



162-P24-VE



Virtual



7 hours



EGP 1580

Course Description:

This course is designed to empower customer service and sales professionals with the tools and confidence needed to excel in their roles. Participants will learn to identify and cater to customers' wants and needs, use different strategies to enhance their relation with their customers. With a focus on flexibility and inspiration in communication, learners will emerge as adept communicators capable of delivering exceptional customer care with energy and commitment.

Target Audience:

This course is intended for individuals across all levels of customer service and sales roles. Whether you're a frontline customer service representative or a seasoned sales professional, our aim is to sharpen your skills in customer interactions and elevate your performance while dealing with customers.

Course Objectives:

By the end of this course participants will be able to:

- Identify customers' wants and needs.
- Implement different methods to enhance customer loyalty
- Use effective customer rapport-building strategies for service excellence.
- Manage customer complaints effectively

Course Outline:

Module 1: Customers' Needs and Wants

Session One: Meeting Customer Needs and Wants

- Customer Needs
- Customer Wants
- Wining Customers' heart
- Assignment

Module 2: Customer Loyalty

Session One: Lifetime Customers

- Defining a lifetime customer
- 7 Reasons to Develop Lifetime Customers
- Loyalty drivers
- Losing a customer
- The cost of losing a customer
- Methods of collecting customer feedback
- Assignment



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Module 3: Building Rapport with Customers

Session One: Building Rapport with Customers

- Characteristics of high-performing service providers
- Strategies for building rapport
- Sharpen your rapport
- Assignment

Module 4: Techniques for Handling Customer Complaints

Session One: Handling Customer Complaints

- Complaint
- Hot buttons and forbidden words
- Seven Techniques for Defusing Customer Complaints
- Disengaging, Face-saving out, Not Taking the Bait and Offering choices/empowering customers
- Assignment

Assessment Strategy:

- 40 % Assignments between sessions
- 60 % Participation
- 60 % Cut off score of total grades which is "100

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

None