

CUSTOMER SERVICE TRAINING 101

THIRD EDITION



Quick and Easy Techniques That Get Great Results

Renée Evenson

Customer Service Training 101 Customer Service Training 101

Renee Evenson



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Customer Service Training 101 Renee Evenson, 2011 Your service team may represent the first last or only interaction point between your customers and your company Your front line service professionals make or break countless opportunities leads sales and relationships every day Completely revised and updated to meet the challenges of a new service landscape the second edition of *Customer Service Training 101* presents proven techniques for creating unforgettable customer experiences The book covers every aspect of face to face phone Internet and self service customer relations and provides simple yet powerful tips for Projecting a positive attitude and making a great first impression Communicating effectively both verbally and nonverbally Developing trust establishing rapport and making customers feel valued Confidently handling difficult customers and situations New features include How Do I Measure Up self assessments and Doing It Right examples from the author s extensive customer service experience Every step by step lesson in this comprehensive and inspiring training manual is augmented with instructive sidebars a summary of key points practice exercises and so much more

Customer Service Management Training 101 Renee Evenson, 2011-09-14 Becoming a great customer service manager requires an intentional focus on skills beyond those required for exemplary customer service Building off the success of her book *Customer Service Management Training 101* author Ren e Evenson shows readers what it takes to advance to the next stage in their careers focusing on their development as managers Filled with the same accessible step by step guidance as its predecessor this book teaches readers how to identify their personal management style and develop the core leadership qualities needed to communicate with lead train motivate and manage those employees responsible for customer satisfaction Designed for new managers and veterans alike *Customer Service Management Training 101* covers essential topics including planning and goal setting time management team development conflict resolution providing feedback listening to your employees monitoring performance conducting meetings and managing challenges Packed with checklists practice lessons inspired by real world scenarios and detailed examples and explanations of the right and wrong ways to do things this handy resource is the start and finish of everything customer service managers need to know to thrive

Customer Service Training 101 Renee Evenson, 2017-12-14 This invaluable resource is the training manual you need to give your employees the thorough training review and if necessary overhaul they need in the vitally important area of customer service If their interactions with you and your employees were the only things your customers knew about your business what would they say about it Would they use descriptions such as uninformed rude hot tempered uncaring For your customer nothing else represents your business more than your employees therefore nothing is more important than arming them with the knowledge and skills they need to find the best solution for every customer Using scenarios guidelines and practice exercises *Customer Service Training 101* will train them in Creating positive first impressions Speaking and writing effectively Listening attentively Identifying needs Making customers feel valued Confidently handling customer complaints

Your business plan is sound Your product is needed Your growth strategies are ground breaking but poor customer service can bring it all to a crashing halt Equip you and your employees with the necessary skills before it s too late Customer Service Training 101, 2nd Edition Renee Evenson,2010 Your service team may represent the first last or only interaction point between your customers and your company Your front line service professionals make or break countless opportunities leads sales and relationships every day Completely revised and updated to meet the challenges of a new service landscape the second edition of Customer Service Training 101 presents proven techniques for creating unforgettable customer experiences The book covers every aspect of face to face phone Internet and self service customer relations and provides simple yet powerful tips for Projecting a positive attitude and making a great first impression Communicating effectively both verbally and nonverbally Developing trust establishing rapport and making customers feel valued Confidently handling difficult customers and situations New features include How Do I Measure Up self assessments and Doing It Right examples from the author s extensive customer service experience Every step by step lesson in this comprehensive and inspiring training manual is augmented with instructive sidebars a summary of key points practice exercises and so much more

101 Ways to Improve Customer Service Lorraine L. Ukens,2007-07-13 101 Ways to Improve Customer Service provides a variety of training and development interventions that can be put to use right now with frontline service employees Your customer service representatives directly influence the perception that customers have of your products and services and ultimately your company It is vital that your employees develop service strategies to create a positive image communicate effectively and build customer rapport to support the underlying values and beliefs of your organization Award Winning Customer Service Renee Evenson,2007-08-29 Delivering top of the line customer service is Job 1 for most companies an important factor in keeping profits high and customers coming back Customer service problems can damage not just a company s reputation but its bottom line so for busy managers and business owners with little time to search for solutions some fast help is needed Award Winning Customer Service offers scores of quick tips for readers looking to improve and then maintain their company s level of customer service The book is chock full of practical advice on important topics such as planning and goal setting effective communication leadership preparing for change continual learning coaching and development effective feedback motivational and problem solving meetings conflict resolution follow up and staying on top of the game and more Containing 101 effective tips in all unique When this happens try this sections and encouraging quotes this is an essential reference for anyone who needs guidance or just a refresher on making customers feel truly valued

Powerful Phrases for Effective Customer Service Renee Evenson,2012 Let s face it dealing with customers isn t easy They aren t always right or even pleasant But experienced business author Ren e Evenson ensures you always have the right words to defuse tense interactions In Powerful Phrases for Effective Customer Service she covers thirty challenging customer behaviors and twenty common employee caused negative encounters to teach readers how to assess circumstances choose

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Powerful Phrases for Dealing with Difficult People Renee Evenson,2013-10-15 How to Manage Work Relationships in a Constructive Way that Leads to Success Learning how to maintain strong harmonious work relationships is essential Unfortunately at some point in your career you ll have to work with people whose personalities or habits make every interaction with them a trial Communications expert Renee Evenson has written the definitive phrasebook on how to confront the situations that can arise when dealing with difficult personalities and bring about a positive outcome Powerful Phrases for Dealing with Difficult People is packed with practical and easy to use tactics such as 325 powerful phrases to communicate effectively as well as powerful actions to take in

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