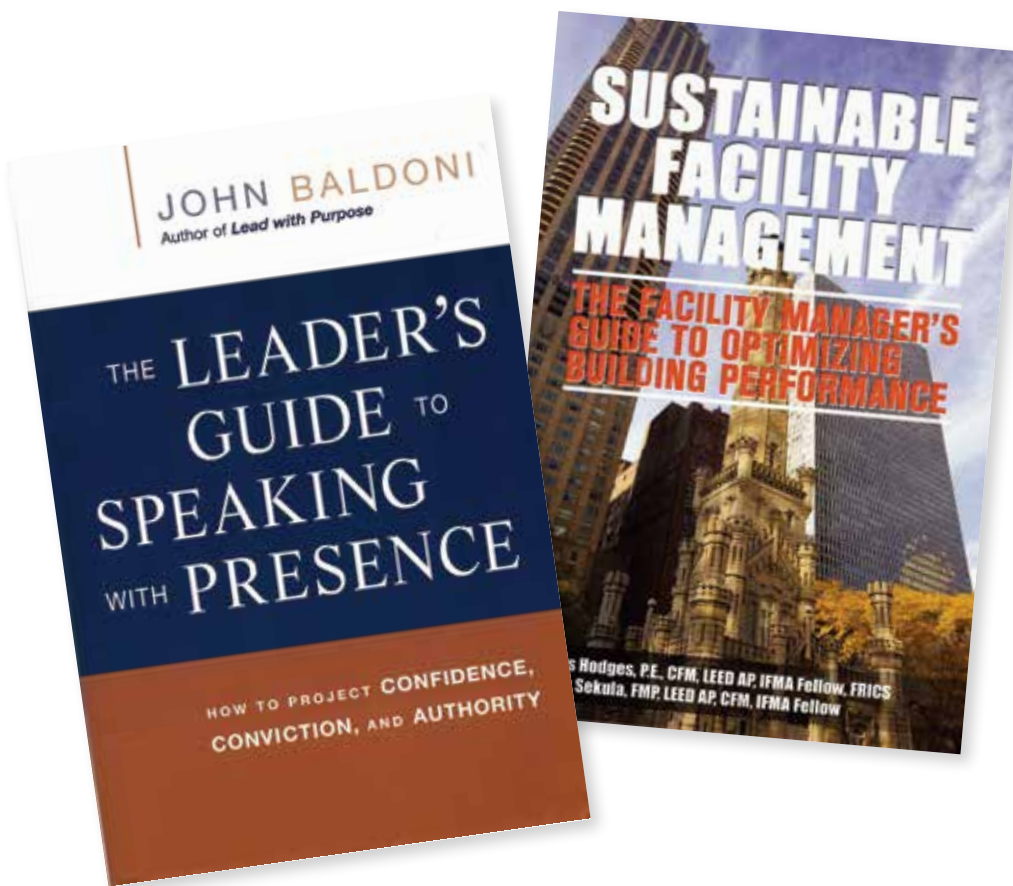


Book Review Editor: Theodore J. Weidner, Ph.D., P.E., CEFP, AIA

Some readers may be in the midst of budget development for next year, while it may be too late for others. Regardless, there are two books to include in your spending plans now either to make refinements to next year's budget, or to prepare for the following year. They are not financial books, instead, they address bigger-picture issues that challenge facility managers everywhere.



THE LEADER'S GUIDE TO SPEAKING WITH PRESENCE: HOW TO PROJECT CONFIDENCE, CONVICTION, AND AUTHORITY

by John Baldoni, AMACOM, New York, 2014, 80 pp., \$6.95, softcover.

Every leader must speak in public (even if it's to a small group). Some folks do it well, others need help. Well,

help is here. *The Leader's Guide to Speaking with Presence* is a handy (slightly larger than pocket size) guide that gives pointers and examples for a better and successful speaking style. As stated in one quote, "stand-up, speak-up, shut-up," this book gets the point across clearly and quickly—a pleasant change from other manuals.

The author starts quickly with examples of good speaking habits. Starting with acknowledgment of the audience and the importance of making connections (friends) with them so that they want to hear what you have to say. Subsequent chapters talk about posture, looking at the audience, and breathing (recognizing that some people have stage fright and forget to breathe). That's right, some people still have a greater fear of public speaking than they have of death, so there's a chapter discussing how to overcome the fear. All this is accomplished within very few pages. There's even discussion about what makes a good presentation with or without PowerPoint.

I like this book. The points are consistent, valuable, and pithy if not necessarily unabridged. It has a great price point, and great length; at \$6.95 it's a tiny investment for a great reference.

SUSTAINABLE FACILITY MANAGEMENT

by Chris Hodges and Mark Sekula, Vision Spots Publishing, Alexandria, VA, 2013, 422 pp., Atlantic Monthly Press, New York, 2003. 268 pp. \$25, softcover.

The facilities management field has few books dedicated to the subject, and sustainable facilities management (SFM) has fewer still. Those interested in the topic usually meet their information needs by engaging consultants or studying a book in a related field. When a book in either area comes to my attention I'm eager to read it and see how it can help me fill my library with more focused information. That's what drove me to

read *Sustainable Facility Management; The Facility Manager's Guide to Optimizing Building Performance* by Hodges and Sekula.

While this appears to be a sizable book, *Sustainable Facility Management* is well written and flows nicely from one chapter to the next. Initial concepts about sustainability are introduced and then followed by essential elements of implementation: leadership, strategies, metrics, and factors.

The inputs and outputs of sustainability are discussed with a chapter that focuses on financial terms that the CFO might use rather than the terms the facility manager is familiar with. Presentation of these tools to convince others why different sustainability

options may be recommended, are important for even the most seasoned facility officer.

Another notable feature of *Sustainable Facility Management* are the references to sustainability organizations and documentation outside the United States. International organizations like APPA need to have access to international standards to meet all member needs, and this book is a good start. National references cover all of APPA's members and strategic partners except South Africa's SRI, Japan, and Singapore. Regardless, it is a significant improvement over the North American centric systems most of us see.

Finally, the authors utilize many of the other general techniques presented

at APPA U to implement new or manage existing initiatives including balanced scorecard, change management, and total cost of ownership, among others. This is a good, wide-ranging book, with tools that are not limited to sustainability alone. I plan to use it frequently in my work. ☺

Ted Weidner is president of Facility Asset Consulting, Noblesville, IN, and can be reached at ted@weidnerfac.com.

NO WATERING for up to 30 days, can your pots do that?



EarthPlanter Self-Watering Planters

- Complete elimination of daily/weekly watering schedules
- Labor savings of \$1,000/month or more
- Uses up to 80% less water
- Produces bigger, more vibrant results
- 5 STAR Rating by top educational facilities including; UMass, Holy Cross, Quinnipiac, Villanova, Syracuse University, North Carolina, Kent State, Arizona State

Exclusive APPA Benefits Available!



EarthPlanter.com
Toll Free: 1.877.815.9276
Email: sales@earthplanter.com

