

# Presentation Types

*Whether in business or in your personal life, you make dozens of presentations each day. Being conscious of each type and how they apply to you will help you be more effective in getting the outcomes you desire. Review the types and write notes on how each apply to you. Be sure and add any types that may not be listed.*

<b>Business Presentation Type</b>	<b>Personal Presentation Type</b>	<b>How They Apply to My Life</b>
<b>Sales Presentations:</b> Business development pitches in person or over the phone, as well as attempts to sell a product.	<b>Influence or Persuasion:</b> Any attempt to win someone over to your point of view.	
<b>Training Sessions:</b> Communicating information for audience self-improvement	<b>Teaching Sessions:</b> Opportunities to impart skills and information to others, from Little League to Continuing Education.	
<b>Speeches:</b> Talks to groups with the purpose of entertaining or inspiring.	Same.	
<b>Meetings:</b> Organizational attempts to move an effort from Point A to Point B. This could be a phone meeting, an in-person meeting, a video broadcast meeting, etc.	Same, but don't forget family meetings, volunteer meetings, etc.	
<b>Media:</b> Appearances in front of reporters, cameras, on the phone, radio interviews, etc., to communicate a message.	Same.	
<b>E-Presentations:</b> Communicating or influencing via fax, e-mail, PowerPoint, etc.	Same.	
<b>Branding Messages:</b> Efforts to communicate a consistent message about what we stand for as an organization or as a person.	Same. Remember that how you present yourself will have an impact on your success. Also, volunteer efforts can benefit greatly from branding.	
<b>Facilitated Events:</b> Helping people communicate with, inspire, and work effectively with one another.	Same.	
<b>Seminars:</b> In-person training event of 10 to 100 people.	<b>Group Instructions:</b> Teaching others how to pursue a craft or hobby, religious studies, sports, etc.	
<b>One-on-One:</b> Any individualized presentation opportunity, whether in person or over the phone.	Same.	