

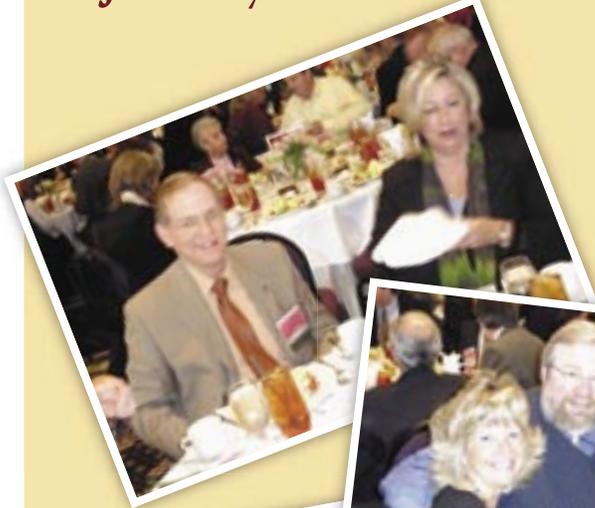
## January IFMA Luncheon

## *What you missed*

Patti Wood MA, CSP gave a captivating presentation on “Managing your Employees with your Nonverbal Communication.” She explained that when you feel like your employees just aren’t hearing you, that maybe your actions are drowning out your words. Your nonverbal communication send messages about how confident you are, what you think about your own power, and how much you like others. Understanding what your conveying could mean the difference between being effective manager – or not.

She explained how it is possible to completely ignore the nonverbal cues. Maybe you’ve been doing that all along. But consider this analogy, it’s as if all of us are speaking both English and French, with French being nonverbal communication, some people understand French and use it others don’t. Those that use it and they’re getting so much more understanding and clarity, than those that say there is no such thing as a French language. They may think it doesn’t exist, but at the same time, they may be wondering why they’re having problems at work, problems in their relationships, and why people around them are unhappy. They don’t get it, because they think they’re being so clear just by using words.

So tomorrow go into work and speak a little “French.”



## What’s in your Disaster Plan?

In January more than 20 IFMA Atlanta Members gathered at the Salvation Army Southern Headquarters to receive the basics in developing an Emergency and Evacuation Plan for their place of Business. Jeff Jellets, Salvation Army Territorial Disaster Coordinator, presented an outline of a Facility Emergency Plan for each participant to take back to their own working environment which included:

- Identify common hazards that could affect the Workplace Facilities or Personnel
- Identify Key Members of a Facility Emergency Planning and Response Team
- Describe successful techniques for managing emergency situations, including evacuation
- Outline a basic Facility Emergency Plan using a Model Plan

This simple approach certainly gave the participants the confidence to take this Model to their place of Business to immediately begin to develop or enhance an Disaster Emergency Plan that will actually work in the event of a Disaster within their Business.

Thanks again to Jeff Jellets sharing his vast experience in Disaster Planning and the Salvation Army for their generous hospitality in hosting this event.

Clara M. Smith, CFM  
IFMA Atlanta Education Chair

