

ba•ton

(bə-tŏn') *n.* a device used in successful meetings

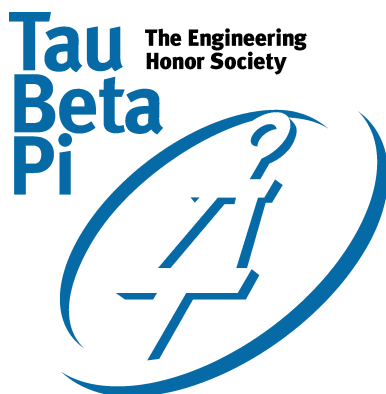
No, not the metal rod with streamers used by drum majors. And no, nothing like the short club used by police – don't beat up your meeting attendees! Come find out the type of baton you want to use to keep your meetings running smoothly!

Meeting Management

Prepare effectively for meetings by knowing when they are necessary, whom to invite, where to hold them, how to organize an agenda, and how to assign roles.

Team Dynamics

Keep a meeting on track by knowing the methods for dealing with changes in topics, participant criticism, interruptions, and other meeting roadblocks.



Engineering Futures Group Process

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