit resources. All Bookstore products have been reviewed by internal auditors to guarantee a perfect fit. Check out the member’s only bookstore for resources for all your Internal Auditing needs.

IIA Bookstore.

CONGRATULATION CORNER!

The certified Internal Auditor (CIA) designation is the only globally accepted certification for internal auditors and remains the standard by which individuals demonstrate their competency and professionalism in the internal auditing field. Please join us in congratulating the following chapter members who recently obtained their CIA certification:

ANNIVERSARIES

Join us in congratulating for following individuals celebrating significant milestones as members of the IIA:

5 Years
Kathleen Heaney

CIA’s

Join us in congratulating the following individuals in obtaining their Certified Internal Auditor (CIA) certification. This is the only globally accepted certification for internal auditors and remains the standard by which individuals demonstrate their competency and professionalism in the internal auditing field

(None to Report This Month)
**La Magazine Website:**

The digital edition of Internal Auditor is a full replicated version of the magazine that delivers internal audit insights and news in a visually enhanced, user-friendly design with new topic sections, enhanced search, and much more!

Visit the website at [www.internalauditor.org](http://www.internalauditor.org) and check out the December 2017 issue featuring "When recommendations go unaddressed" where Jane Seago helps Internal Auditor's understand why and how to conquer the roadblocks for business owners to adopt.

**The IIA’s CIA Learning System:**

**Certified Internal Auditor (CIA): Strengthen Your Core**

As The IIA’s premier designation for more than 40 years, the CIA sets the standard for excellence within the profession. The CIA journey begins with a focus on The IIA’s *International Standards for the Professional Practice of Internal Auditing (Standards)* and aspects of mandatory guidance under the IPPF. The journey continues with a focus on managing an internal audit project and culminates with concepts related to internal control, risk, governance, and technology. The CIA is a 3-part process for establishing your foundational core and starting point for career growth to:

- Distinguish you from your peers.
- Demonstrate your proficiency with internal staff and external clients.
- Develop your knowledge of best practices in the industry.
- Demonstrate your proficiency and professionalism.
- Lay a foundation for continued improvement and advancement.

The IIA offers eight different certifications or qualifications in internal audit-related fields. Why become certified? Well, there are a number of reasons. Earning a certification is a key that opens doors to opportunities in internal audit. Certifications help you earn credibility and respect in your field, increases the opportunity for advancement in your career (and therefore also your earning potential), demonstrates your commitment to the profession, improves your skills and knowledge, and builds confidence in your abilities.

If those reasons aren’t enough, here’s another. Every year, the IIA discounts the exam application fee for each credential for a full month. This month, the IIA is discounting the application fee for the Certified Professional Environmental Auditor designation. That’s a savings of $230.

So, if you have ever thought of becoming certified or qualified, ask one of our members who have been through the process to help guide you. You can get one of the competency certifications (CRMA, CCSA), one of the industry certifications (CFSA, CGAP, CPEA, CPSA), or the qualification (QIAL) without having to first pass the CIA exam. These different certifications cover areas such as control self-assessment, risk management and assurance, financial services, government, environmental, safety, and internal audit leadership.

That's not to minimize the value of the CIA designation. The CIA designation is the hallmark designation of internal audit, and is the only globally accepted designation for internal auditors and the standard by which individuals demonstrate their professionalism in internal auditing. The IIA offers 20% off of the CIA Learning System if you order through your local chapter, and the IIA extends this offer year-round.

**Gleim Discount:**

The Topeka Chapter has partnered with Gleim CIA Review to ensure your success on the CIA exam!

Gleim CIA Review is the most widely used CIA prep course. More CIAs have used Gleim to pass the CIA Exam than all other prep courses combined. The exceptional content now includes over 40 hours of in-depth video lectures and comprehensive question test
banks that cover all of the topics tested and are presented in a format that replicates your exam-day experience. In addition, CIA candidates enjoy a no-hassle Access Until You Pass® Guarantee and customized support from a team of CIA exam prep experts.

As a member of the chapter, you are eligible for a 10-20% discount on Gleim CIA Review Systems. To take advantage of the reduced prices and to place your order, log into the Members Only section of the Chapter website.

Please contact our Gleim representative, Melissa Leonard, with any questions regarding the Gleim materials or discounts available. Call her at (800)874-5346 or via email IIAChapters@gleim.com.

Chapter Achievement Program (CAP):

Do any of your internal audit activities earn Chapter Achievement Program (CAP) points for your Topeka Chapter of the IIA? What is CAP, why is it important and what can you do to help? The Chapter Achievement Program (CAP) is designed by the Institute of Internal Auditors to guide chapters for developing quality programs and completing administrative duties to ensure it is meeting its obligations to its members. Points are awarded for each activity in accordance with the IIA guidelines. The goal is to provide valuable professional activities and development opportunities to our members and earn CAP points.

Certain activities that are conducted by member may qualify. Points are reported to the IIA on the 10th of each month covering three areas:

Service to Members: Attendance at monthly meetings, conferences and seminars, social events and new IIA certification.

Service to the Profession: Academic Relations; Chapter Scholarship Program, Student events held by the chapter. Advocacy; Junior Achievement Involvement, Building Awareness Champion Program, funding support for District advisors and District Representatives, Internal Audit Awareness month events, Host an Internal Audit event at work, Audit Channel TV submissions, Write exam questions for IIA certifications, Submit or Publish an article in the Internal Auditor magazine, participate on a non IIA sponsored or an IIA sponsored Quality Review Team, Chapter recognizes the member company for completing their QA.

Chapter Administration: Involves administrative reporting requirements to the IIA.

Chapter Objectives

Service to Members

- Education Objective: Offer over 20 hours per year of affordable CPE with more than 60% rated as excellent.
- Certification Objective: Two members become certified annually.
- Social Objective: Members get to know other members from different organizations.

Service to Profession

- Membership Objective: Increase active membership.
- Professional Development Objective: Continue to offer affordable and quality training for auditors
- Academic Relations Objective: Promote the profession at Washburn University

Chapter Administration

- Leadership Development Objective: Have 1 or 2 officers attend the Leadership Conference.
- Chapter Finance Objective: Have our lunch meeting fees cover the meeting expense; make additional income from the seminars to fund other activities (Leadership Conference, WU scholarship, WU student night).
- Communication and Participation Objective: Send out monthly newsletter and update website.
## CAP Summary

**As of:** 01/10/2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum for Bronze</th>
<th>Chapter Points (to Date)</th>
<th>% of Minimum</th>
<th>Balance to Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Service to Members</td>
<td>325.00</td>
<td>520.50</td>
<td>160%</td>
<td>Achieved!</td>
</tr>
<tr>
<td>II. Service to Profession</td>
<td>200.00</td>
<td>630.14</td>
<td>315%</td>
<td>Achieved!</td>
</tr>
<tr>
<td>III. Chapter Administration</td>
<td>160.00</td>
<td>166.00</td>
<td>104%</td>
<td>Achieved!</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>685.00</strong></td>
<td><strong>1,316.64</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total from Master Template: **1,316.64**

**Current CAP Status:** Sivler

**Targets:**
- Bronze: 685.00
- Silver: 1,060.00
- Gold*: 1,560.00

*Platinum 10 consecutive years of Gold

The following levels were added in 2016:
- Ruby 10 consecutive years of Platinum
- Sapphire 15 consecutive years of Platinum
- Diamond 25 consecutive years of Platinum

**Topeka CAP History**

- 1990-1999: Gold
- 2000-2015: Platinum
- 2016-2017: Sapphire
## 2017 – 2018 Officers and Board of Governors

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Company</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Julie Pennington</td>
<td>Mosaic Life Care</td>
<td>(816)271-8849</td>
<td><a href="mailto:julie.pennington@mymlc.com">julie.pennington@mymlc.com</a></td>
</tr>
<tr>
<td>1st VP, Seminars</td>
<td>Marie Winter-Zima</td>
<td>Capitol Federal</td>
<td>(785) 231-6394</td>
<td><a href="mailto:mwinter-zima@capfed.com">mwinter-zima@capfed.com</a></td>
</tr>
<tr>
<td>2nd VP, Programs</td>
<td>Brenda Kindle</td>
<td>FHLBank</td>
<td>(785) 438-6152</td>
<td><a href="mailto:brenda.kindle@fhltopeka.com">brenda.kindle@fhltopeka.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Elizabeth Salas</td>
<td>Westar Energy</td>
<td>(785) 575-8322</td>
<td><a href="mailto:elizabeth.salas@westarenergy.com">elizabeth.salas@westarenergy.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Angie Drake</td>
<td>FHLBank</td>
<td>(785) 218-4481</td>
<td><a href="mailto:angie.drake@fhltopeka.com">angie.drake@fhltopeka.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Tony Risinger</td>
<td>Westar Energy</td>
<td>(785) 575-1968</td>
<td><a href="mailto:tony.risinger@westarenergy.com">tony.risinger@westarenergy.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Amelia Noe</td>
<td>Westar Energy</td>
<td>(785) 575-1871</td>
<td><a href="mailto:amelia.noe@westarenergy.com">amelia.noe@westarenergy.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Justin Stowe</td>
<td>LPA</td>
<td>(785) 296-7977</td>
<td><a href="mailto:justin.stowe@lpa.ks.gov">justin.stowe@lpa.ks.gov</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Andrea Robben</td>
<td>BCBS</td>
<td>(785) 291-8897</td>
<td><a href="mailto:andrea.robben@bcbsks.com">andrea.robben@bcbsks.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Robert Knott</td>
<td>Capitol Federal</td>
<td>(785) 231-6355</td>
<td><a href="mailto:rknott@capfed.com">rknott@capfed.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Shanae Gooden</td>
<td>Kansas Army National Guard</td>
<td>(785) 274-1265</td>
<td><a href="mailto:asgooden@gmail.com">asgooden@gmail.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Crystal Perez</td>
<td>Capitol Federal</td>
<td>(785) 231-6359</td>
<td><a href="mailto:cperez@capfed.com">cperez@capfed.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Lori Miller</td>
<td>Capitol Federal</td>
<td>(785) 231-6396</td>
<td><a href="mailto:lmiller@capfed.com">lmiller@capfed.com</a></td>
</tr>
<tr>
<td>Board Member</td>
<td>Jenny Tryon</td>
<td>Westar Energy</td>
<td>(785) 575-1652</td>
<td><a href="mailto:jenny.tryon@westarenergy.com">jenny.tryon@westarenergy.com</a></td>
</tr>
<tr>
<td>Audit Committee</td>
<td>Richard McMullen</td>
<td>Kansas Department of Transportation</td>
<td>(785) 296-5399</td>
<td><a href="mailto:mcmullen@ksdot.org">mcmullen@ksdot.org</a></td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Angie Drake</td>
<td>FHLBank</td>
<td>(785) 218-4481</td>
<td><a href="mailto:angie.drake@fhltopeka.com">angie.drake@fhltopeka.com</a></td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>Julie Pennington</td>
<td>Legislative Post Audit</td>
<td>(785) 296-5817</td>
<td><a href="mailto:julie.pennington@lpa.ks.gov">julie.pennington@lpa.ks.gov</a></td>
</tr>
<tr>
<td>Social Media (Chapter Website and MMT Administrator)</td>
<td>Justin Stowe</td>
<td>LPA</td>
<td>(785)-296-7977</td>
<td><a href="mailto:justin.stowe@lpa.ks.gov">justin.stowe@lpa.ks.gov</a></td>
</tr>
<tr>
<td>Academic Relations</td>
<td>Reza Espahbodi</td>
<td>Washburn University</td>
<td>(785) 670-1010</td>
<td><a href="mailto:reza.espahbodi@washburn.edu">reza.espahbodi@washburn.edu</a></td>
</tr>
<tr>
<td>Government Relations</td>
<td>Mary Hoover</td>
<td>DCF</td>
<td>(785) 296-2973</td>
<td><a href="mailto:mary.hoover@def.ks.gov">mary.hoover@def.ks.gov</a></td>
</tr>
<tr>
<td>Newsletter</td>
<td>Crystal Perez</td>
<td>Capitol Federal</td>
<td>(785) 231-6359</td>
<td><a href="mailto:cperez@capfed.com">cperez@capfed.com</a></td>
</tr>
<tr>
<td>Hospitality</td>
<td>Brenda Kindle (Chair)</td>
<td>FHLBank</td>
<td>(785) 438-6152</td>
<td><a href="mailto:brenda.kindle@fhltopeka.com">brenda.kindle@fhltopeka.com</a></td>
</tr>
<tr>
<td>Certificates</td>
<td>Tony Risinger</td>
<td>Westar Energy</td>
<td>(785) 575-1968</td>
<td><a href="mailto:tony.risinger@westarenergy.com">tony.risinger@westarenergy.com</a></td>
</tr>
<tr>
<td>Membership Committee</td>
<td>Brenda Kindle</td>
<td>FHLBank</td>
<td>(785) 438-6152</td>
<td><a href="mailto:brenda.kindle@fhltopeka.com">brenda.kindle@fhltopeka.com</a></td>
</tr>
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## TOPEKA IIA 2017-2018 SCHEDULE AND LOCATIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
<th>Location</th>
</tr>
</thead>
</table>
| Tuesday, February 6, 2018 | Lunch Meeting (1 CPE)  
Ben Engelken  
Solea Energy | Westar                  |
| Tuesday, March 6, 2018   | Lunch Meeting (1 CPE)  
Protiviti  
Excel Tips | Museum of Kansas National Guard |
| Tuesday, April 3, 2018    | Lunch Meeting (1 CPE)  
Jim Baird  
Security Targets | Cap Fed                |
| Thursday, April 12, 2018  | Spring Seminar  
John Hall  
Leadership, Collaboration and Influence Skills for Auditors | FHLB                   |
| Tuesday, May 1, 2018      | Lunch Meeting (2 CPE)  
Dr. Scofield  
Ethics | Westar                  |

*Locations are subject to change*
The Work-Life Balance To-Do List for Accounting and Finance Leaders

An employee’s ability to maintain a healthy work-life balance can have a direct and positive impact on that person’s productivity and job satisfaction. It also can help motivate that professional to stay with their current organization for the long term.

Findings from a recent Robert Half Management Resources survey suggest that many managers understand the importance of helping their employees achieve better work-life balance. More than half (52 percent) of workers interviewed said they are better able to juggle personal and professional responsibilities today than three years ago. And a strong majority of the respondents — 91 percent — report that their supervisor supports those efforts.

However, even if you are confident that you already do a good job helping your accounting and finance team to strike the right balance between their professional and personal responsibilities and interests, there’s likely room for improvement. The following to-do list can help you ensure that work-life balance is a top focus for your business in the year ahead:

To-do #1: Ask for feedback
If you want to better understand your employees’ wants and needs, just ask them. If some team members don’t feel comfortable opening up to their supervisor, use a questionnaire with the option to remain anonymous. The more you know about what your employees require for better work-life balance, the more you can help.

To-do #2: Reach out to tenured staff
If you manage a multigenerational team, you may find that employees from different age demographics feel differently about their ability to maintain work-life balance. For example, in our recent survey, twice as many millennial respondents cited improvement in their work-life balance compared to those age 55 and up. So, if you have baby boomer team members, you may want to proactively suggest ways that they can achieve better balance. Perhaps they’d benefit from a sabbatical? Or maybe they’d like to gradually cut back their hours and move into a consulting role as they transition into retirement?

To-do #3: Emphasize outcomes, not hours
When employees put in long hours and sacrifice personal time, you may be tempted to lavish them with praise and even a bonus. Well-intended as these gestures are, they can be counterproductive, as you’re rewarding effort and not necessarily results. Instead, save the accolades and incentives for outcomes, and be quick to recognize staff members who meet their goals through strong technical and time management skills.

To-do #4: Lead by example
When you email your accounting and finance team on a Sunday or late at night for non-urgent matters, you’re also sending an unspoken message: I’m working on the weekend, and you should, too. No matter how much you talk up the importance of work-life balance, it does no good when your actions say something else. Let your employees enjoy their personal time, free from having to worry about checking messages.
The same goes for vacations. If you’re plugged into work when you’re supposed to be relaxing, your staff will feel pressured to follow suit during their vacations.

**To-do #5: Urge workers to use their paid time off**

Speaking of vacations … some companies still allow their employees to roll over and stockpile their vacation days. That policy may seem like a benefit, but it does your team a disservice. Accounting and finance staff really do need to check out from work periodically. Otherwise, they risk burning out — and you risk losing top performers.

**To-do #6: Bring in interim professionals**

Not all workweeks are created equal. Year-end, tax season and reporting deadlines can easily overload accounting and finance employees and throw their work-life balance out of whack. One way to support your full-time staff during these stressful work periods is to engage interim professionals who can lend a helping hand.

**To-do #7: Give the gift of time**

Gifts of time, like an extra vacation day or a Friday afternoon off following a big project or heavy work period, can also help your team to maintain better work-life balance. (No doubt, your workers will greatly appreciate these small but valuable “bonuses.”)

And don’t forget about the holiday season. If your company experiences a natural slowdown between Christmas and New Year’s Day, consider closing the office that entire week. That way your team can fully unplug from work, enjoy the holidays, and come back to work feeling recharged and refreshed.

**To-do #8: Communicate and educate**

Don’t let “work-life balance” be little more than a buzz phrase at your firm. Find other ways, big and small, to demonstrate to employees that the business takes this issue seriously. Some ideas include:

- Promoting your company’s work-life balance perks in memos and newsletters.
- Offering resources to help new parents before and after their leave.
- Setting up brown-bag lunch sessions to discuss time management and wellness. If your budget allows, consider inviting expert speakers to present on these topics.
- Maintaining an open-door policy so workers feel free to discuss work-life balance issues with you.

These eight to-dos can help you keep your accounting and finance team’s morale and job satisfaction running high. You can foster a corporate culture where work-life balance is a clear priority — and employees know they have management’s full support to achieve it.

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