

CUSTOMER SERVICE TRAINING

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COURSE LENGTH: 1.0 DAYS

Do you impress your customers every time you interact with them? Does your organisation thrive on creating raving fans who buy your products and services again and again?

You must go beyond simply showcasing your products and services and purposefully design and plan to develop strong relationships with your customers. It is essential that you provide a unique customer experience by proactively anticipating your customers' needs and exceeding their expectations every single time.

In this fun and exciting customer service training course you will learn to recognise how your attitude impacts on your interactions, you'll learn how to apply techniques to generate repeat business, develop top-level telephone skills, learn how to deal with difficult customers and deliver on your promises.

You will learn about your own personality type as well, as other personality types, and how to engage others in an entirely new way that provides a path to better communication and delivering an improved customer service experience.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training needs analysis, so contact us today to learn more!

[Click Here to See What a Customised Customer Service Training Program Looks Like.](#)

The PD Training Customer Service course is fun and effective and will improve the way you approach delivering service to your clients. This course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Customised Customer Service courses are available for organisations that require specific scripts or product knowledge. Contact us today for a free quote!

CUSTOMER SERVICE TRAINING COURSE OUTLINE

FOREWORD

In order to create higher levels of customer satisfaction, you need to go beyond good customer service and exceed your customers' expectations with exceptional service every time. In order to achieve this, it is important to ask yourself some questions:

- Do you or your staff have the right skill sets to deliver exceptional customer service?
- How do you currently improve your Customer Service Skills and approaches?
- Do you strive to continuously improve your customer service?
- Do you currently listen effectively to uncover the customer's true needs?
- Are internal customers understood and prioritised?

This Customer Service Training Course is for professionals who want to make a significant contribution to their company's image or bottom line and make their own lives more rewarding by consistently providing exceptional customer service to both internal and external customers.

OUTCOMES

After completing this course participants will be able to:

- Understand the significance of customer touchpoints
 - Understand customer diversity
 - Explore the principles of great service
 - Apply critical communication skills
 - Learn lessons from your most difficult customers
 - Know how to defuse situations with customers and to handle tough scenarios
 - Know how to contribute to and create a customer service culture
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MODULES

Lesson 1: Brand Ambassador or Brand Assassin?

- What is Customer Service?
- Customer Behaviour
- Why Customers Leave
- The Benefits of Brilliant Customer Service
- Reflection

Lesson 2: Customer Diversity

- Cultural Diversity and the Global Customer
- Generational Differences
- Reflection

Lesson 3: We Choose to Serve

- Customer Empathy
- Principles of Great Service

Lesson 4: Communication – the Key to Great Service

- Listening

- Reflection

- Writing
- Personal Style
- Reflection

Lesson 5: Navigating the Negatives

- Learning from Worst-Case Scenarios
- The Steps of Acknowledgement
- Handling Tough Situations
- Reflection

Lesson 6: Creating a Service Culture

- Management Focus
- What Can You Do?
- Living the Culture
- Reflection

Lesson 7: Reflections

- Create an Action Plan
- Accountability Equals Action

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WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)
- [Public Classes - Enrol Now!](#)